

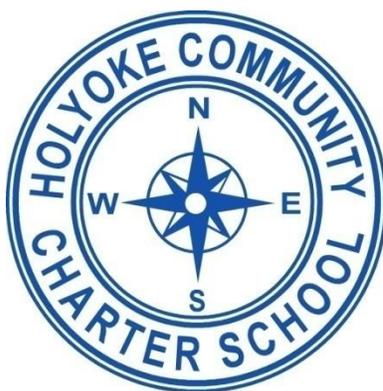
# Holyoke Community Charter School

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*A tuition-free, college-preparatory charter public school*

## Student and Parent Handbook

**2013-2014**



*Member of the SABIS® School Network*

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## ***1. Holyoke Community Charter School Contact List***

2200 Northampton Street ♦ Holyoke, MA 01040 ♦ Tel: (413) 533-0111 ♦ Fax: (413) 536-5444

**[www.hccs-sabis.net](http://www.hccs-sabis.net)**

School Director	Dr. Sonia Correa Pope	spope@sabis.net
Academic Quality Controller, K-4	Ms. Zandrina Atherley	zatherley@sabis.net
Academic Quality Controller, 5-8	Mr. Benjamin Torres	btorres@sabis.net
Business Manager	Mrs. Pamela Blair	pblair@sabis.net
Human Resources	Mr. Matthew Boudreau	mboudreau@sabis.net
Student Management Coordinator	Mr. Nicolas Hutchinson	nhutchinson@sabis.net
Student Life Coordinator	Mr. Angel Coriano	acoriano@sabis.net
Extended Day Program	Mr. Benjamin Torres	btorres@sabis.net
IT Manager	Ms. Stacie Wolmer	swolmer@sabis.net
Director of Operations	Mr. Joseph Dougherty	jdougherty@sabis.net
Special Education Academic Coordinator	Ms. Lisa Beluzo	lbeluzo@sabis.net

If you are unsure which staff member or administrator to call,  
the front office staff will be happy to direct you to the appropriate person.

**For a copy of this Handbook in Spanish, please contact our school number (413) 533-0111  
Para una copia o traducción en Español favor de comunicarse con la escuela al (413) 533-0111.**

The Holyoke Community Charter School's website is [www.hccs-sabis.net](http://www.hccs-sabis.net).

For more information about the SABIS® School Network, visit [www.sabis.net](http://www.sabis.net).

## 2. Holyoke Community Charter School Board of Trustees

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Mrs. Anne Darcy  
**Board President**  
413-539-2206 W  
[Adarcy0002@charter.net](mailto:Adarcy0002@charter.net)  
[adarcy@holyokehousing.org](mailto:adarcy@holyokehousing.org)

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Gail Pisacane  
**Vice Chair**

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Mark Lubold  
**Clerk**

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Cynthia Dennis  
**Treasurer**

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Jay Breines  
**Member**

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Christine Lefebvre  
**Member**

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The Board of Trustees can also be contacted at 413-533-0111.

### ***3. Introduction***

#### **A brief background of the Holyoke Community Charter School:**

The members of the founding Board of Trustees of the Holyoke Community Charter School applied for a charter in December 2000. The Massachusetts Board of Education granted HCCS a charter in March 2001. Since then, the school has overcome numerous challenges to open its doors.

The school mission is supported by an encouraging Board of Directors, an outstanding educational system provided by SABIS® Educational Systems, the HCCS Parent Connection, community leaders, dedicated teachers and staff, and most importantly by our students and parents. HCCS has created a culture of achievement and a sense of extended family where one supports the other.

Our success stems from the hard work and commitment of our staff and students. HCCS helps students to grow academically, arms them with confidence, ability, and citizenship. We live each day with pride—knowing that we uphold the school’s mission, we are preparing students for success in college, and we are instilling the love for lifelong learning.

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

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

The school survived two world wars and continued to grow and develop over the years. In the mid-1970s it began an expansion program outside Lebanon.

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

##### College Preparation for All Students

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

Holyoke Community Charter School currently accepts students from kindergarten through 8<sup>th</sup> grade in the 2013-2014 school year. The Holyoke Community Charter School is highly academically-oriented without being selective and requires only two things:

1. Students must have a minimum basic knowledge in English and mathematics (as determined by diagnostic tests); those students lacking this knowledge must be willing to attain it through academic assistance and hard work.
2. Parents and students must want an excellent education, and students must be willing to make the effort required to achieve academic success.

## **Cultural Diversity:**

The Holyoke Community Charter School believes cultural diversity in its student body and staff is part of its mission to “educate citizens of the world.”

The diversity of the student body gives students the experience of interacting with children and adults from a variety of backgrounds, providing them with an opportunity to closely relate to people of different cultures, religions, and races. It fulfills one of the goals of the School’s philosophy, which is “to help students develop a true understanding of the differences as well as the similarities” of others.

## **Accountability:**

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

## **Non-Discrimination Policy:**

In accordance with MGL, Chapter 71, Section 89, I, and Chapter 76, Section 5, Holyoke Community Charter School is committed to ensuring equal educational opportunities for all students, on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, gender identity, mental or physical disability, age, ancestry, athletic performance, special need, or proficiency in the English language or a foreign language, and academic achievement. Holyoke Community Charter School may limit enrollment to specific grade levels.

The Board of Trustees has approved grievance procedures for students, teachers and other employees who feel that they have been discriminated against.

## **School Mission:**

*The mission of Holyoke Community Charter School is to promote the joy of learning and to prepare a broad cross section of Holyoke children for success as students, workers, and citizens by providing them with a high quality public education.*

The purpose of the school is to enable students from kindergarten through grade 8 to reach high levels of accomplishments in the core areas of:

- reading, writing, literature and language arts
- mathematics and science
- physical fitness and health
- character and ethics
- practical arts and technology

## 4. Class Schedule



### Holyoke Community Charter School

### Breakdown of the Day

Academic Year 2013-2014

Block	KG	Grades 1 – 2	Grades 3 – 5	Grades 6 – 8
<b>HR</b>	<b>8:00-8:30</b> 30 Minutes	<b>8:00-8:30</b> 30 Minutes	<b>8:00-8:20</b> 20 Minutes	<b>8:00-8:20</b> 20 Minutes
<b>1</b>	<b>8:30-9:20</b> 50 Minutes	<b>8:30-9:20</b> 50 Minutes	<b>8:20-9:20</b> 60 Minutes	<b>8:20-9:20</b> 60 Minutes
<b>2</b>	<b>9:22-10:10</b> 48 Minutes	<b>9:22-10:10</b> 48 Minutes	<b>9:22-10:22</b> 60 Minutes	<b>9:22-10:22</b> 60 Minutes
<b>3</b>	<b>Break</b> 10 Minutes	<b>Break</b> 10 Minutes	<b>10:24-11:24</b> 60 Minutes	<b>10:24-11:24</b> 60 Minutes
<b>4</b>	<b>10:20-11:08</b> 48 Minutes	<b>10:20-11:08</b> 48 Minutes	<b>Break</b> 6 Minutes	<b>Break</b> 6 Minutes
<b>5</b>	<b>11:10-11:35</b> <b>Recess</b> 25 Minutes	<b>11:10-11:35</b> <b>Lunch</b> 25 Minutes	<b>11:30-12:20</b> 50 Minutes	<b>11:30-12:20</b> 50 Minutes
<b>6</b>	<b>11:35-12:00</b> <b>Lunch</b> 25 Minutes	<b>11:35-12:00</b> <b>Recess</b> 25 Minutes	<b>12:20-12:45</b> <b>Lunch</b> 25 Minutes	<b>12:22-1:20</b> 58 Minutes
<b>7</b>	<b>12:00-12:45</b> <b>Rest</b> 45 Minutes	<b>12:00-12:45</b> 45 Minutes		<b>1:20-1:45</b> <b>Lunch</b> 25 Minutes
<b>8</b>	<b>12:45-1:30</b> 45 Minutes	<b>12:45-1:33</b> 48 Minutes	<b>12:45-1:30</b> <b>SL Period</b> 45 Minutes	
<b>9</b>	<b>1:30-2:30</b> 60 Minutes	<b>1:35-2:23</b> 48 Minutes	<b>1:30-2:30</b> 60 Minutes	<b>1:47-2:45</b> 58 minutes
<b>10</b>	<b>2:30-3:30</b> 60 Minutes	<b>2:25-3:30</b> <b>DEAR</b> 55 Minutes	<b>2:32-3:30</b> 58 Minutes	<b>2:45-3:30</b> <b>SL Period</b> 45 Minutes
<b>Dismissal</b>	<b>3:30-3:45</b> 15 Minutes	<b>3:30-3:45</b> 15 Minutes	<b>3:30-3:45</b> 15 Minutes	<b>3:30-3:45</b> 15 Minutes



## 5. *School Curriculum*

The learning that takes place during the early years establishes a strong foundation for success in the advanced Upper School courses, success that could lead to outstanding results in prestigious colleges and universities. The elementary and middle school years are critical in the academic process.

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

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

The School's curriculum is designed to establish a balanced, well-rounded education in:

- World Languages and Cultures
- English
- Mathematics and Computing Technology
- Science
- Social Science
- Humanities and Fine Arts
- Physical Education

### **English:**

In the English program the following skills are developed:

- Decoding the language from printed form
- Comprehending what is read
- Developing an ever-expanding vocabulary
- Reading widely from the best available literature
- Writing for effective communication.

The main goals are to instill a lifelong love of reading and to develop effective, competent writing skills with teachers participating as role models. Additional goals in the program include mastering grammar, spelling, penmanship, and public speaking.

### **Mathematics:**

The ultimate goal of teaching mathematics is to help students develop ability for mathematical thinking and an appreciation of the power, beauty, and use of math. At Holyoke Community Charter School, math is considered a “third” language applicable in all societies and cultures, and therefore, a critical part of the educational process.

Objectives in mathematics include understanding key concepts, and mastering computational skills and problem solving techniques that will enable students to understand the more abstract concepts in the future Upper School math classes.

### **Science:**

The science curriculum offers students diverse opportunities to become involved with basic scientific concepts, process-oriented techniques, and challenging problems for investigation. There are two major components in the curriculum: a physical sequence, guiding children through examination of the physical world, and a life sequence, focusing on the biological world.

Students explore the world they live in and develop techniques for observing and testing nature. The relationship between math and science is an important feature of the science program and is built into the curriculum for both subjects.

### **Social Studies:**

Students in the early grades learn about themselves and their families. As their environments expand, their studies include the community, and then the geography, history, and cultural diversity of various countries around the world.

Map and globe skills, the use of charts and graphs, chronology, critical thinking, and research are some of the components of the integrated-skills approach. Citizenship, government, economics, and sociology are included in the social studies program.

### **Spanish:**

The objective of the Spanish Program is to help students attain proficiency in Spanish and gain an understanding of history and culture of various Spanish-speaking people.

Learning a world language is an intrinsic part of the SABIS® curriculum. It is supportive of the school's goal to prepare students to be successful in an increasingly interdependent world. Every student, beginning in kindergarten studies Spanish as a major subject.

The language curriculum consists of the four skill areas of language learning: listening, speaking, reading, and writing. Students are expected to do their best to express themselves in Spanish from the beginning of language study. Language acquisition begins with vocabulary and is reinforced with grammar.

The Spanish language program has seven sub-subjects that are individually assessed for each student:

- Reading
- Comprehension
- Vocabulary
- Spelling
- Grammar
- Composition
- Unprepared reading

### **Computer Technology Courses:**

The school's computer lab is equipped with state-of-the-art software and high speed computers for student use. Our goal is to ensure that all students are computer literate. Computer literacy is defined according to the following criteria:

- Students will be familiar with the operation of basic personal computer hardware, software, and the terminology they incorporate.
- Students will understand the essentials of a computer operating system.
- Students will be familiar with the operation of a graphical user interface.
- Students will be able to use and integrate a word processor, data base, and spreadsheet program.
- Students will be able to use networks (including the Internet) for finding and transferring information or communicating with others.
- Students will be able to write simple computer programs in at least one programming language.

### **Music:**

Music is taught at HCCS. The elements of music—melody, harmony, rhythm, tone, color, and form—are studied through singing, listening, visual media, theory, games, creative movement, and playing of instruments.

## **Art:**

The aim of the Art Department is to offer students a fundamental experience with a range of media, balancing free ideas with strict observational work. Given the necessary opportunities, students should, in their own way, communicate and express themselves visually and become self-motivated, intuitive, and confident. The work is structured with the continued exploration of the following elements or disciplines: line, shape, form, tone, texture, and color, and the relationship of these to each other.

Drawing is the most important discipline of the art course, as an expression in its own right, as well as a foundation for exploration in further media.

Most artistic tasks are produced independently by individuals. However, there are many exercises that are group produced and others where individuals contribute to a total group effort.

Selected artwork is exhibited in areas around the school. Such displays provide a visual presence and constant reminder of the importance of art in the school. The process of creativity should be regarded as much as the finished products.

## **Physical and Health Education:**

The aim of Physical and Health Education is to enable students to make decisions on long-term, positive, healthy lifestyles. This includes exercise, nutrition, drug use and abuse, physical growth and development, and personal health.

Physical education classes are required of all students. Although it is important to be physically fit, it is equally important that students develop an understanding of physical fitness and the knowledge of being physically and mentally fit. Gross motor skills, progressing to loco-motor movements, and lead-up games to sport-type activities are emphasized.

In the event that Holyoke Community Charter School teaches a course which primarily involves human sexual education or human sexuality issues, pursuant to M.G.L.A., Chapter 71, Section 32A, the school shall afford parents/guardians flexibility to exempt their children from any portion of said curriculum through written notification to the School Director or designee.

## **Athletic Programs:**

The School will not offer competitive athletic programs during the 2013-14 school year. However, if athletic programs are started, students will be responsible for payment of a “**Non-refundable User Fee**” for each sport that they choose to participate in. **This non-refundable fee must be paid once a student becomes an official roster member of the team.** Any student who is unable to pay may request a fee waiver that will be evaluated by the Director or the designee. Any student who receives a fee waiver may be asked to perform school-related service. Student athletes will be personally responsible for all uniforms and equipment issued to them by the athletic department. Additionally, each athlete will be held responsible for restitution for damaged or lost equipment. Failure to comply with this provision will prohibit the student from future extracurricular activities.

## **Extracurricular Activities:**

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

### *Student Management Requirements to Participate in Extracurricular Activities:*

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

A student who is suspended from school loses all privileges of participation in extracurricular activities during the term of the suspension.

A student who is absent from school may not participate in any extracurricular activities held on the day of the absence (a Friday absence would nullify eligibility for participation in a Saturday contest or activity). A student who misses more than two hours of the school day due to unexcused tardiness or an unexcused early dismissal may not participate in any extracurricular activities held on that day.

Students who receive two or more disciplinary referrals within ten (10) school days before the extracurricular activity will not be permitted to participate in the activity. Students lose the privilege of participation in extracurricular activities if outstanding disciplinary consequences (detention) have not been fulfilled.

Restriction or loss of participation privileges in any extracurricular activity may be determined by the administration due to violations of the school’s Code of Conduct (see “Code of Conduct” section).

### *Academic Requirements to Participate in Extracurricular Activities:*

Eligibility in extracurricular activities that require a student to practice and participate over a period of time requires that students meet the academic eligibility in addition to the eligibility criteria outlined above.

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

#### *Academic Probation:*

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

### Field Trips:

Field trips are designed to help support and enhance the school's curriculum. They are academic in nature and involve pre- and post-activities. Some field trips require a fee for participation. Any family that experiences financial need should contact the Director or designee for a fee waiver. Students who receive two or more disciplinary referrals within 10 school days before the field trip may not be permitted to attend. Student attendance on field trips is subject to the discretion of the Director or designee.

### Late Night and Overnight Field Trips:

Chapter 346 of the Acts of 2002, an Act Relative to Safety of School Sponsored Travel, requires that all out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval from the Board of Trustees.

Fundraising activities for such trips will be subject to the approval of the Director / Designee and should not take place until approval has been received. Trip approval applies only to school-sanctioned trips. Student travel carriers must be licensed by the Federal Motor Carrier Safety Administration. Overnight accommodations will be made in advance with student safety and security as the priority. Every attempt will be made to avoid driving students between the hours of midnight and 6:00 A.M, due to the increased risk of accidents during these hours. Whenever possible, overnight trips will be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward structured learning time requirements under state regulations (603 CMR 27.00). Academic field trips are, however, counted toward these requirements. If most of a class's members are participating in a trip, the school will provide appropriate substitute learning activities for any students who do not participate. Time for group fundraising should be reasonable for a measured balance of homework, after-school activities, work and personal responsibilities.

Students will be accompanied by a sufficient number of chaperones. All chaperones must have a CORI (Criminal Offender Record Information) check clearance in accordance with legal mandates. CORI checks are recommended but not required by law for bus drivers who do not regularly work for the district and who will not have unsupervised contact with students. Chaperones must always be present when students are on a bus.

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

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

## **6. Academic Policies and Procedures**

### **2013-2014 Term Schedule:**

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

- Regular instruction days
- Revision week
- End of Term/End of Year week

The 2013-2014 school year structure is outlined below.

	<b>Term I</b>	<b>Term II</b>	<b>Term III</b>
<b>Regular Instruction</b>	<b>Aug. 26 – Nov. 13</b>	<b>Dec. 2 – Feb. 14</b>	<b>March 10 – May 21</b>
<b>Revision Week</b>	<b>Nov. 14 – Nov. 20</b>	<b>Feb. 24 – Feb. 28</b>	<b>May 27 – June 6</b>
<b>End of Term/End of Year Exam Week</b>	<b>Nov. 21 – Nov. 27</b>	<b>March 3 – March 7</b>	<b>June 9 – June 116</b>
<b>Total Days</b>	<b>64 days</b>	<b>55 days</b>	<b>61 days</b>

**NOTE: School will close after it has been in session for 180 days.**

### **Testing:**

Students are tested to check their knowledge of the concepts that they have studied.

Continuous evaluation of student learning is an integral part of the instructional process in SABIS® schools. Assessment of student learning is conducted in many ways, depending on the subject area. Below is a short description of various types of assessment tools used at the school.

#### SABIS® Academic Monitoring System™:

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

#### Periodic Exams:

Students are academically tested throughout the term. A testing schedule for each term identifies the academic subjects to be tested weekly.

#### End of Term and End of Year Exams:

End-of-Term Exams are given at the end of each term to determine mastery of concepts taught over a full term. The End-of-Year Exam measures student achievement over the course of the academic year. *The results of the End-of-Term Exams account for up to 50% of a student's term grade. The results of the End-of-Year Exams account for up to 50% of a student's final grade.*

**\*\* All EOT and EOY exams must be completed within one week of the last day of exams. \*\***

#### Massachusetts Comprehensive Assessment System

Students in grades 3 to 8 take state-mandated Massachusetts Comprehensive Assessment System (MCAS) tests. These tests are administered in the Spring. Scores on standardized tests provide information to teachers regarding

students' academic progress as established by state and national standards. **During MCAS testing periods attendance is mandatory.**

Academic Dishonesty/Cheating/Plagiarism:

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

Missing Tests:

Missing tests due to absenteeism must be made up during student life period or after-school within 2 weeks of the test date. If the missing tests are not completed within the two-week deadline, the student may receive a zero grade.

## **Reporting of Student Progress:**

Interim Reports:

Interim reports provide immediate information to parents of potential academic concerns. Interim reports are sent out approximately mid-term.

Parent-Teacher Conferences:

During Parent-Teacher Conferences, parents are encouraged to meet with teachers to discuss the progress of their child(ren) at school. Conferences with members of the administration may also be arranged. Parents and guardians are encouraged to call the school whenever there is a question or concern. Parents should address questions or concerns to the school's Academic Quality Controllers.

Student Classroom Placements:

Classroom placements shall be at the sole discretion of the administration of the school. **Parents may not request a specific teacher for their child.**

Report Cards:

Report cards are mailed out three times a year at the end of each term. Report cards are typically mailed out two weeks after the end of the term's exam period. They include the student's numerical grades for each subject, attendance records, and an accounting of the student's behavior and ethics in school. Comments regarding attitude, behavior, and progress may also be included on the report card. ELL, Special Education students, and students with 504 accommodation plans receive a Progress Report as well.

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

Attendance

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

Academic

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

Student Behavior Code

The report card communicates not only academic progress, but also information regarding students' behavior and ethics in school. The behavioral portion of the report card details the student behavior code

adherence throughout the term. Development in the following ten areas is assessed on a scale of 0 to 10 (10 meaning that the behavior is displayed at all times, 0 meaning that the behavior is never displayed):

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

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

#### *Student Management Points*

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



## **Homework Policy:**

Students are expected to complete homework. Homework is viewed as a time of independent problem solving to practice fluency. Homework will be factored into the student's overall academic average.

Incomplete or outstanding assignments represent a serious threat to learning. Students who are truant with assigned work will be reported that same day to Student Management Coordinator.

It is expected that students will have some homework every night. Students use diaries, which are provided by the school to write down their assignments for the day. Parents should check the diaries if they are uncertain about homework assignments. In some cases students will be asked to have their diaries signed by their parent.

### Missing Homework:

Students that accumulate missing homework assignments will be subject to academic consequences.

## **Absences and missing work:**

**Parents may request homework and/or classwork only if students have a medical reason or documented family emergency and will be absent for *three or more days*.** All requests for homework/classwork should be made directly to the Academic Quality Controller (AQC) assistant.

## **Books:**

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

## ***7. Academic Support***

All students entering the Holyoke Community Charter School are required to take diagnostic tests. Tests are administered after a student has been enrolled by lottery or from the waiting list.

Students found to be behind academically may be offered one of several different solutions, depending on the severity of their academic needs. Also, students who perform below the academic standards during the school year can benefit from these solutions as well. The charter school has a special education department & a 504 coordinator to accommodate those students with identified disabilities.

### **Peer Tutoring:**

The SABIS Student Life Organization® has set up a system to match students needing help in specific subject areas with other students who volunteer to be tutors. The peer-tutoring program offers academic support for those students needing extra instructional assistance. Peer tutoring occurs during Student Life period.

## 8. *SABIS Student Life Organization*®

### **An Overview of the Student Life Organization:**

#### **What is Student Life?**

The SABIS Student Life Organization® is a student-led society that empowers students to contribute to the management of the school, to make a positive difference around them, and to play an active role in their education as well as the education of others.

While providing opportunities for emotional, social, and moral growth, the SABIS Student Life Organization® helps students to develop academic, managerial, organizational, and leadership skills.

Student Life also gives students the chance to get involved in a variety of academic and non-academic activities such as tutoring other students, planning sports and social events, organizing community services projects, being involved in the school newspaper, and much more.

#### **Prefect System:**

In a prefect system, students are assigned to or volunteer for a variety of tasks and are given varying degrees of responsibilities in a hierarchy of authority.

##### ***Definition of a Prefect:***

A Prefect is a student who is a member of the Student Life Organization.

A Prefect has assigned duties within the Student Life Organization and contributes to the productivity of the school.

Being a Prefect enriches students' experiences, increases their chances of being accepted at a University of their choice and positions them to be successful later in life.

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

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

Student Life is divided into the following main areas:

- Head Prefect
- Management Department
  - ◆ Deputy Head Prefect
  - ◆ Deputy Senior Prefect
  - ◆ Prefects
- Activities Department
  - ◆ Deputy Head Prefect
  - ◆ Deputy Senior Prefect
  - ◆ Prefects
- Discipline Department
  - ◆ Deputy Head Prefect
  - ◆ Deputy Senior Prefect
  - ◆ Prefects
- Academic Department
  - ◆ Deputy Head Prefect
  - ◆ Deputy Senior Prefect
  - ◆ Prefects
- Sports Department
  - ◆ Deputy Head Prefect
  - ◆ Deputy Senior Prefect

- ◆ Prefects
- Social Responsibility Department
  - ◆ Deputy Head Prefect
  - ◆ Deputy Senior Prefect
  - ◆ Prefects
- Outreach Department
  - ◆ Deputy Head Prefect
  - ◆ Deputy Senior Prefect
  - ◆ Prefects
- Lower School
  - ◆ Deputy Head Prefect
  - ◆ Deputy Senior Prefect
  - ◆ Prefects
- ◆ Although there is a hierarchy of responsibility within the SABIS Student Life Organization®, it is important that students realize that *every* role is important. Only through team-work can goals be successfully achieved. Each student has a role in Student Life and fits within the hierarchy of positions. At a basic level, all students are expected to be responsible and productive members of the school, abiding by school rules and supporting the school philosophy. The Basic Beliefs of the school serve as the guidelines of Student Life in its day-to-day operations.

## ***9. Student Management Policy and Procedures***

Every person at Holyoke Community Charter School is expected to treat every other person with dignity and respect. Staff and students will work together to help every person in the school reach his or her full potential. Any behavior or action which helps someone grow and mature will be encouraged. Any behavior or action that interferes with another student's emotional growth will not be tolerated. Students will be encouraged to uphold the highest standards of behavior.

### **Respect:**

All students are members of the school's community. To help the School and its "members" excel and enjoy being with each other, all members must take responsibility for their own actions. Each student's relationship with other students and staff must be based on respect and caring.

All members of the school community are expected to:

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

### **Responsibility:**

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

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

### **The Basic Beliefs:**

The following six "Basic Beliefs" of the Holyoke Community Charter School are the same as in all other SABIS® schools. Students are expected to always adhere to these basic principles.

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

Any community must have rules and basic guidelines to function effectively. The Holyoke Community Charter School is no exception.

The school is built on a supportive approach to helping students. The underlying foundations of the school's approach to student management and motivation can be summarized by the six *positive* phrases above.

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

## **Student Conduct:**

The following matters are taken very seriously. Rules apply anywhere on site, and at any off site school-sponsored functions. Consequences for violating rules are outlined in the next chapter, “Code of Conduct.”

### Classroom Expectations:

1. Students are expected to be respectful of teachers, classmates, and themselves at all times. Following the individual classroom rules will help create an environment intended to maximize learning. Each teacher will discuss classroom policies and expectations.
2. Any display of violence will not be tolerated in school. Violent or destructive acts will result in severe consequences determined by the Administration, depending upon the severity of the act.
3. Racial slurs, verbally abusive language, or bullying will not be tolerated.
4. Dishonesty (such as cheating, plagiarism, and stealing) will result in severe consequences. Plagiarism - taking ideas or writings from another person and offering them as original ideas - will not be tolerated. Repeated offenses of academic dishonesty shall prompt full scrutiny of all student grades, and may result in re-testing of previous examinations.
5. Students are expected to be in homeroom and in class on time. Failure to do so will result in a referral to Student Management for disciplinary action.
6. Students must be fully prepared for all classes. Repeated instances of being unprepared for class will prompt a referral for disciplinary consequences.
7. All lockers should remain tidy, and able to be closed for proper storage of school materials, and personal belongings.
8. Littering of any kind is not allowed.
9. Food and beverages are restricted to the cafeteria with the exception of snack time.
10. We learn best through imitating others; older students are expected to model good behavior for younger students.
11. Alcohol and chemical substances are strictly forbidden. All tobacco products (including cigarettes, smokeless tobacco, cigars, and pipes) are NOT allowed on school property. Students in possession of illegal items will be suspended or expelled. Students found under the influence of alcohol or chemical substances while at school, must be picked up by parents or guardians and will be suspended or possibly expelled. Law enforcement officials may also be notified of such conduct.

### Hallway Expectations:

Students are expected to behave in the halls. Everyone attending Holyoke Community Charter School should make an effort to control noise. Students should not shout or slam lockers. When classes are in session, students, teachers, and parents passing in the hallway are expected to keep their voices low. Students must possess a pass when traveling the halls during class time. Running in the hallway is prohibited.

## Disciplinary Procedures:

### Discipline Referrals:

A “discipline referral” is the consequence for inappropriate behavior. The discipline referral documents behaviors that are a violation of school rules, and provide specific information of the behavior that has been referred to the disciplinarians. *A sample referral is included in the appendices.*

If a student is disrupting a class, teachers may provide two warnings before issuing a discipline referral. If the student continues to misbehave, he or she will be given a discipline referral and is sent to the Student Management office for a review. Parental contact and notice of appropriate disciplinary action is then taken. At a minimum, the student will remain out of the class for the balance of the period. He or she will remain in the office or be placed in the In House Alternative Program (IHAP) room. The student will be expected to complete all work assigned to him/her while in the IHAP.

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

**Students who receive 2 or more referrals within 10 days of a school-sponsored event will not be permitted to attend the scheduled activity.**

### After-school Detention:

After-school detention is given to students in grades 3 – 8 for a variety of disciplinary reasons. When a student receives after-school detention, the disciplinarian contacts the student’s parent/guardian to inform them of the detention. Once the student receives notification of a detention, participation in school events and/or extracurricular activities is prohibited until the detention is served. The detention time is from 3:30-4:30pm

Failure to attend after school detention assignments will result in an automatic two days detention. Consistent failure to attend detention assignments may result in external suspension from school.

It is the sole responsibility of the parent to pick up their child **immediately** following the detention. Students with detention **may not** take a later bus departing from the school, **or remain unsupervised** in the school or on the campus property. Failure of parents/guardians to pick up a student immediately following detention may result in referral to police or social service agencies.

## Motivating Students:

The school is considered a community and students are expected to follow school rules and meet expectations for good behavior outside of the classroom as well. This includes everything a student does while school is in session (e.g. lunch, recess/break, and activities in an after-school program) as well as outside of school hours at social activities, field trips, and other school-sponsored events. Positive and negative consequences apply to students engaged in any school activity.

### Gold Slips:

Appropriate behavior is expected from students at all times. However, teachers, staff, and administration are constantly watching for behavior and actions that exceed these expectations. When a student is “caught doing something good,” he or she may be rewarded with a Gold Slip.

The Gold Slip includes the student’s name, the date, and what the student did to deserve special notice. Gold Slips are collected by the Administration. Once a month, a drawing is held and one Gold Slip recipient from each grade is selected to participate in a special activity.

## ***10. General School Policies and Procedures***

### **Attendance:**

#### *Attendance Policy:*

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

Holyoke Community Charter School does not follow an open campus policy. All students are expected to remain on campus for the entire school day.

#### *Attendance Procedures:*

Attendance will be taken in each homeroom pursuant to the respective bell schedules at 8:00 AM. Students **MUST** report to homeroom to be recorded as present in school and to avoid tardy/absent recordings.

At the start of each class, teachers will take classroom attendance. Students arriving late must be recorded as tardy by office administration. Before reporting to their respective classrooms, all tardy students must register their arrival time in the office. Any student leaving the building for early dismissal must also register their departure time in the office.

If necessary, a record of missed classes because of unexcused tardiness or early dismissals may be referenced for possible course failure deliberations.

When a student is absent, the parent shall notify school before 9:00 A.M. If a parent does not call the school, the school will attempt to contact the parent via telephone and/or mailings. **Notification from parents is required in order for any absence to be considered as an *excused* absence.**

Parents are responsible for providing written notification of all absences or tardiness. The note must include the date absent, the reason for the absence, a telephone number where a parent or guardian can be reached, and the parent or guardian's signature. Excused absences and tardiness may be legitimate, but in excess, they undermine student performance and continuity.

#### **Excused absences may include:**

- A doctor, school nurse, or parent-verified illness, injury or disability that prevents the student from attending school
- A death in the immediate family or other significant personal or family crisis
- Court appearances
- Religious holidays
- Suspension from school
- Psychological, Physical Testing and Evaluations, Medical Assessments (under certain circumstances psychological and medical assessments may be required (e.g. IDEA, Chapter 766 etc.) and testing can only be arranged during school hours)
- Visiting with a parent/guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting

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

The Director or the designee shall make the final determination as to whether any absence is to be considered excused or unexcused.

Illnesses that contribute to a medical absence that **exceeds five (5) consecutive days** should have a doctor or health care provider's notice of explanation. Consistent patterns of unexcused tardiness, absences from individual classes or whole day truancy will prompt contact of parents and guardians and appropriate supportive intervention and consequences.

The school's administration shall review and maintain records of all absences.

**\*\*Family vacations are not considered to be excused absences.\*\***

Attendance Intervention Measures and Consequences:

After *five (5)* cumulative days of unexcused absences, an administrator or school counselor may conduct parental conferences. Reports of these conferences or of home visits will be forwarded to the Director or designee for deliberation and appropriate intervention.

If a child (ages 6-15) accumulates seven (7) days of unexcused absences within six months, a 51A will be submitted to the Department of Children and Families Services and Child in Need of Service (CHINS) reports may follow.

A *Child in Need of Service (CHINS)* report to the appropriate juvenile court may be filed for students who are chronically absent and whose parents have failed to fulfill their responsibility to ensure their child's attendance in school.

If a Special Education student is chronically absent, the IEP team should convene and rewrite the student IEP to reflect this issue.

At the discretion of the Director or designee, any student possessing **seven (7) or more unexcused absences or fourteen (14) or more unexcused tardies, may fail any course in a given term.**

Appeal Procedure for course failure:

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

The appeal shall be made in writing to the Director or designee within five (5) school days of receipt of the parental notice.

Upon receipt of the written appeal and documentation, a meeting shall be promptly held with parents, appropriate school administrators, counselors, and faculty.

A final decision with the reasons will be given to the student and parent or guardian.

**Bathroom Policy:**

Except in cases of emergency, students may not use the bathroom during the first 20 minutes of class or during the two or three-minute transition between classes. Only one student per class may visit the bathroom at the same time. All students must sign in and out of their classrooms. Students with medical conditions are required to present documentation from a physician. Students are given ample opportunity to use the facilities throughout the day, including before school, during break/snack time, lunch time, Student Life® time, and after school.

## Civility Policy:

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

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

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

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

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

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

#### 3. *Parent Recourse:*

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

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

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

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

In the event that there is a serious threat of harm to student(s) or school personnel, the school may obtain an Order of No Trespass prohibiting the individual making such threats from entering on school property.

### Authority to Deal with Persons who are Verbally Abusive:

- If any member of the public uses obscenities or speaks in a loud, demanding, insulting and/or demeaning manner, the employee to whom the remarks are addressed shall calmly and politely warn the speaker to communicate civilly.
- If the verbal abuse continues, the employee may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.

- If the meeting or conference is on school premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises.
- If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement personnel to take such action as is deemed necessary. If the employee is threatened with personal harm, he or she may contact law enforcement.

Should an individual persist in violating the terms of this policy, the school may limit and restrict the methods of communication that may be used by said individual. Such restrictions shall not apply in the event of emergencies or administrative functions such as TEAM meetings or disciplinary hearings.

**Dress Code:**

Dress Code Policy:

The Holyoke Community Charter School, as a member of the SABIS® School Network, values each student for who they are not by how they look or what they wear. The school has a uniform policy which requires students to come to school in a uniform at all times, except on scheduled non-uniform days or when special permission is granted by the administration. Uniforms instill pride in the school and give each child a feeling of being part of the team. It helps to eliminate peer pressure. Uniforms are also more cost efficient. Any family having difficulty abiding with this rule should contact the School Director or designee.

<b><u>GRADES K-5</u></b>	
Non Gym Days	Gym Days
<p>TOP:</p> <ul style="list-style-type: none"> <li>• <b>plain navy blue tops</b> <ul style="list-style-type: none"> <li>○ A <u>buttoned</u> collared dress/oxford shirt,- <i>all shirts/blouses must have collars</i></li> <li>○ collared polo,</li> <li>○ turtleneck (long or short sleeved)</li> <li>○ sweater (long-sleeved)</li> </ul> </li> </ul> <p><b>**T-SHIRTS/SWEATSHIRTS ARE NOT ALLOWED</b></p> <p><b>**Logos or printing on the shirts will NOT be allowed</b></p> <p>BOTTOM:</p> <ul style="list-style-type: none"> <li>• solid khaki bottoms (non-jean material)           <ul style="list-style-type: none"> <li>○ pants - <i>worn at the waist and must not drag on the floor</i></li> <li>○ skirts or jumpers – <i>cannot be shorter than 3 inches from the bottom of the knee</i></li> <li>○ all tights, socks, and/or pantyhose must be either white, black, or navy</li> </ul> </li> </ul>	<p>TOP:</p> <ul style="list-style-type: none"> <li>• <b>plain white t-shirt or approved Parent Connection t-shirt</b></li> </ul> <p>BOTTOM:</p> <ul style="list-style-type: none"> <li>• <b>solid cotton sweatpants or nylon jogging pants – gray, black or navy blue</b></li> </ul>
<p><b>PLEASE NOTE:</b></p> <ol style="list-style-type: none"> <li><b>1. NO HOODED SWEATSHIRTS, or any other HOODED ITEMS ARE ALLOWED.</b></li> <li><b>2. Clothing cannot have any writing or logos on them, except the school logo.</b></li> <li><b>3. Jackets are not allowed to be worn in class.</b></li> </ol>	

## **GRADES 6-8**

Non Gym Days	Gym Days
<p>TOP:</p> <ul style="list-style-type: none"><li>• <b>plain burgundy tops</b><ul style="list-style-type: none"><li>○ A <u>buttoned</u> collared dress/oxford shirt,- <i>all shirts/blouses must have collars</i></li><li>○ collared polo,</li><li>○ turtleneck (long or short sleeved)</li><li>○ sweater (long-sleeved)</li></ul></li></ul> <p><b>**T-SHIRTS/SWEATSHIRTS ARE NOT ALLOWED</b></p> <p><b>**Logos or printing on the shirts will NOT be allowed</b></p> <p>BOTTOM:</p> <ul style="list-style-type: none"><li>• solid khaki bottoms (non-jean material)<ul style="list-style-type: none"><li>○ pants - <i>worn at the waist and must not drag on the floor</i></li><li>○ skirts or jumpers – <i>cannot be shorter than 3 inches from the bottom of the knee</i></li><li>○ all tights, socks, and/or pantyhose must be either white, black, or burgundy</li></ul></li></ul>	<p>TOP:</p> <ul style="list-style-type: none"><li>• <b>plain white t-shirt or approved Parent Connection t-shirt</b></li></ul> <p>BOTTOM:</p> <ul style="list-style-type: none"><li>• <b>solid cotton sweatpants or nylon jogging pants – gray, black or navy blue</b></li></ul>
<p><b>PLEASE NOTE:</b></p> <ol style="list-style-type: none"><li><b>1. NO HOODED SWEATSHIRTS, or any other HOODED ITEMS ARE ALLOWED.</b></li><li><b>2. Clothing cannot have any writing or logos on them, except the school logo.</b></li><li><b>3. Jackets are not allowed to be worn in class.</b></li></ol>	

### Footwear:

Closed-toed and closed-heel shoes with rubber or leather soles are required. No roller-skates, lights or high heels.

### Additional Policies Governing Appearance:

- Clothing must cover a student's midriff.
- Any article of clothing worn as an undergarment that is not part of the school uniform (i.e. colored, lettered, striped, or tank top tee-shirts) cannot be visible.
- Large, long chains as wallets or key-chains, spiked bracelets or collars, sunglasses and other inappropriate items are prohibited.
- All headwear articles including, but not limited to scarves, bandanas, or hats of any kind are NOT allowed inside the building.
- hair-tinting is not allowed
- hair styles or body piercings that may distract from classroom instruction are not allowed (as per Student Management Coordinator's discretion)

**\*\*Personal dress and appearance which is vulgar, tattered, plainly offensive or which disrupts or substantially interferes with the educational process or with another student's ability to receive an education is prohibited.\*\***

Holyoke Community Charter School logo polo shirts and fleeces are available from Allen's Uniforms. Please visit the website [www.Allensuniforms.com](http://www.Allensuniforms.com) and search by school. You can also request an order form by calling the main office at HCCS.

In addition, a student's personal dress and appearance must comply with all safety regulations while attending science and computer labs.

Non-Uniform Days:

On designated **Non-Uniform school days**, students must wear appropriate non-uniform clothing as designated by School Administration. Students should wear clothing that is neat and clean. Students should not wear clothing that is revealing, too tight, or excessively baggy. All footwear must be closed-toe and closed-heel (i.e. no flip-flops).

The following clothing and personal accessories **are not allowed**:

- tank tops
- skirts shorter than 3 inches from the bottom of the knee or with slits 3 inches above the knee
- bandanas, hats, visors
- slippers, or pajama-style pants
- hooded sweatshirts or hooded sweaters

The most important element of the uniform policy is parental support. We need your help to make the uniform policy a success.

**\*\*Violations of the uniform policy will result in disciplinary action and consequences. \*\***

Dress Code Intervention Measures & Consequences

If your child does not come to school wearing the proper uniform, a loan of uniform clothing will be offered from the limited supply of clean, surplus uniform items. The loaned clothing must be laundered, and returned to the school the following day. **If properly sized clothing is unavailable for loan to students, then parents/guardians will be contacted to bring proper uniform clothing to the school.** Students awaiting proper uniform clothing will remain in the In-House Alternative Room.

**Drop-Off and Dismissal:**

Drop-off/Parent Pick-up:

Students may not be dropped off at HCCS before 7 A.M., nor picked up later than 3:45 P.M., unless they are enrolled in the Extended Day Program or other extra-curricular events.

\*Holyoke Community Charter School does not assume supervisory responsibility for students arriving at the school before 7:00 A.M. or remaining on campus after 3:45 P.M.

*Important Fact:* The school administrators will place the child in the Extended Day Program if the parent does not pick-up the student by 3:45 p.m. The parent will be FULLY responsible for the Extended Day Fee. **If the school administrators do not receive a phone call and the child is not picked up by 6:00 P.M. the Department of Children and Families will be called; this applies to all students.** The school administration will file a form 51-A (Abuse/Neglect Petition) and ask the Department of Children and Families to pick up the child from the school at that time.

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

Early dismissal of students:

For safety and security purposes, Holyoke Community Charter School requires that parents/legal guardians make **all requests for early dismissal of students in writing or by telephone on the day of such request by 11:00 A.M.** Parents/guardians are discouraged from picking up their children for early dismissal without prior notice. Parents must record the dismissal time in the main office logbook.

**Classes will not be disrupted for early dismissal requests during examination and testing times.** These testing periods include, but are not limited to STAR testing, MCAS testing, final exams, weekly exams, or AMS tests.

Holyoke Community Charter School requires that parents/guardians provide written notice if other individuals are responsible or assigned to pick up their children during early dismissal and for transportation purposes. The designated individual must present a photo ID at time of pick-up.

**In order to promote a safe dismissal procedure, students will not be dismissed early from classes between 3:15 – 3:45 pm. Also, the school phones will not be answered during this time**

### **Extended Day Program:**

The Extended Day Program is offered on-site for a reasonable fee to Holyoke Community Charter School parents and guardians to assist in the before and after-school care of their children. The program is designed for students in grades K through 8. **The 2013-2014 fees (per student) are available in the School's Extended Day Handbook.**

Parents may use this program on a regular basis or on an as-needed or emergency basis.

For parents utilizing the program on a regular basis, the fee for this program must be paid on the Monday of the current week. On an emergency or as-needed basis, payment will be expected when the parent picks up and signs out their child. If payments are not received on a timely basis as outlined in the informational packet, your child will be ineligible to attend the Extended Day program until the overdue balance is paid. Chronic late payments will result in termination from the program. Any balance remaining at the end of the school year must be paid in full by the ***last day of June*** in the current academic year. A student may be ineligible for the Extended Day Program for the upcoming academic year if the balance is not cleared by the last day of June.

To ensure the safety of all children participating in the program, a parent/guardian **MUST** come into the building to pick up the student and initial the sign-out sheet. If another adult will be picking-up the child(ren), his/her name must be on the Extended Day form as an authorized person and must present a photo ID. Your child will not be released unless this procedure is followed.

We offer the program on all regularly scheduled days of school, with the following exceptions:

- Scheduled Early Dismissal Days – morning extended program only; no afternoon program.
- Morning Delay due to weather – ***The Extended Day program is delayed by the same amount of time.*** Please, do not drop off your child until the appropriate time, as supervision will not be available.
- Early dismissal due to emergency situations – Pick your child up as promptly as possible in the event of early dismissal.
- Snow days, school vacations, days off – no program.

Specific information regarding the location, fees, and hours of the 2013-2014 Extended Day Program will be available in the administrative office. Please call the school at (413) 533-0111 for information regarding the Extended Day Program.

## **Fundraising Items:**

Many of our students are asked to sell different fundraising items throughout the year for organizations that they belong to outside of school. Holyoke Community Charter School students are NOT allowed to sell fundraising items at the school for the benefit of *outside organizations*. The selling of these items can be disruptive to class time and therefore is not permitted.

## **Parent Connection:**

The Holyoke Community Charter School encourages an atmosphere in which parents, administrators, and faculty join in a partnership to ensure each child's success. The School's Parent Connection organization was formed to "create an optimum environment for parents to facilitate communication between the school and parents".

The goals of the Parent Connection are as follows:

- Increase communication among parents, staff, and students;
- Provide more interaction among parents; and
- Provide a structure for parent volunteer activities.

All parents are automatically members of the Parent Connection and can freely join any committees or activities.

If you'd like more information about the Parent Connection or to contact the Parent Connection liaison and president, please feel free to contact the school's main office.

## **Personal Belongings:**

The school will attempt to create an environment which will prevent personal items from being lost or stolen. The school cannot be responsible for lost or stolen property. Students bring personal belongings at their own risk. The best protection against loss or theft is to clearly mark all clothing and equipment with the student's name. There is a "Lost and Found" area. Items are removed at the end of term and donated to a local charity.

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

- Portable camera / audio devices, radios, MP3 players, CD players, personal computers, or any other electronic devices
- Laser pointers
- Toys (including yo-yos, playing cards, or trading cards)
- Athletic equipment other than for school athletic teams

## Privacy Rights, Searches, and School Property:

### Policy Application:

Students are protected by the guarantees of the Fourth Amendment of the U.S. Constitution. Students are subject to searches and seizures of their personal property when there is reasonable cause to believe that a student may be in possession of drugs, weapons, alcohol, and other materials in violation of school policy or state law. School property shall remain under the control of school officials, and shall be subject to search.

### School Property:

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

**Students should have no expectation of privacy in their school lockers, desks, computers, backpacks, duffle bags, or like articles and related possessions.** All students are advised that school administrators intend to conduct periodic, unannounced locker, backpack, and desk inspections to ensure cleanliness, safety, and adherence to federal, state, and local laws and regulations.

### Student Searches:

The legality of a search of a student, his/her clothing and/or possessions depends simply on the reasonableness, under all circumstances, of the search. The search by a school official is “justified at its inception” when there are reasonable grounds for suspecting that the search will turn up evidence that a student or students have violated either the law or school rules. Such a search is permissible in its scope when measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student(s) and the nature of the infraction.

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

### Social Security Numbers:

Each student is asked to voluntarily inform the school of his/her social security number for uniform record-keeping purposes. Including this information in the cumulative record does not change the privacy of student records.

### Use of Student Photographs:

Children’s photographs may be taken, reproduced and used for various purposes, including but not limited to television news, newspapers, periodicals, school publications, yearbooks, classroom pictures, and school functions and related educational activities. **If you do not want your child photographed you must notify the school each year in writing.**

### Protection of Pupil Right Amendment (PPRA)

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect, upon request and before administration or use –*

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

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

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

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

## **Release of Student Information/Access to Student Records**

Student records are available to parents/guardians upon request. Requests for records must be **in written form and submitted at least two business days in advance.**

Parents/guardians also have the right to authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in their student's file. In order for Holyoke Community Charter School to release student records/information, the parent/guardian must complete a written Release Form available at the school. This Release Form will allow the parent/guardian to designate which parts of the student record shall be released to the third party.

Under Massachusetts General Law ( M.G.L. c. 71, § 89(g)) and 603 CMR 23.07, schools may release certain directory information (including 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 prior written consent of a parent/guardian. Holyoke Community Charter School must release the names and addresses of students to any requesting school district. ***If you do not want your student's information released***, you must notify the school in writing by completing the student information release form on an annual basis.

## **Safety:**

In order to maintain a safe and secure environment, Holyoke Community Charter School reserves the right to immediately suspend and remove any student from the school property when the student's behavior jeopardizes the safety of students, faculty, or staff.

### Safe and Secure Building Policy:

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

- Parent conferences must be scheduled with the appropriate AQC
- Food from outside vendors is not allowed.
- All parents/guardians are directed to drop off all students in respective school lobby areas, and refrain from walking students to their rooms or cafeteria.

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

### Security Plan:

Mission Statement: The care and protection of students and staff of Holyoke Community Charter School is of primary concern to the school administration and to the Board of Trustees. Therefore, the School is determined to establish and maintain a comprehensive safety and security plan.

Goal: The purpose of this plan is to enhance existing school safety and security procedures through on-going practice and plan development.

#### Needs Assessment:

There shall be an annual security and safety assessment submitted to the Director by the Director of Operations. The assessment will review the School and grounds for vulnerability to outsiders and review emergency procedures, safety and security equipment and materials, internal security, bus transportation safety, and other safety concerns. The annual assessment shall include a physical survey of the property, including but not limited to:

- Doors and windows (inclusive of all locking devices)
- Roof access
- Building and classroom access
- Lighting
- Intrusion devices (alarms)
- Current staff
- Internal security
- Emergency notification systems
- Communication systems
- Warning signs
- Safety equipment and materials
- Evacuation plan in case of emergency
- Access / Egress Routes on public and private ways

#### Employee Identification Cards and Classroom Keys:

In order to promote a safe and secure school environment, all school employees shall clearly and conspicuously display their photograph identification card at all times during school hours on school property. In addition, all personnel shall carry at all times during school hours their keys to secure and lock all classrooms for emergency lockdown situations.

#### School Crisis Team:

There shall remain a building-based Crisis Team consisting of administrators, security personnel, counselors, school nurse. Representatives from the Holyoke Police, Fire, Bus Transportation and Emergency Preparedness personnel will advise school personnel on a collaborative basis.

The purpose of the Crisis Team is to formulate safety and security plans within the school to ensure and promote a safe and secure school environment, develop specific protocols in response to emergencies, and to disseminate safety advisory updates and information to students, staff, parents, and the community. The Crisis Team shall meet throughout the school year.

#### Building Evacuation/Lockdown Plans:

The School possesses written building evacuation/lockdown plans to be followed in the event of emergency situations.

#### Emergency School Closings and Delayed Openings:

The Director/Superintendent of the Holyoke Community Charter School is responsible for closing our school once the school day begins. Holyoke Community Charter School will coordinate the dismissal of our students with Durham School Services. Area television stations will be notified by the Director/Superintendent Office of our school closing and early dismissal information for public broadcast.

#### Written Reports:

The Student Management Coordinator shall document in writing all critical incidents including, but not limited to, misdemeanors which affect the health, safety, and welfare of students and/or staff, the outbreak of contagious diseases or illnesses, the intrusion of uninvited and/or unwelcome visitors, and all accidents and injuries, vandalism, felonies, and dangerous incidents involving weapons and controlled substances.

#### Drug Free School Zone:

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

#### Laws and Guidelines Related to School Tobacco Policies:

Smoking and all tobacco products (including cigarettes, smokeless tobacco, cigars, and pipes) are prohibited on all school grounds (including the parking lot), within school buildings, and on school buses and transportation vehicles.

This is in accordance with the federal Pro Children Act of 1994 which states: "No person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such a person for provision of routine or regular kindergarten, elementary, or secondary education or library services to children". And also in accordance with the Commonwealth of Massachusetts Smoke-Free Workplace Law stating that "smoking shall be prohibited in workplaces, work spaces, common work areas, classrooms, conference and meeting rooms, offices, elevators, hallways, medical facilities, cafeterias, employee lounges, staircases, restrooms,

restaurants...or in a school...or in any public transportation conveyance.” The Smoke-Free Workplace Law provides for fines for violating the law: “An individual or person who violates this section by smoking in a place where smoking is prohibited shall be subject to a civil penalty of \$100 for each violation.”

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

### **School Breakfast/Lunch Program:**

**REMINDER: A School Lunch Application must be completed each school year and returned to the school as soon as possible.**

#### Breakfast:

The school serves breakfast for students from 7:30 AM to 8:00 AM each school day. A monthly menu is sent home which displays what is planned to be served each day. The menu can also be viewed on the Holyoke Community Charter School website: [www.hccs-sabis.net](http://www.hccs-sabis.net)

#### Lunch:

The school serves lunch at the following times:

Grade	KG	11:35 – 12:00
Grades	1 – 2	11:10 – 11:35
Grades	3 – 4	12:20– 12:45
Grades	5 – 8	1:20 – 1:45

A monthly menu is sent home which displays what is planned to be served for lunch each day. The menu can also be viewed on the Holyoke Community Charter School website: [www.hccs-sabis.net](http://www.hccs-sabis.net)

All students who pay for lunch are **required to pre-pay for lunches on a monthly basis.** There is a daily charge of **\$2.20 for full-price lunch, \$0.40 for reduced price.**

#### Example of pre-pay:

September 2013 has 20 school days therefore full price must pre-pay \$44.00 (\$2.20 x 20 days) at the start of the school year and reduced price must pre-pay \$8.00 at the start of the school year for the month of September. At the end of September you must prepay for the month of October, etc.

***All balances owed from the prior school year must be paid in full or your child will not be able to participate in the school lunch program. If an unpaid balance remains your child will be given a cheese sandwich in place of the scheduled school lunch.***

Cash and checks are accepted for lunch payments. All checks must be made payable to Holyoke Community Charter School. Please write the child’s name on the bottom of the check and state that it is a school lunch payment.

### **School Closing or Late Starts:**

Holyoke Community Charter School will announce school closings on local television stations. Only under extreme circumstances will the school be closed once students have arrived. Early dismissals due to emergency situation are also announced on local television stations. (*For further information see previous Safety section*)

## School Wellness Policy: Student Nutrition & Physical Activity

### Policy Intent:

The Holyoke Community Charter School promotes a healthy school, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The school supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. HCCS will contribute to the basic health status of its students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and ensures that no child is left behind.

The following guidelines are geared toward children and families to make better choices. We encourage parents to follow these guidelines as much as possible. The intent is to have teachers, administrators and staff act as facilitators of the guidelines addressed in this policy, rather than enforcers. The emphasis will be on educating families and staff to voluntarily make better choices.

### Goals of Policy:

#### **A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy goals to positive influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

#### **B. Support and promote proper dietary habits contributing to students' health status and academic performance.**

All foods available for students on school grounds and at school-sponsored activities will be encouraged to meet or exceed the district nutrition standards.

#### **C. Provide more opportunities for students to engage in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical Activity will be included in the school's education program from grades K-8. Physical activity will include regular instructional physical education, in accordance with the Massachusetts Health/Physical Education Framework, as well as co-curricular activities and recess.

#### **D. Establish and maintain a Wellness Committee with the purpose of:**

- Monitoring the implementation of this policy.
- Evaluating policy progress.
- Serving as a resource to the school.
- Revising the Wellness Policy as needed.

The Wellness Committee is composed of the following individuals:

Chair: Facility Director

Members:

School Director  
Business Manager  
School Social Worker  
School Nurse  
Human Resources  
Parent Connection Liaison

## **STUDENT NUTRITION**

### The School Breakfast/Lunch Programs:

- The school breakfast and lunch program will continue to follow the USDA requirements.
- The school food service program will follow the Mass Action for Healthy Kids Nutrition Standards when determining the items in the menu.

Cafeteria Environment:

The cafeteria environment is a place where students have:

1. Adequate space to eat
2. Clean surroundings
3. Adequate time to eat meals

Teacher-to-Student Incentive:

The use of food items as part of a student incentive/teaching program is strongly discouraged. If teachers feel compelled to utilize food items as an incentive of any kind or teaching aid, they are required to adhere to the Mass Action for Healthy Kids Nutrition Standards.

Classroom Parties/Group Snack:

- A list of healthy alternative party and group snacks, the “A-List”, will be provided to each classroom teacher. (<http://www.newenglanddairycouncil.org/PDF/MA-Food-Standards.pdf>).
- It is recommended that candy not be sent to school.
- It is recommended that classroom celebrations for special occasions, during snack time only, be celebrated with non-food items. Examples would be pencils, stickers or erasers.
- Juice, milk or water will be available to students.
- Parents are provided with a list of suggested healthy snacks to send in for group snack and or special occasions.

Food Allergies:

It is recognized by Holyoke Community Charter School that food allergies can pose a serious risk to certain students; therefore the following recommendations have been developed.

- Food sent in to school for the consumption of more than one student cannot contain nuts or nut oils (peanut butter).
- The school may prohibit specific food products from entering the classroom or may prohibit home baked food items from celebrations.
- Students should be discouraged from sharing their food or beverages with anyone given the concerns about allergies.

Student Nutrition Education:

HCCS has a comprehensive curriculum approach to nutrition in grades K-8. The health benefits of good nutrition should be emphasized. These nutritional themes are in alignment with the Massachusetts Comprehensive School Health Frameworks:

Knowledge of the Food Guide Pyramid	Healthy Heart Choices
Sources and variety of foods	Dietary Guidelines
Understanding Calories	Diet and disease
Healthy food	Food safety
Healthy snacks	Healthy breakfast
Healthy diet	Food labels
Major nutrients	Serving sizes
Identify and limit food of low nutrient density	Our bodies

Healthy Lifestyle for Families:

Healthy lifestyle information will be provided to parents. This information may be provided in the form of handouts, postings on bulletins, articles, parent connection presentation, and any other appropriate means available for reaching parents.

Staff Nutrition and Physical Education:

Current nutrition and physical education information will be available to all school staff. This information may include, but not limited to, the distribution of educational and informational materials and the arrangement of presentations and workshops that focus on nutritional value and healthy lifestyles.

Objectives:

1. To encourage all school staff to improve their own personal health and wellness.
2. To improve staff morale.
3. To create positive role modeling.
4. To build the commitment of staff to promote the health of students.
5. To build the commitment of staff to help improve the school nutrition and physically active environment.

Nutrition Standards Intent/Rationale:

HCCS strongly encourages the sale or distribution of nutrient dense food for all school function and activities. Nutrient dense foods are those foods that provide students with calories rich and the nutrient content needed to be healthy.

Food

- The school serve reimbursable meals
- The school will provide nutritious meals including whole grain/ bread, fresh fruits/vegetables, dairy products and meats/ meat alternatives.
- All items in the menu will meet or exceed the districts nutritional standards.
- Sale of candies will not be permitted on school grounds during the instructional day. Sale of candies after the instructional day will be strongly discouraged.

Beverages

- Only milk, water, 100% fruit juices and healthy beverages may be sold on school grounds before and during instructional day.
- Sodas will not be sold or distributed to students during the school day.
- Vending machines for students will not offer soda.

District Physical Activity Goal:

HCCS shall provide physical activity and physical education opportunities, aligned with Massachusetts State Frameworks for physical education, that provide students with knowledge and skills to lead a physically active lifestyle.

HCCS shall utilize the following implementations strategies:

1. Physical education classes and physical activity opportunities will be required for all students.
2. Physical activity opportunities shall be offered daily during or after school. These opportunities could include recess and physical education classes.
3. As recommended by National Association of Sport and Physical Education school leaders of physical activity and physical education shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness through the following:
  - Expose children to a wide variety of physical activities.
  - Teach physical skills to help maintain a lifetime of health and fitness.
  - Encourage self-monitoring to students can see how active they are and set their own goals.
  - Individualize intensity of activities.
  - Focus feedback on process of doing your best rather than on product.
  - Be active role models.
4. Introduce developmentally appropriate components of health-related fitness awareness.
5. Physical education classes shall be sequential, building from year-to-year, and content will include movement, personal fitness, and personal and social responsibility.
6. Students should be able to demonstrate competency through application of knowledge, skill and practice.
7. Make students aware of the National Association of Sport and Physical Education (NASPE) goals for physical activity beginning at the elementary level. The most current guidelines from NASPE will serve as appropriate guidelines when possible.

*Time, Frequency, Intensity:*

All elementary students will serve a minimum average of 50 minutes of physical education. Student involvement in other physical activities (e.g. community leagues and or after school events at the YMCA, Boys and Girls Club, etc...). Students will spend at least 50% of PE class time participating in moderate to vigorous physical activities.

*Staff Training and Certification:*

All physical education courses will be taught by a highly qualified physical education teacher.

*Standards/Requirements:*

Our physical education classes are aligned with MA DOE Frameworks that include a standard on physical education in grades K-8. National PE standards will also be incorporated in classes to address motor skills, movement forms, and health related fitness.

The school will discourage extended periods of inactivity and will give students periodic breaks during which they are encouraged to stand and be moderately active (stretch breaks).

*Directed Instructional Kinesthetic Activity:*

All elementary and middle school students should have at least 15 minutes a day of supervised recess, preferably outdoors, which will support the physical education standards. The school will encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

**Student Locker Policy:**

Students are issued assigned lockers with school issued combination locks. For security purposes, no outside locks will be permitted at any time. No sharing or swapping of assigned lockers is permitted.

The Student Life Coordinator will assign school issued combination locks to students. Holyoke Community Charter School is not responsible for lost or stolen personal belongings.

**Tardy to class policy:**

Students are expected to be on time for every class. In most cases, teachers transition between classrooms so there are a few circumstances in which a student would be authorized to be out of the room between periods. Any student given permission by a staff member to be out of class, or arrive tardy, must be supplied with a timed pass. Being out of the classroom without permission, or late to class, will result in disciplinary consequences (see Discipline Guidelines under section 11. Code of Conduct).

Tardy records will be maintained by the Student Management Department. Tardy referrals will only be distributed by Student Management Staff.

**Technology:**

*Technology Policy:*

Through the Holyoke Community Charter School's network connections to the Internet, students and staff have an unparalleled opportunity to participate in a global community of information and learning. Students and staff members (users) with access to the network must comply with the following rules and sign the technology agreement.

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

Among unacceptable uses of the Network/Internet are the following:

- Use in violation of federal, state or local laws, including sending or receiving copyrighted matter without permission.
- Commercial use.
- Sending patently harassing, intimidating, abusive or offensive language or material to or about others, in messages public or private. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- Using the network to create or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful materials or filenames of any sort or manner.
- Sending chain letters or pyramid schemes, “broadcasting” inappropriate messages to lists or individuals, and any other kind of use that would congest the Network, the Internet or otherwise interfere with the work of others.
- Sending or receiving pornographic material, inappropriate text files or files dangerous to the integrity of the network. Accessing inappropriate sites containing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful materials of any sort or manner is not permitted.
- Vandalizing, defined as any deliberate attempt to access, delete or change files not belonging to the user, or harm, or destroy the work, systems, or data of another user, including uploading or creation of computer viruses, and the intentional introduction of any sort or manner.
- Engaging in the illegal distribution of software (“pirating”).
- Knowingly using another person’s password or misrepresenting your identity, or giving one’s own password to others. Users will not attempt to gain unauthorized use of computer resources in order to gain unauthorized access to computing facilities of other institutions, organizations, and/or individuals. These actions are illegal, even if only for the purpose of “browsing”.
- Failing, when downloading information, to comply with any associated terms or conditions specified by the supplier of that information. Expressing views or opinions not clearly identified as the users own and not those of the School.
- Circumventing security measures on school or remote computers or networks.
- Users will not post private information about another person.
- Users of E-mail are responsible for all their activities when using the Internet; outbound access to the Internet shall be in accordance with the School’s applicable rules and regulations.

Technology Agreement:

By signing the Acceptable Use Policy of the Holyoke Community Charter School and using the Network/Internet, the user agrees to adhere to the terms and conditions of the Technology policies.

The school reserves the right to examine all data stored in the machines connected to the Network or utilizing the Internet link to ensure that all users are in compliance with these regulations. The School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities.

**\*\*The use of computers and Internet access is a privilege that may be revoked.\*\***

Technology-Related Laws:

**Parents /guardians are asked to review and discuss these policies with their children.**

Computer Software Copyright Laws:

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

Massachusetts General Laws, Chapter 266, Section 33:

Section 33A. Obtaining computer services by fraud or misrepresentation: Penalties

*Whoever, with intent to defraud, obtains, or attempts to obtain, or aids or abets another in obtaining, any commercial computer service by false representation, false statement, unauthorized charging to the account of another, by installing or tampering with any facilities or equipment or by any other means, shall be punished by imprisonment in the house of correction for not more than two and one-half years or by a fine of not more than three thousand dollars, or both. As used in this section, the words "commercial computer service" shall mean the use of computers, computer systems, computer programs or computer networks, or the access to or copying of the data, where such use, access or copying is offered by the proprietor or operator of the computer, system, program, network or data to others on a subscription or other basis for monetary consideration.*

Massachusetts General Laws, Chapter 266, Section 120F:

Section 120F. Unauthorized access to computer system: penalties

*Whoever, without authorization, knowingly accesses a computer system by any means, or after gaining access to a computer system by any means knows that such access is not authorized and fails to terminate such access, shall be punished by imprisonment in the house of correction for not more than thirty days or by a fine of not more than one thousand dollars, or both.*

*The requirement of a password or other authentication to gain access shall constitute notice that access is limited to authorized users.*

### Telephone Use:

Cellular telephones **are prohibited** in classrooms. Cell phones need to remain off in students lockers during the school day. Students are permitted to use the office telephones when appropriate, as deemed by an administrator or office staff person. Students are not allowed to use cell phones during the academic day.

### Transportation Policies:

Campus / Neighborhood Traffic Control:

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

Bus Transportation:

The company contracted to provide transportation is Durham School Services.

All transportation services during the 2013-2014 school year will be TO and FROM the DESIGNATED A.M/P.M. bus stop which is closest to the student's permanent residence. Transportation services are provided to Holyoke residents only.

Bus change requests are granted **only if a family changes its residence**. Students are not permitted to board a school bus other than his/her assigned bus. **Students may get off only at their scheduled afternoon bus stop or at an established afternoon daycare facility on a designated bus route.**

<p><b>In the event of an emergency that requires a change in the student's bus route, parents/guardians are required to contact the school by 11:00 A.M. on the day of the change.</b></p>
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**An adult must meet all kindergarten and first grade students at designated afternoon bus stops.** If an adult is not present to meet the student, the child will be returned to the school after completion of the full bus route. All returning students will be supervised at this location. Identification credentials must be presented at this location for student pick-up. Students must be picked up before 6:00 P.M. or the Holyoke Police Department and the Department of Children and Families will be contacted.

**Riding the bus is a privilege and demands high standards of behavior.** If bus rules are broken, students may be removed from the bus and disciplinary consequences will occur. Five or more disciplinary referrals issued to a student on the bus may result in the student being permanently excluded from busing services. **In the event of suspension from busing services, parents/guardians will be required to provide transportation for their child(ren) to and from school.** Students removed from the bus will be placed in the Extended Day Program and parents will be charged the appropriate fee. A parent/guardian must pick up these students before 6:00 P.M or the Department of Children and Families and the Holyoke Police Department will be notified.

**\*\*Chronic disregard for bus rules will prompt indefinite suspension from bus privileges.\*\***

Proper Conduct on Bus:

**Students MUST:**

1. Cooperate fully with bus drivers/monitors and follow all adult instructions
2. Stand back until the bus door opens, then board single file
3. Take his/her seat promptly and REMAIN seated
4. Not expose any parts of his/her body outside the windows
5. Not throw any objects from or at the bus
6. Not smoke, or use alcohol or drugs on the bus
7. Not eat or drink any beverages while riding on the school bus
8. Not push, fight, or engage in "horseplay"
9. Not display or make use of electronic devices (including MP3 players and video game devices), cellular telephones, sporting equipment (i.e. footballs, basketballs), skateboards or laser pointers while riding the school bus
10. Be aware that vandalism to the bus will result in financial restitution
11. Not leave his/her seat to exit the bus, until the bus comes to a complete stop
12. Exercise caution when crossing the street, after exiting bus

**Visitor Procedures:**

All visitors shall upon entering the School report to the security/reception desk to sign in. Visitors will receive visitor badges that must be properly displayed throughout the school visit. Visitors must be announced prior to receiving directions to their destinations. All staff members and students shall immediately report any strangers to an administrator.

Only one door to the building will be utilized through which visitors may enter. During the school day, the security personnel will monitor school entryways. All visitors must follow municipal traffic laws and campus vehicular directives. Violators of these laws/directives and persons trespassing upon school property will be reported to the Holyoke Police Department.

**In order to promote a safe dismissal procedure visitors will not be allowed to enter the building between 3:15 – 3:45 pm.**

## ***11. Code of Conduct***

The Holyoke Community Charter School expects all students to conduct themselves in a responsible manner. Disciplinary measures are used to maintain a safe and stable school environment. We incorporate all provisions of the Mass. General Laws Ch. 71 § 37H and Mass. General Laws Ch. 71 § 37H1/2 in our code.

Disciplinary action affecting a student with a disability complies with the prescribed procedures under state and federal law. Holyoke Community Charter School incorporates all of the provisions of 20 U.S.C. 1415(k) as well as 603 CMR 18, Sections 338.0- 338.7 (disciplining students), as well as 603 CMR 28.08, dispute resolution before the Bureau of Special Education Appeals.

The charter school's code of conduct incorporates the following provision for Mass. General Laws Ch. 71 § 37H.

“(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.

(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.”

The following provisions, as required by MGL Ch. 71 § 37H½, are incorporated into the charter school's Code of Conduct:

(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.

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

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*NOTE: For the purposes of appealing an expulsion, students expelled from charter schools should submit their appeals to the Chairperson of the Holyoke Community Charter School's Board of Trustees, in lieu of the Superintendent.*

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## **Discipline Merit:**

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

1. Students may be given detention or one of several other disciplinary options, including a warning. If after-school detention is given, parents must make arrangements for safe student transportation home.
2. Bus privileges may be revoked for patterns of misbehavior.
3. Students may be excluded from extra-curricular activities.
4. Students may be placed in the In-House Alternative Room.
5. Students may be externally suspended from school when they are a danger to themselves or others, or when they demonstrate a chronic inability or unwillingness to abide by school regulations. The Student Management Coordinator will decide the length of each suspension.
6. Students may be required to perform school-based community service.
7. Students may be required to pay restitution.
8. Students may be referred for counseling, risk assessments or psycho educational evaluations.
9. The School may order a change in placement to an interim alternative educational setting for up to forty-five (45) days.
10. A student may be expelled from school.

## **Short-Term/In-House Suspensions:**

### *In-House Suspension:*

In-House Suspension is the separation from regularly scheduled classes and restriction of movement within the school. Students are responsible for completion of all school work and assignments and must abide by the Discipline Policy and rules of the school.

### *Short-Term External Suspension:*

Short-Term External Suspension is the removal of a student from school for up to ten (10) school days. Students remain responsible for the completion of all school assignments.

Students who do not abide by the rules of the In-House Alternative Room or who do not modify their behavior will be referred to the administration for external suspension.

During the period of short-term suspension, a student may not appear on school property or at school-related activities or events either as a spectator or participant. A violation of this school policy will be considered a trespass resulting in immediate notification to the Holyoke Police Department. Depending upon the reason for suspension, a student may be prohibited from attending extra-curricular activities beyond the suspension period. Suspensions that carry over a weekend or vacation period will also eliminate a student's participation from any extra-curricular events that take place on those weekends or vacation periods.

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

### Grounds for Short-Term Suspension

Including but not limited to the following:

1. Leaving school during school hours without permission
2. Unauthorized absences from school (truancy) or from class
3. Repeated unexcused tardiness to school, class and homeroom
4. Unexcused absences from detention assignments
5. Gambling in any form
6. Use of or possession of contraband items such as matches, lighters, non-prescribed hypodermic needles, pipes, roach clips, rolling papers, fireworks, stink bombs, laser pens or pointers
7. The use of beepers or cellular phones during the school day
8. Smoking on school property, in a school bus, or at school functions
9. Exhibitionism, lewd, wanton and lascivious behavior, disorderly conduct and distracting and inappropriate sexual contact between students (M.G.L. Ch.272, s.16 & s.53.)
10. The possession, dissemination, or use of obscenity in any form, especially, speech writing or explicit sexual pictures or drawings. (M.G.L. Ch. 272, s. 29 & 31.)
11. Intentional acts threatening the health and safety of self and/or others on school property, at school sponsored or related events, and to and from school; if warranted, a determination as to referral to law enforcement may be recommended.
12. Lack of respect for faculty, staff, and visitors, including, but not limited to, insubordination, disobedience, use of insulting and/or profane language or gestures, the willful disregard of express or implied directions from a teacher, administrator, or staff member, including but not limited to, the refusal to follow the directions of mandated tests, assessments, or exams, academic dishonesty/cheating, and/or the refusal to follow a mandated program
13. Theft or vandalism to school property or the property of others in the school setting, whether during or after school hours or at any school activity; Reasonable proof of the offender is necessary. Restitution by the offender is required. If warranted, a determination as to referral to law enforcement may be recommended. (M.G.L. Ch. 266, s. 30, 98,100,127A, etc.)
14. Chronic school offender: The student who repeatedly disturbs or interrupts the educational process, refuses to work, who falsifies signatures on reports, who refuses to return signed papers to teachers or administrators, who refuses to report to appropriate school personnel, who exhibits offensive behavior on an ongoing basis, and/or who repeatedly violates the code of conduct.
15. Organizing or participating in hazing or bullying behavior
16. Violation of Civil rights: students have the right to be free from discrimination based upon race, color, religious creed, national origin, ancestry, sexual orientation, gender identity, disability, or handicap. Such discrimination includes, but is not limited to, verbal and physical attacks on students directed at their racial, ethnic, or religious background, or their disability, and at any form of sexual harassment.
17. Violation of federal or Massachusetts law
18. Bullying in any form, including verbal abuse, harassment, taunting, name-calling, threats in any form, extortion, intimidation, slander, defamatory statements, whether verbal or written, pushing, shoving, and tripping; this includes asking anyone to verbally abuse, threaten, or intimidate another student on one's behalf
19. Any school related act, on or off school property, which interferes with or restricts another student's ability to enjoy the educational benefits afforded or offered within, and outside of, the school setting; Such acts include, but are not limited to incidents that interfere with or threaten the well being or order of the school or its staff, students, or the general public.

In assigning short-term suspensions, administrators should strive to minimize the resulting interruption of a student's education while still: 1) Aiming to improve a student's behavior; 2) Maintaining a safe and orderly school environment; and 3) Providing for necessary communication between the parent/guardian and the school personnel. Therefore, suspensions and time out of school should be progressive in nature. First offenses should usually result in less school time loss than any subsequent offenses. In determining the length of a suspension, administrators should also consider the student's prior school behavior.

Procedures for Short-Term Suspensions:

1. See "Due Process"(Page 57), contained herein
2. The student will be allowed to make up any schoolwork missed
3. The teachers and counselors should be informed by the administration when one of their students is suspended
4. Parent(s)/guardians are required to accompany the student upon his/her return to school from a suspension

**Long-Term Suspensions and Expulsions:**

Long-Term Suspension:

Long-term suspension is the removal of a student from his/her educational program for more than ten (10) school days but less than thirty-one (31) school days.

During the period of the long-term suspension, a student may not appear on school property or attend school-related activities or events either as a spectator or as a participant. A violation of this school policy will be considered a trespass resulting in immediate notification to the Holyoke Police Department. Depending upon the reason for the suspension, a student may be prohibited from attending extra-curricular activities beyond the suspension period. Suspensions that carry over a weekend or vacation period will also eliminate that student's participation in any extra-curricular activities that take place on those weekends or during vacation periods.

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

Expulsion:

Expulsion is the exclusion of a student from school either permanently or for more than thirty (30) school days (example: the remainder of the school year, one semester, and one calendar year).

Grounds for Long-Term Suspension/Expulsion:

The Student Management Coordinator (SMC) may recommend expulsion of a student who has violated paragraphs (1) through (7), below. Only the Board of Trustees may expel a student under paragraphs (8) through (12).

1. Possession of a firearm on school premises, at school-sponsored or school related events, including field trips, and athletic games, and to and from school (United States Code, Section 921 of Title 18);
2. Possession of a dangerous weapon, other than a firearm, on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school (M.G.L. Ch.269 §10);
3. Assault/assault and battery by means of a dangerous weapon on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school. (M.G.L. Ch. 265 §15A & § 15B);
4. Assault/ assault and battery upon an administrator, teacher, teacher aide, or other school staff member on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school. (M.G.L. Ch. 265 § 13A and § 13D);

5. Possession, use and/or distribution of a controlled substance as defined in M.G.L. Ch. 94C, including, but not limited to, marijuana, cocaine, crack and heroin on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school;
6. Misuse of inhalants, glue, or any other substance, on school premises, at school-sponsored or school-related events, including field trips and athletic events, and to and from school;
7. Academic dishonesty / cheating;
8. Making a bomb threat by any means, including, but not limited to, verbally, electronically, or in writing;
9. Use or possession of a bomb or any other explosive or incendiary device, including an object that appears to be a bomb or other such device;
10. Pursuant to M.G.L. Ch. 71 § 37H ½, a student charged with a felony or the subject of a felony delinquency complaint may be suspended, or a student convicted, adjudicated, or admitting guilt with respect to a felony or felony delinquency may be expelled, provided that the Director determines, after hearing, that the student's continued presence poses a substantial detrimental effect on the general welfare of the school;
11. Possession, use and/or distribution of alcohol on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school; and
12. Serious offenses as defined in Grounds for Short-Term Suspension, items 5 through 19, inclusive, on school premises, at school-sponsored or school-related events, including field trips and athletic games, and to and from school.

*Procedures for Long-Term Suspension/Expulsion:*

1. See "Due Process" (Page 56), contained herein
2. The student shall be notified in writing of an opportunity for a long-term suspension/expulsion hearing before the Director or Board of Trustees, provided, however, that the student may have representation, at his/her expense, along with the opportunity to present evidence and witnesses on his/her own behalf, at said hearing;
3. After said hearing, the Director shall expel from school, for a period of not less than one calendar year, a student who has been determined by the Student Management Coordinator to have violated (1.) above.
4. After said hearing, the Director shall expel, or in his/her discretion, decide to suspend rather than expel, a student who has been determined by the Student Management Coordinator to have violated paragraphs (2.) through (6.) above.
5. After said hearing, the Student Management Coordinator may suspend a student and may recommend to the Director that the Board of Trustees consider expelling a student who has been determined by the Student Management Coordinator to have violated paragraphs (7.) and/or (8.), above.
6. Any student who has been expelled from the school by the Student Management Coordinator shall have the right to appeal to the Director. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Director in writing of his/her appeal. The student has the right to be represented by counsel, at his/her expense, at a hearing before the Director. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any sections of this section any provisions of this section. The Director may modify the expulsion of a student on a case-by-case basis.
7. The Student Management Coordinator shall provide written notification to the Director of any long-term suspension/expulsion. A copy of said notification shall be mailed or hand-delivered to the student's parent(s)/guardian(s) in the language of the home. A copy shall be maintained in the student's temporary cumulative file.
8. The student may return to school only in the company of his/her parent(s)/guardian(s).
9. If suspended, the student will be allowed to make up any schoolwork missed in an appropriate time period as determined by the school.

10. When a student is expelled under the provisions of this section and applies for admission to another school, the Director, once notified, shall inform the receiving school district of the reasons for the pupil's exclusion.
11. The Student Management Coordinator shall notify the Holyoke Police Department whenever a student has committed an assault / assault and battery upon a school staff member, an assault and/or assault and battery by means of a dangerous weapon, is in possession of a dangerous weapon, distributes a controlled substance, including alcohol, for the second/subsequent time.
12. The Student Management Coordinator may, at his discretion, notify the Holyoke Police Department whenever a student is in possession of a controlled substance, including alcohol, or commits a delinquent criminal act in violation of federal or Massachusetts law not specified in the above paragraph.

### **Discipline Guidelines:**

The following set of discipline guidelines is intended to give you a framework in which to understand misbehavior and apply appropriate consequences. These guidelines must not be applied blindly. Each individual case should be carefully studied in coordination with the Student Management Coordinator and the Director when necessary.

*Consequences for misbehavior can be escalated based on the nature of the offence and/or the identification of a pattern of misbehavior. Escalation of consequences requires the Director's approval.*

When it is necessary to assign consequences to a student with identified special needs, the Director must be consulted BEFORE any action is undertaken. Students with identified special needs are covered by the Individuals with Disabilities Education Act (IDEA). This act does not make special needs students 'untouchable' in cases of misbehavior, but does provide a strict framework to ensure that students with disabilities are not excluded from the educational setting without exercising the appropriate steps first.

*Specific state guidelines and consequences may exist for some offences. When existing, state guidelines and their consequences supersede the consequences found below.*

#### Discipline Guidelines:

**Note: All referrals for the following offenses must be directed to the Student Management Office for administrative action.**

NATURE OF OFFENSE	#OFFENSE	RECOMMENDED CONSEQUENCE
<b>CATEGORY 1</b>		<b>CATEGORY 1</b>
1. Unruly conduct – Defiance of authority / Insubordination – refusal to follow a reasonable request from a staff member	1 <sup>st</sup>	Verbal warning, after school detention(s), parental notification, staff counseling, possible 1-3 day suspension
	2 <sup>nd</sup>	Detention(s), redirection or referral, parental notification, possible suspension up to 5-days
	3 <sup>rd</sup>	Redirection or referral, detention(s), or letter to parents on behavioral change or possible long-term suspension or expulsion.
2. Profanity, obscenity, or abusive language or gestures (written, oral, or inappropriate drawings).	1 <sup>st</sup>	Verbal warning, after-school detention(s), parental notification, staff counseling.
	2 <sup>nd</sup>	Detention(s), redirection or referral, parental notification, possible 1-3 day suspension
	3 <sup>rd</sup>	Staff counseling, 3-days suspension, Letter to parents on behavioral change or possible long-term suspension or expulsion.

<b>NATURE OF OFFENSE</b>	<b>#OFFENSE</b>	<b>RECOMMENDED CONSEQUENCE</b>
<b>CATEGORY 1</b> (continued)		<b>CATEGORY 1</b> (continued)
3. Electronic Devices: possession or use of articles which disrupt the educational process; e.g. electronic devices – MP3 players, radios, gaming-devices, tablets, personal computers, or e-readers on school property.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Confiscation. Items are to be returned to student at the end of the day. Confiscation and detention(s). Items are to be returned to parent. Confiscation until end of the school year. Letter to parents on behavioral change, possible long-term suspension or expulsion.
4. Possession or unauthorized use of a cellular device during regular school hours.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Parent notification, detention(s) or possible 1 day suspension Parent notification, detention(s) or possible 1-3 day suspension Confiscation until end of the year, letter to parents on behavioral change, possible long term suspension
5. Being out of uniform – Inappropriate dress (per term)	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Letter of uniform violation sent home to parents. a. Loan of uniform from nurse’s office b. Parents notified to bring in uniform. c. In house Alternative Room Staff counseling, detention(s), parent notification, possible 1 day suspension. Possible 1-3 day suspension,
6. Failure to wear student id on lanyard	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>	Written warning Parent notification, detention(s) Parent notification, detention(s), possible 1-3 day suspension Parent notification, detention(s), up to 5 day suspension, letter to parents on behavioral change warning that future instances may result in long term suspension or expulsion
7. Physical contact; i.e., overt affection between students.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Verbal warning, after school detention(s), parental notification. Staff counseling, in-house suspension. Up to 3-days suspension.
8. Being out of/late to class without permission	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup>	Written warning Student Life detention, parent notification After school detention, parent notification After school detention, parent notification Parent notification, letter sent home on behavioral change, possible 1 day suspension at the discretion of SMC. Possible 1-3 day suspension. Chronic offenders may be subject to long term suspension.
9. Leaving class without permission	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Staff counseling, detention(s), parental notification Detention(s), parental notification, 1-3 day suspension. Letter to parents on behavioral change or possible long-term suspension or expulsion.

<b>NATURE OF OFFENSE</b>	<b>#OFFENSE</b>	<b>RECOMMENDED CONSEQUENCE</b>
<b>CATEGORY 1 (continued)</b>		<b>CATEGORY 1 (continued)</b>
10. Truancy (any absence that is not excused by parent or guardian).	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Parent notification, staff counseling, detention(s), and parent conference. Staff counseling, letter to parents on behavioral change or possible long-term suspension or expulsion. Truancy officer/Police called for neglect.
11. Ditching (not attending one or more classes of school).	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Staff counseling, detention(s), parental notification. Detention(s), parental notification 3-days suspension. Letter to parents on behavioral change or possible long-term suspension or expulsion.
12. Scholastic Dishonesty – Cheating on a test or an assignment.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>	Incident recorded on student record. Parental notification, staff counseling. Detention(s). 2-days suspension. Incident on record. Parent notification and meeting. If withdraws, transcript does not show incident. 5-day suspension. Incident on record. Previous grades subject to review. Student recommended for expulsion due to persistent disobedience.
13. Falsification of records – Lying or forging school documents, e.g. passes, permission slips, notes, etc.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Staff counseling, detention(s), in-school suspension. Up to 2-days suspension, letter to parents on behavioral change stating possible long-term suspension. 5-day suspension, letter to parents on behavior change stating possible long-term suspension.
14. Littering – any throwing, dropping or misplacement of trash or food items other than in proper containers will be considered littering.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Clean up of the immediate area, detention(s), staff counseling. Detentions, campus community service, parental notification. 2-day suspension, letter to parents on behavior change stating possible long-term suspension.
15. Cafeteria infractions – leaving litter, throwing food, causing a mess, or taking food into classroom buildings.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Student is subject to staff counseling, detention(s). Detention(s) community service, parent notification. Suspension or expulsion depending on the severity of the offense.
16. Any act which disrupts the normal education process including Lower School students sent to time-out more than once in a day.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Counseling, parent notification, detention(s). Parent meeting, detention(s). Up to 5-day suspension, letter to parents on behavioral change or possible long-term suspension or expulsion.
17. Horse play, mutual teasing.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Staff counseling, Detention(s) 1-3 Days suspension with restitution. 4-5 days suspension, letter to parents on behavioral change or possible long-term suspension or expulsion.

<b>NATURE OF OFFENSE</b>	<b>#OFFENSE</b>	<b>RECOMMENDED CONSEQUENCE</b>
<b>CATEGORY II</b>		<b>CATEGORY II</b>
1. Endangering behavior – Any behavior which poses a threat of harm to self or others	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>	Parent notification, staff counseling, detention(s), possible 1-3 day suspension. Parent notification, staff counseling, up to 5 day suspension. 5-10 day suspension, letter to parents on behavioral change. Possible long term suspension or expulsion.
2. Harassment – Oral or written abuse including racial, ethnic, religious, ‘ableist’, or sexual slurs.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Detention(s) and/or 1-3 day suspension, staff counseling. 3-days suspension, parent notification. 5-days suspension, letter to parents on behavioral change or possible long-term suspension or expulsion.
3. Sexual Harassment – verbal, physical, or exhibitionism	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Parent notification, staff counseling, 1-5 day suspension Parent notification, referral to school social worker, 5-10 day suspension Parent notification, recommended referral to outside counselor, grounds for long term suspension or expulsion
4. Bullying – verbal/non-verbal threats	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	1-3 days suspension, staff counseling, mandatory enrollment in Anti-bullying program, parent notification 3 – 5 days suspension, parent notification, letter to parents on behavioral change or possible long-term suspension or expulsion. Possible long-term suspension or expulsion (See Chapter 92 of Acts of 2010 <i>in section 16 of this handbook</i> )
5. Verbally aggressive towards a staff member or student	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Detention(s), confiscation, parent notification, staff counseling. Letter to parents on behavioral change or possible long-term suspension or expulsion. Grounds for long-term suspension or expulsion
6. Assault against a staff member	1 <sup>st</sup> 2 <sup>nd</sup>	5-10 days suspension, parent notification Grounds for long term suspension or expulsion.
7. Fighting (mutual combat) or Physically Aggressive Behavior	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	1-5 day suspension, staff counseling, parent notification. 5-10 days suspension, letter to parents on behavioral change or possible long-term suspension or expulsion. Grounds for long-term suspension or expulsion.

<b>NATURE OF OFFENSE</b>	<b>#OFFENSE</b>	<b>RECOMMENDED CONSEQUENCE</b>
<b>CATEGORY II</b> (continued)		<b>CATEGORY II</b> (continued)
8. Vandalism/Destruction or defacing of school or personal property – graffiti or tagging.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Detention(s), parent notification, restitution, staff counseling. 1-3 days suspension with restitution. 4-5 days suspension with restitution, letter to parents on behavioral change or possible long-term suspension or expulsion.
9. Possession of drug paraphernalia or other illegal material.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Confiscation, detention(s), letter to parents, staff counseling, possible 1-3 day suspension. 3 days suspension, letter to parents on behavioral change stating possible long-term suspension or expulsion. Grounds for long-term suspension or expulsion.
10. Possession of tobacco (including cigarettes, smokeless tobacco, cigars, and pipes) or alcohol.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Detention(s), confiscation, parent notification, staff counseling. Letter to parents on behavioral change or possible long-term suspension or expulsion. Grounds for long-term suspension or expulsion
11. Use of tobacco (including cigarettes, smokeless tobacco, cigars, and pipes) or alcohol on or within school grounds.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	1-5 days suspension, confiscation, parent notification, staff counseling. 5-10 days suspension. Letter to parents on behavioral change or possible long-term suspension or expulsion. Grounds for long-term suspension or expulsion.
12. Possession or use of illegal drugs or controlled substances on or within school grounds.	1 <sup>st</sup>	Long-term suspension or recommended expulsion, police referral, parent notification.
13. Possession of pornographic material.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Confiscation, detention(s), parent notification, staff counseling. 5 days suspension, letter to parents on behavioral change or possible long-term suspension or expulsion. Grounds for possible long-term suspension or expulsion.
14. Possession of look-alike weapon.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	Warning letter to parents, confiscation, detention(s), staff counseling. 3 days suspension. Long-term suspension.
15. Possession of a knife or any weapons.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	3-5 days suspension-parent notification 5-10 days suspension-parent notification Letter to parents on behavioral change and/or possible long-term suspension or expulsion.
16. Possession of a Gun	1 <sup>st</sup>	Possible long-term suspension or expulsion, parent notification, contact police.

<b>NATURE OF OFFENSE</b>	<b>#OFFENSE</b>	<b>RECOMMENDED CONSEQUENCE</b>
<b>CATEGORY II</b> (continued)		<b>CATEGORY II</b> (continued)
17. Stealing – Theft/Extortion	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	1 - 3 day suspension with a possible referral to the police dept., staff counseling, parent notification. 3-5 days Suspension, police referral, letter to parents on behavioral change or possible long-term suspension or expulsion. Grounds for long-term suspension or expulsion, police referral.
18. Bus Violation	1 <sup>st</sup> 2 <sup>nd</sup>  3 <sup>rd</sup>  4 <sup>th</sup>	Assigned seating, detention(s), parent notification. 1-3 days suspension from the bus, parent notification. 5-10 days suspension from the bus, parent notification. Possible long term suspension or expulsion from the bus.
19. Leaving school building or grounds without permission.	1 <sup>st</sup>  2 <sup>nd</sup>  3 <sup>rd</sup>	1-3 days suspension, contact police, staff counseling, parent notification. 4-5 days suspension, contact police, staff counseling, parent notification. 5-10 days suspension, contact police, staff counseling, parent notification.
20. Making a bomb threat by any means, including, but not limited to, verbally, electronically, or in writing	1 <sup>st</sup>	Possible long-term suspension or expulsion, parent notification, contact police.
21. Pulling a fire alarm or dialing 911 under false circumstances	1 <sup>st</sup> 2 <sup>nd</sup>	1-5 day suspension, parent notification. Grounds for long-term suspension/expulsion.

### **Laws Regarding Drugs, Alcohol, and Firearms:**

1. For dealing drugs near school—mandatory two-year jail sentence. A conviction for selling drugs within 1000 feet of school property in Massachusetts will result in a minimum mandatory two-year jail sentence plus a fine of up to \$10,000. (see Chapter 94C, sec 325 – *see section 16 of this handbook*).
2. As of April 4, 1990, the following is in effect (Massachusetts General Laws Chapter 269, Section 10(j)): “Whoever, not being a law enforcement officer, and not withstanding any license obtained by him under the provisions of Chapter one-hundred and forty, carries on his person a firearm as hereafter defined, loaded, or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board of officer in charge of such elementary or secondary school, college, or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means. Any office in charge of an elementary or secondary school, college, or university or any faculty member or administrative officer of an elementary or secondary school, college, or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.”
3. “Other dangerous weapons” are those mentioned in Massachusetts General Laws Chapter 269, Section 12 and other weapons as defined using the “reasonable man standard”.

## **Due Process:**

Under Goss v. Lopez, 419 U.S. 565 (1975), the United States Supreme court held that students have the right to certain minimal due process protections when school officials seek to impose short-term suspensions. The Court stated that in such cases, the student is entitled to oral or written notice of the charge(s) against him/her, and explanation of the basis for the accusation(s), an opportunity to present his/her version of the facts. This “informal hearing” must be provided in advance of the suspension except where the student’s continued presence endangers persons or property or “threatens disruption of the academic process.” In the exceptional cases where immediate suspension is justified, the notice and hearing must follow as soon as practicable. Finally, the United States Supreme Court indicated that where school officials seek to suspend a student for more than ten (10) days (long-term suspension), depending on the length of the exclusion, greater due process protections might be required.

Prior to the informal hearing, oral or written notice of the charges shall be given to the student by the Student Management Coordinator.

The informal hearing with the student will then proceed in the following manner:

1. The evidence against the student will be reviewed with the student.
2. The student will be given the opportunity to explain or to make statements in defense of his/her action or in mitigation of his/her conduct.
3. The Student Management Coordinator shall record a summary of the facts and disputed evidence.
4. The Student Management Coordinator shall have the discretion to investigate and to clarify facts, but the student should be informed of all such actions.
5. After the informal hearing, the student will be notified of the decision of the Student Management Coordinator.

### When a Student is Suspended:

1. Parent/guardian should be immediately notified that their child is being suspended. In the case of an emergency, they will be asked to come to school and take the child home. (School assignments will be provided to the child, parent or guardian within two school days.)

If the attempts to reach the parent(s)/guardian(s) are unsuccessful, the student will remain in the building until regular dismissal time. After reasonable efforts to contact the parent(s) or guardian(s) have been made by the administration, the suspension shall take effect and not be stayed. Externally suspended students will not be allowed to return to school during the period of the suspension even if the administration is unable to reach the parent(s) or legal guardian(s).

In emergency situations, when the conduct of a student is severely disruptive, the student will be immediately removed from the building by the police if necessary or by the parent/guardian. Formal charges will follow. All suspension paperwork will follow the emergency action.

2. The Student Management Coordinator must follow verbal information to parents with notification in writing summarizing the reasons for the suspension, and indicating the number of days of suspension and the reinstatement date (Date when the student may return to school).
3. Parent(s) and guardian(s) should be presented and explained all reasons for suspension and, if requested, be given an administrative hearing date with the Student Management Coordinator. The following provisions also apply:
  - a. The hearing must be held within two school days of the suspension and before reinstatement to school.
  - b. The reinstatement date could, as a result of the hearing, be sooner depending upon evidence, student history, and extenuating circumstances.
  - c. A suspension review decision from the Student Management Coordinator or Director will be forwarded to parent(s)/guardian(s). There is no right to further review.

In addition to the minimal protections afforded to a student where a short-term suspension is imposed, additional due process hearing rights arise under federal and Massachusetts law when a long-term suspension is sought.

Prior to the imposition of a long-term suspension or an expulsion, the Student Management Coordinator shall ensure that the parent(s) or legal guardian(s) (or student, if he/she is eighteen (18) years old or older) receive(s) timely written notice, in the language of the home, by certified and first-class mail, postage prepaid, of the following:

1. That a hearing will be held to determine whether or not to impose a long-term suspension or expulsion;
2. The date/time/place of the hearing;
3. A description of the nature of the evidence supporting the allegation(s) against the student;
4. The specific sections of the handbook alleged to have been violated;
5. A list of witnesses who will appear on behalf of the School;
6. A summary of the procedures to be followed and the rights afforded to the student at the hearing:

During the course of the hearing, the school will first present direct and corroborative evidence from the above named individual(s). After presentation of any rebuttal evidence, you will be able to present any evidence related to the above-alleged acts on behalf of your son/daughter. You will then be able to present an argument concerning the information presented followed by a brief argument by the school.

At the hearing, your son/daughter has the right to be represented by counsel or an advocate of your choice.

Depending upon the nature of the individual, you may have the right to cross-examine school witnesses (note: in some cases the need to protect an individual may outweigh a student's right to cross-examine a witness, for example, another student.)

In addition, you may present witnesses on behalf of your son/daughter, and have your son/daughter, if you choose, testify in his/her own behalf if you so desire.

You are entitled to a copy of the tape recording of the hearing. In addition, you or your counsel or advocate may review any and all statements by proposed school witnesses prior to said hearing. Arrangements for such review can be made by contacting the Student Management Coordinator.

Arrangements for the translation of witness statements or other school documents will be provided upon request.

Finally, you have the right to a reasonably prompt written decision, including the specific grounds for the decision, after the hearing is concluded. Please be advised that all reasonable efforts will be made to protect the confidentiality of the hearing. Please also note that the allegations against the student must be supported by a preponderance of evidence before a long-term suspension / expulsion is imposed. This is not a court proceeding and evidence which is relevant, though hearsay, may be admitted.

7. If the student has an Individualized Education Plan (IEP), he/she has the right to an Alternative Education Plan (see Disciplinary Action Relative to Special Needs Student)
8. The right to appeal the Director's decision to the Disciplinary Subcommittee of the Board of Trustees within ten (10) days; and
9. The telephone number of the Student Management Coordinator should the parent(s) / guardian(s) have any questions or concerns.

## **Procedures for the Suspension of Students with Disabilities Pursuant to Federal and Massachusetts Regulations:**

Eligible students with disabilities, as defined by the Individuals with Disabilities Education Act and Massachusetts General Laws, Chapter 71B (Chapter 766), shall be subject to the provisions of this Discipline Policy except as otherwise provided in this section.

Federal and Massachusetts laws, regulations and policies do not prohibit the exclusion of students with disabilities in all cases. However, when it is permitted, the removal of a student from the program which is prescribed in his/her Individualized Educational Plan (IEP) must be preceded by a more deliberate review of the causes and reasons for the proposed suspension and the development of an alternative program, consistent with federal and state law.

With respect to the exclusion of students with disabilities for more than ten (10) consecutive days, or a cumulative pattern of exclusions resulting in a change of placement, federal law (see 20 United States Code, Section 1415(k)) requires parental consent, or where the parent(s)/legal guardian(s) does not consent, the securing of an administrative or judicial order authorizing the exclusion. (Note: There are exceptions for violations involving dangerous weapons or controlled illegal substances - see page 59, following.)

With respect to the removal of students with disabilities from public schools, Massachusetts follows federal laws and regulations.

### *Disciplining Students with Disabilities: Procedures Applicable for Exclusions of More than Ten (10) Days in the School Year or a Cumulative Pattern of Exclusions Resulting in a Change of Placement:*

The following provisions shall apply whenever a school administrator proposes to suspend a student with disabilities for more than ten (10) days in a school year.

### *Definition of Suspension:*

Suspension shall be defined as any action which results in the removal of a student from the program prescribed in his/her Individualized Educational Plan (IEP). The term includes in-school suspension as well as any exclusion from transportation services which prohibits the student's participation in his/her prescribed program.

### *General Requirements:*

The charter school will ensure that:

- a. Its Code of Conduct is on file with the Department of Education and all student handbooks contain the specific procedures in these regulations for the exclusion of a student with disabilities;
- b. It has an appropriate procedure to notify the special education coordinator of the misconduct for which exclusion of a student with disabilities for more than ten (10) days is proposed so that the procedures required can be implemented consistently;
- c. The number and duration of exclusions of students with disabilities is recorded and maintained by school administrators;
- d. The IEP of every student with disabilities indicates whether the student is or is not expected to meet the school's discipline code, and, if not, what modifications of the code are required, which shall be described in the IEP; and
- e. No student with disabilities may be excluded for more than ten (10) consecutive days or a pattern of exclusions resulting in a change of placement in the school year except as provided hereunder.

### *Meeting to Review IEP with Student's Special Needs:*

When it is known that the exclusion(s) of a student with disabilities will accumulate to ten (10) days in a school year, a review of the IEP will be conducted. Participants in the meeting shall include, but not be limited to, individuals who are trained in the area of the student's special needs and those who work closely with the student. At that review, the review TEAM will determine whether the student's misconduct is a manifestation of the student's special needs, or results from an inappropriate special education program/placement or an IEP that was not fully implemented. Depending on the result of that determination, suspension may or may not be

implemented. If the student has demonstrated repeated instances of dangerously assault or self-abusive behavior, an emergency evaluation and placement may be made with parental consent.

*Circumstances under which the Student **May Not** be Suspended for more than Ten (10) Days:*

Subject to the authority of school officials to place a student with disabilities who commits an offense involving a dangerous weapon or illegal drug/controlled substance in an interim alternative education setting for up to forty-five (45) days:

- a. If the TEAM concludes that the student's misconduct is related to the student's special needs or results from an inappropriate special education program or placement or an IEP that was not fully implemented, the student shall not be excluded. Instead, the student's IEP shall be revised to reflect a new program or placement designed to meet the student's needs more effectively, or, if the misconduct resulted from an appropriate IEP that was not fully implemented, all necessary steps shall be taken by the school to ensure that the IEP is fully implemented. If revision of the student's IEP is required, development of an amended or new IEP shall occur;
- b. If a new program or placement is designed for the student as a result of the review, the program or placement shall be implemented immediately following parental approval of the IEP. If the parent(s)/legal guardian(s) refuses consent to the IEP, the school or parent(s)/legal guardian(s) may request a hearing to determine the appropriateness of the program. Alternatively, the parties may seek mediation to resolve the dispute. If a hearing is requested, during the pendency of the hearing, the student shall remain in the last agreed upon educational placement (the placement in effect when the dispute arose), unless another placement is agreed upon by the school and the student's parent(s)/legal guardian(s), or a court order permits the school to change the student's placement based on a showing that the student's continued presence in school presents a substantial likelihood of injury to the student or to others.

*Circumstances under which Exclusion **May** be Imposed for more than Ten (10) Cumulative Days:*

- a. If the school wishes to impose a suspension/expulsion which results in more than ten (10) days of exclusion in the school year, and the TEAM concludes that: the student's misconduct is not a manifestation to the student's special needs; is not the result of an inappropriate special education program/placement; and the current IEP was fully implemented, the school shall:
  1. Provide an interim alternative education plan for the delivery of special education services to the student during the period of the suspension, which shall be referred to as "the alternative plan;"
  2. Before the student is suspended for more than ten (10) days, present the interim alternative plan to the student's parent(s)/legal guardian(s) along with required written notice.
- b. A copy of the interim alternative plan must be included in the student's file, which shall also include documentation which demonstrates that:
  1. The school has complied with procedures required by Goss v. Lopez and by the school's Code of Conduct;
  2. The school has considered less restrictive disciplinary measures, including modifying the student's IEP to set out specific methods of discipline;
  3. The disciplinary action is for a stated and limited number of days;
  4. The action is necessary in light of the needs of the student and other students in the school;
  5. The school administrators have conferred with appropriate special education staff as to the disciplinary action and have followed all the procedures outlined herein including notice to the parent(s) or guardian(s) of their right of appeal.

*Court or Administrative Order Necessary to Authorize Suspension:*

A school shall not suspend or exclude a student for more than ten (10) cumulative days during the pendency of a Bureau of Special Education Appeals hearing or judicial proceeding brought to challenge a suspension, proposed suspension, or any determination, above, unless the school obtains a court order authorizing a temporary change of the child's educational placement based on a showing that the student's continued presence in school presents a substantial likelihood of injury to the student or to others.

Please Note the Following Requirements under Federal Law:

Section 1415(k) of the Individuals with Disabilities Education Act (hereinafter, "IDEA"), codified as 20 U.S.C. §1415(k), sets forth the following procedures with respect to the suspension of students with special needs (and protections for those children not yet eligible for special education and related services):

*Placement in alternative educational setting:*

**(1) Authority of school personnel**

- (A) School personnel may order a change in the placement of a child with a disability –
  - (i) to an appropriate interim alternative setting, another setting, or suspension, for not more than 10 school days (to the extent such alternatives would be applied to children without disabilities); and
  - (ii) to an appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than 45 days if –
    - (I) the child carries a weapon to school or to a school function under the jurisdiction of a State or a local educational agency; or
    - (II) the child knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of a state or local educational agency.
- (B) Either before or not later than 10 days after taking a disciplinary action described in the above subparagraph (A) –
  - (i) if the local educational agency did not conduct a functional behavioral assessment and implement a behavioral intervention plan for such child before the behavior that resulted in the suspension described in subparagraph (A), the agency shall convene an IEP meeting to develop an assessment plan to address that behavior, or
  - (ii) if the child already has a behavioral intervention plan, the IEP Team shall review the plan and modify it, as necessary, to address the behavior.

**(2) Authority of hearing officer**

A hearing officer under this section may order a change in the placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer –

- (A) determines that the public agency has demonstrated by substantial evidence that maintaining the current placement of such child is substantially likely to result in injury to the child or to others;
- (B) considers the appropriateness of the child's current placement;
- (C) considers whether the public agency has made reasonable efforts to minimize the risk of harm in the child's current placement, including the use of supplementary aids and services; and
- (D) determines that the interim alternative educational setting meets the requirements of paragraph (3)(B).

**(3) Determination of setting**

**(A) In general**

The alternative educational setting described in paragraph (1)(A)(ii) shall be determined by the IEP Team.

**(B) Additional requirements**

Any interim alternative educational setting which a child is placed under paragraph (1) or (2) shall—

- (i) be selected so as to enable the child to continue to participate in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP, that will enable the child to meet the goals set out in that IEP; and
- (ii) include services and modifications designed to address the behavior described in paragraph (1) or paragraph (2) so that it does not recur.

**(4) *Manifestation determination review***

**(A) *In general***

If a disciplinary action is contemplated as described in paragraph (1) or paragraph (2) for a behavior of a child with a disability described in either of those paragraphs, or if a disciplinary action involving a change of placement for more than 10 days is contemplated for a child with a disability who has engaged in other behavior that violated any rule or code of conduct of the local educational agency that applies all children—

- (i) not later than the date on which the decision to take that action is made, the parents shall be notified of that decision and of all procedural safeguards accorded under this section; and
- (ii) immediately, if possible, but in no case later than 10 school days after the date on which the decision to take that action is made, a review shall be conducted of the relationship between the child's disability and the behavior subject to the disciplinary action.

**(B) *Individuals to carry out review***

A review described in subparagraph (A) shall be conducted by the IEP Team and other qualified personnel.

**(C) *Conduct of review***

In carrying out a review described in subparagraph (A), the IEP Team may determine that the behavior of the child was not a manifestation of such child's disability only if the IEP Team—

- (i) first considers, in terms of the behavior subject to disciplinary action, all relevant information, including—
  - (I) evaluation and diagnostic results, including such results or other relevant information supplied by the parents of the child;
  - (II) observations of the child; and
  - (II) the child's IEP and placement; and
- (ii) then determines that—
  - (I) in relationship to the behavior subject to disciplinary action, the child's IEP and placement were appropriate and the special education services, supplementary aids and services, and behavior intervention strategies were provided consistent with the child's IEP and placement;
  - (II) the child's disability did not impair the ability of the child to understand the impact and consequences of the behavior subject to disciplinary action; and
  - (III) the child's disability did not impair the ability of the child to control the behavior subject to disciplinary action.

**(5) *Determination that behavior was not manifestation of disability***

**(A) *In general***

If the result of the review described in paragraph (4) is a determination, consistent with paragraph (4)(C), that the behavior of the child with a disability was not a manifestation of the child's disability, the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner in which they would be applied to children without disabilities; except as provided in Sec. 1412(a)(1).

**(B) *Additional requirement***

If the public agency initiates disciplinary procedures applicable to all children, the agency shall ensure that the special education and disciplinary records of the child with a disability are transmitted for consideration by the person or persons making the final determination regarding the disciplinary action.

**(6) *Parent appeal***

**(A) *In general***

- (i) If the child's parent disagrees with a determination that the child's behavior was not a manifestation of the child's disability or with any decision regarding placement, the parent may request a hearing.
- (ii) The State or local educational agency shall arrange for an expedited hearing on any case described in this subsection when requested by a parent.

**(B) *Review of decision***

- (i) In reviewing a decision with respect to the manifestation determination, the hearing officer shall determine whether the public agency has demonstrated that the child's behavior was not a manifestation of such child's disability consistent with the requirements of paragraph (4)(C).
- (ii) In reviewing a decision under paragraph (1)(A)(ii) to place the child in an interim alternative educational setting, the hearing officer shall apply the standards set out in paragraph (2).

**(7) *Placement during appeals***

**(A) *In general***

When a parent request a hearing regarding a disciplinary action described in paragraph (1)(A)(ii) or paragraph (2) to challenge the interim alternative educational setting or the manifestation determination, the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for in paragraph (1)(A)(ii) or paragraph (2), whichever occurs first, unless the parent and the State or local educational agency agree otherwise

**(B) *Current placement***

If a child is placed in an interim alternative educational setting pursuant to paragraph (1)(A)(ii) or paragraph (2) and school personnel propose to change the child's placement after expiration of the interim alternative placement, during the pendency of any proceeding to challenge the proposed change in placement, the child shall remain in the current placement (the child's placement prior to the interim alternative educational setting), except as provided in subparagraph (C).

**(C) *Expedited hearing***

- (i) If school personnel maintain that it is dangerous for the child to be in the current placement (placement prior to removal to the interim alternative education setting) during the pendency of the due process proceedings, the local educational agency may request an expedited hearing.
- (ii) In determining whether the child may be placed in the alternative educational setting or in another appropriate placement ordered by the hearing officer, the hearing shall apply the standards set out in paragraph (2).

**(8) *Protections for children not yet eligible for special education and related services***

**(A) *In general***

A child who has not been determined to be eligible for special education and related services under this part and who has engaged in behavior that violated any rule or code of conduct of the local educational agency, including any behavior described in paragraph (1), may assert any of the protections provided for in this part if the local educational agency had knowledge (as determined in accordance with this paragraph) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

**(B) *Basis of knowledge***

A local educational agency shall be deemed to have knowledge that a child is a child with a disability if—

- (i) the parent of the child has expressed concern in writing (unless the parent is illiterate or has a disability that prevents compliance with the requirements contained in this clause) to personnel of the appropriate educational agency that the child is in need of special education and related services.
- (ii) The behavior or performance of the child demonstrates the need for such services;
- (iii) The parent of the child has requested an evaluation of the child pursuant to Sec. 1414; or

- (iv) The teacher of the child, or other personnel of the local educational agency, has expressed concern about the behavior or performance of the child to the director of special education of such agency or to other personnel of the agency.

(C) *Conditions that apply if no basis of knowledge*

(i) *In general*

If a local educational agency does not have knowledge that a child is a child with a disability (in accordance with subparagraph (B)) prior to taking disciplinary measures against the child, the child may be subjected to the same disciplinary measures as measures applied to children without disabilities who engaged in comparable behaviors consistent with clause (ii).

(ii) *Limitations*

If a request is made for an evaluation of a child during the time period in which the child is subject to disciplinary measures under paragraph (1) or (2), the evaluation shall be conducted in an expedited manner. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency shall provide special education and related services in accordance with the provisions of this part, except that, pending the results of the evaluation, the child shall remain in the educational placement determined by school authorities.

**(9) Referral to and action by law enforcement and judicial authorities**

- (A) Nothing in this part shall be construed to prohibit an agency from reporting a crime committed by a child with a disability to appropriate authorities or to prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.
- (B) An agency reporting a crime committed by a child with a disability shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom it reports the crime.

**(10) Definitions**

For the purposes of this subsection, the following definitions apply:

(A) *Controlled substance*

The term 'controlled substance' means a drug or other substance identified under schedules I, II, III, IV, or V in Sec. 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)).

(B) *Illegal Drug*

The term 'illegal drug' means a controlled substance; but does not include such a substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority or Act or under any other provision or Federal law.

(C) *Substantial Evidence*

The term 'substantial evidence' means beyond a preponderance of the evidence.

(D) *Weapon*

The term 'weapon' has the meaning given the term 'dangerous weapon' under paragraph (2) of the first subsection (g) of Sec. 930 of title 18, United States Code.

Title 18 U.S.C. §930, paragraph (2) of the first subsection (g) provides:

“The term 'dangerous weapon' means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than 2½ inches in length.”

## ***12. Health Policies and Procedures***

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

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

### **Screening Tests for Vision and Hearing:**

Vision and hearing tests are mandated by the Department of Public Health, and are conducted periodically for students in kindergarten through grade 5, and grade 7. Any student whose vision or hearing is questioned by a teacher and referred to the school nurse will also be screened. The school will re-test students as required, and parents of students who fail re-tests in vision or hearing will be notified in writing and directed to consult pediatricians or family physicians.

### **Postural Screening:**

Postural screening will be conducted by the nurse annually on all pupils in grades 5, 6, 7, and 8. Parents or guardians of pupils showing even slight signs of postural problems will be notified in writing and directed to consult pediatricians, family physicians, or orthopedists.

### **Body Mass Index (BMI) Screening:**

Body Mass Index (BMI) screenings will be conducted by the nurse annually on all pupils in grades 1, 4, and 7. Parents or guardians of pupils who have a high or low BMI will be notified in writing and directed to consult pediatricians or family physicians.

### **Illness and Exclusion Policy:**

If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat, or rashes, **the student should not come to school** until the seriousness of the condition has been determined or the symptoms have disappeared. This measure of precaution will help reduce the spread of infections at school.

If a student shows symptoms of illness while at school, the student may be excluded from the regular school program at the nurse's discretion. The following procedures are followed:

- The student is asked to report to the nurse's office.
- Parents are notified to make arrangements to have the student picked up at school. If parents cannot be reached, the person designated on the emergency card is called.

### **Communicable Diseases:**

Parents should notify the school immediately if a student has contracted a communicable disease. On the advice of the Holyoke Health Department, the school may then notify parents of other students in the grade level and homeroom. In the event of an epidemic, special precautions or exclusion policies may be necessary.

The school follows isolation and quarantine regulations as prescribed by the Massachusetts Department of Public Health. The following are guidelines that apply to how long a child should stay at home if these common childhood diseases and conditions should occur:

- Chicken Pox - 6 days from appearance of eruption or until all blisters are dried up and crusted over.

- Pediculosis (Lice) - Keep home until treatment is successful. Nurse will readmit student only after passing inspection.
- Inflamed and discharging eye - Keep home from school and get immediate medical attention.
- Pertussis (Whooping Cough) – Keep home until antibiotic treatment is prescribed and undertaken.

A more comprehensive list with guidelines is available in the nurse’s office.

### **Doctor/Dentist Appointments:**

Parents should send a note with the student if the student will be picked up during the school day for an appointment. Parents must come to the school office to dismiss a student from school for a medical or dental appointment. Students cannot be released from class unless a parent or guardian is present.

### **Administration of Medication:**

No medications (including over-the-counter medication) will be given without written consent from parents or guardians. All medication must be kept with and administered by the nurse.

### **Prescription Medication:**

The school nurse administers prescription medications when the following specific requirements are met:

1. There is a signed consent by parent/guardian on file to give the medication.
2. There is a signed medication order from a licensed health care provider (physician or nurse practitioner). This order must be renewed at the beginning of each school year and at other times as needed.
3. Medications must be delivered to the school nurse in a pharmacy or manufacturer-labeled container. The label must state the student’s name, name of the drug, dosage, direction for use, physician’s name, and the expiration date of a time-dated drug. The school does its best to follow medication instructions but cannot be held responsible for forgetting or delaying the giving of medicine
4. No more than a 30-day supply of the medicine should be delivered to the school. All medications are stored in the nurse’s office.
5. Medications left after the close of the school year will be destroyed.

### **Health Insurance Portability and Accountability Act (HIPAA):**

The Health Insurance Portability and Accountability Act (HIPAA) is a complex federal law passed in 1996 which was intended to reform the health insurance market and simplify health care administrative procedures. This legislation addresses many issues, but the issue with the most potential impact upon the School involves privacy provisions which protect the confidentiality of “protected health information.” At this time, however, the U.S. Department of Health and Human Services, which oversees HIPAA, has not determined the exact status of public schools with regard to the Act and whether or not they must comply with its provisions. In general, HIPAA’s privacy rule requires that health care providers obtain the authorization of a patient’s parent or guardian prior to the disclosure of protected health information. One important exception to the privacy rule allows physicians to disclose immunization information to schools so that they may comply with Massachusetts regulations which state that all children must be immunized in order to be admitted to school, found at 603 CMR § 18.05, 105 CMR § 220.000. In addition, “protected health information” may be disclosed without authorization for public health purposes such as the reporting of disease or injury, child abuse, birth, death, public health surveillance, or public health investigation or intervention

Most importantly for school districts, students, and parents/guardians, however, is that the U.S. Department of Health and Human Services has ruled that education records that are protected by the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) are not considered “protected health information” under HIPAA. Both FERPA and the IDEA provide their own privacy protections to which schools must adhere. Please refer to the handbook sections regarding student records for further information regarding these Acts.

## HIV Policy

Guidelines for providing education to children with HIV and for employees infected with HIV are based on the most current information available and may need to be changed as new information is obtained. a. All children in Massachusetts have a right to an education. As a general rule a student with AIDS or infected with HIV virus should attend school in a regular classroom setting with the approval of the student's physician and should be eligible for all opportunities and services provided by law and local school district policy.

b. The school nurse should function as the liaison with the student's parents, the student's physician, the Department of Health, and the school. The responsibility of the school nurse would be to insure that the student is able to function in school without unnecessary impediment.

c. The school should respect the right to privacy of the individual student. Knowledge that a student is infected with HIV virus or has AIDS should be confined to those persons with direct need to know (i.e. superintendent, principal, school nurse, student's teachers). In consultation with the student and his/her parents/guardians, those persons should be provided with appropriate information concerning such precautions as may be necessary and should be made aware of the confidential nature of this information. Under the following circumstances an HIV infected student might pose risk of transmission to others:

d. If the student lacks toilet training, has open sores that cannot be covered, or demonstrated behavior (i.e. biting) which could result in direct inoculation of potentially infected bodily fluids into the bloodstream.

1. Following a discussion with the student and his/her parents, if any of these circumstances exists, the appropriate person (school nurse, student's physician, Department of Health official) must determine whether a significant risk of transmission exists.
2. If it is determined that a significant risk exists, the student shall be removed from the classroom.

e. An infected student may be temporarily removed from the classroom for reasons stated in D. If this occurs, the school shall develop, within ten (10) school days, either an appropriate school program adjustment or an appropriate alternative education program. When the appropriate person (school's medical advisor, nurse, student's physician, Department of Health official) determines that the risk has abated, the student can return to the classroom.

f. Each removal of an infected student from normal school attendance shall be reviewed by the appropriate person (school nurse, child's physician, Department of Health official) at least once every month to determine whether the condition precipitating the removal has changed.

g. A student with AIDS or more mild immunodeficiency associated with HIV virus, as with any other immune deficient student, may need to be removed from the classroom for his/her own protection when cases of measles or chicken pox are occurring in the school population. This decision should be made by the student's physician and parent/guardian in consultation with the appropriate person (school nurse, student's physician, Department of Health official).

h. Routine and standard procedures should be used to clean up after a student has had an accident or injury at school. Blood or other bodily fluids emanating from any student should be treated cautiously. Gloves should be worn when cleaning up blood spills. These spills should be disinfected with either bleach or another disinfectant, and persons coming into contact with them should wash their hands afterwards. Blood soaked items should be placed in leak proof bags for washing or further disposition. Similar procedures are recommended for dealing with vomit or fecal or urinary incontinence in any student. Hand washing after contact with a student is routinely recommended only if physical contact has been made with the student's blood or body fluids including saliva.

I. There is no known risk of transmission of HIV or AIDS from teacher or other school employees to student or co-workers under usual circumstances in the school setting. School employees known to be infected with HIV should not be restricted from working solely on the basis of this finding. Employees infected with HIV should not be restricted from using telephones, office equipment, toilets, showers, eating facilities, and water fountains. Equipment contaminated with

blood or other bodily fluids of any worker should be cleaned with soap and water or detergent. Disinfection practices discussed in section "H" for students infected with HIV would apply here as well.

### **Medical Orders Procedure**

The Holyoke Community Charter School takes the following steps upon receipt of a physician's written order:

- a. review order with parents and social worker
- b. implement any accommodation and/or modification required by the physician in order for the child to access their education
- c. determine if the student needs homebound services and/or coordination of educational services while in the hospital
- d. determine that services will not interfere with the medical needs of the student
- e. determine if the student is from the general education setting or a special education student for paper delivery of services

### **Pregnant Student Policy**

Pregnant students will be encouraged to continue to attend school. Every effort will be made to see that the educational program of the student is disrupted as little as possible, that return to school after delivery is encouraged, and that every opportunity to complete middle school is provided.

In accordance with Federal law and the Massachusetts Department of Education regulations and guidance, a student who is pregnant in the Holyoke Community Charter School is permitted to remain in regular classes and participate in extracurricular activities throughout her pregnancy. After giving birth, a student is permitted to return to the academic program in which she was enrolled and is permitted to participate in extracurricular programs.

The District does not require that a pregnant student obtain certification from a physician that she is physically and emotionally able to continue in school unless certification is required for all students with other physical or emotional conditions requiring the attention of a physician. (M.G.L. 71:84)

### **Head Injuries and Concussions in Extracurricular Athletic Activities Policy**

#### Purpose

The purpose of the **Head Injuries and Concussions in Extracurricular Athletic Activities Policy** (Policy) is to provide standardized procedures for the school governing the prevention, training, management and return to activity decisions relating to students in grades 7-12 who participate in extracurricular athletic activities and to comply with Massachusetts regulation, 105 CMR 201.000:Head Injuries and Concussions in Extracurricular Athletic Activities (Regulations).

#### School Policies

This Policy addresses sports-related head injuries sustained by grade 7-12 student-athletes who participate in extracurricular athletic activities as defined by the Regulations, but may be applied to all head injuries in students.

The Athletic Director or other designated school administrator shall be responsible for the implementation of this Policy and related protocols.

Annual training, approved by the Department of Public Health (DPH), will be provided to coaches, physical education teachers, school nurses, certified athletic trainers, trainers, volunteers and the Athletic Director, in the prevention and recognition of sports-related head injury and associated health risks. Documentation of each person's training shall be recorded and kept on file at the school.

The following concussion related forms will be used and kept in the student's school health record until the year the student graduates:

- verification of the completed annual student and parent training
- DPH approved, **Pre-Participation Head Injury/Concussion Reporting Form**, (see appendix I)
- DPH approved, **Report of Head Injury During Sports Season Form**, (see Appendix I)
- DPH approved, **Post Sports-Related Head Injury Medical Clearance and Authorization Form**, (see Appendix I)
- graduated re-entry plans for return to full academic and extracurricular athletic activities

An annual report to include the total number of **Report of Head Injury During Sports Forms** received and the total number of student athletes with diagnosed or suspected head injuries that occurred during extracurricular athletic activities will be kept on file at the school.

The Policy will be reviewed annually and as needed.

Information regarding this policy will be available in the school's Student/Parent Handbook and on the school's website ([www.hccs-sabis.net](http://www.hccs-sabis.net)).

#### School Procedures

Prior to participating in school sports, the following persons shall annually complete a DPH approved head injury training program: athletic director, coaches, certified athletic trainers, trainers, volunteers, physical education teachers, school physician, school nurses, student athletes, and their parents/guardians. All other school personnel may elect to complete the DPH approved program.

Educational training is required for all student athletes and their parents/guardians before they are allowed to practice. The school will provide a list of DPH approved online training courses that meet the annual training requirement. If the family cannot access the online trainings, DPH approved training forms will be available in the Athletic Office.

If the student athlete returns a completed form regarding training, and the parent/guardian of the student does not return completed forms, the school will contact the parent/guardian to request the required forms.

The DPH approved written training materials are available in English and Spanish. At the written request from a parent/guardian, the school will provide written training materials in the language of the student athlete's parent/guardian.

Annually, the school will maintain records of training completions for all persons specified by the Regulations through either of the following:

- certification of completion from a DPH approved online course
- a signed acknowledgment that the individual has read and understands the DPH approved written materials.

#### Documentation and Review of Head Injury and Concussion History

Prior to the start of each sport's season, the student athlete and the parent/guardian shall complete and submit a current **Pre-Participation Head Injury/Concussion Reporting Form**.

- Prior to each sport season, coaches will review all Pre-participation forms in order to identify student athletes who are at greater risk of repeat head injuries.
- Prior to each sport's season, the school nurse will review all Pre-participation forms indicating a history of head injury.
- The school will use a student athlete's history of head injury or concussion as a factor to determine degree of participation and/or specific modifications of participation in an extracurricular athletic activity.

The **Report of Head Injury During Sports Season Form** will be available in the Main Office, the Nurse's Office or from the school coaches. This form will be completed by coaches if a head injury occurs during practice or competition. The form is also used by parents if the student athlete's head injury occurs during the sports season but not while participating in a school sporting event.

#### Emergency Referral/Exclusion from Play

Any student athlete, who during a practice or competition sustains a head injury or suspected concussion, exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, will be removed from the practice or competition immediately and may not return to practice or competition that day. Any student athlete will be transported to the nearest medical facility if any of the following signs and or symptoms are noted:

- loss of consciousness
- unsteady gait
- decreasing level of consciousness
- abnormally unequal, dilated or unreactive pupils
- suspected neck/spine injury
- mental status change- lethargy, confusion, agitation, weakness/numbness, slurring of speech
- headache that worsens over time
- nausea or vomiting

The coach will communicate the nature of the injury directly to the parent/guardian in person or by phone immediately after the practice or competition in which the student athlete has been removed from play for a head injury or symptoms of suspected concussion. The coach must also provide this information to the parent/guardian in writing, either paper or electronic, by the end of the next business day. This can be in the form of a *Report of Head Injury During Sports Season Form*.

The coach will complete a *Report of Head Injury During Sports Season Form* upon identification of a student athlete with a head injury or symptoms of a suspected concussion. This form will be turned into the Athletic Director by the end of the next business day.

The coach will communicate, by the end of the next business day, with the School Director and School Nurse that the student athlete has been removed from practice/competition for a head injury or symptoms of suspected concussion.

#### Medical Clearance and Authorization to Return to Play

Each student athlete who has been removed from practice/ competition for a head injury or symptoms of suspected concussion will obtain and present to the Athletic Director or School Nurse, the DPH approved *Post Sports-Related Head Injury Medical Clearance and Authorization Form*, prior to resuming extracurricular athletic activity.

Only a duly licensed physician, a duly licensed athletic trainer in consultation with a licensed physician, a duly licensed nurse practitioner in consultation with a licensed physician, or duly licensed neuropsychologist in coordination with the student athlete's physician managing the recovery, may complete, the *Post Sports-Related Head Injury Medical Clearance and Authorization Form*, authorizing a student athlete to return to play.

The final return to play decision is a medical decision, made in consultation with a parent/guardian, the primary care provider, the school nurse and additional school staff as appropriate.

#### Graduated Reentry Plan

Every student athlete who is removed from practice or competition and subsequently diagnosed with a concussion will have a written graduated reentry plan for return to full academics and extracurricular activities. The student athlete must be completely symptom free and medically cleared in order to begin graduated reentry to extracurricular athletic activities.

The written Graduated Reentry Plan will be developed by a school based team including but not limited to: the Academic Quality Controller (AQC), guidance counselor, school nurse, athletic director, certified athletic trainer (if on staff), parent/guardian and the Students' physician. The plan will include instructions and recommendations for the student, the parent/guardian and school personnel, addressing but not limited to:

- A plan for communication and coordination between school personnel, the parent/guardian and the student athlete's physician
- Physical and cognitive rest as appropriate
- Graduated return to extracurricular athletic activities and classroom studies as appropriate including accommodations and modifications as needed
- Estimated time intervals for resumption of activities
- Frequency of assessments by the student athlete's physician, school certified athletic trainer or school nurse, until full return to classroom activities and extracurricular athletic activities are authorized

Information concerning a student athlete's history of head injury and concussion, recuperation, graduated reentry plan, and authorization to return to play and academic activities will be shared with all necessary academic staff and coaching staff.

#### Responsibilities of the Athletic Director

1. Complete the annual training requirement.
2. Participate in annual review of this policy
3. Ensure that all student athletes meet the physical examination requirements consistent with Massachusetts regulations 105 CMR 200.00 prior to participation in all extracurricular athletic activity.
4. Ensure that annual training requirements for student athletes, parents, staff, coaches and volunteers are met, recorded and maintained.
5. Ensure that all student athletes have completed and submitted, *Pre-Participation Head Injury/Concussion Reporting Forms* prior to each season.
6. Ensure that Pre-participation forms are reviewed according to the policy.
7. Ensure that *Report of Head Injury During Sports Season Forms* are completed by parent/guardian or coach and reviewed by the coach, school nurse or certified athletic trainer, or school physician.

#### Responsibilities of the Coach

1. Complete annual training requirement.
2. Record and review the *Pre-Participation Head Injury/Concussion Reporting Forms* with prompt transmission to the school nurse for review.
3. Complete a *Report of Head Injury During Sports Season Form* upon identification of a student athlete with a head injury or suspected concussion that occurred during practice or competition.
4. Receive, review and share with the Athletic Director, *Report of Head Injury During Sports Season Form* completed by a parent/guardian after an incident outside of an extracurricular athletic activity.
5. Teach techniques aimed at minimizing sports-related head injuries while discouraging and prohibiting student athletes from engaging in any unreasonably dangerous techniques.
6. Identify student athletes with suspected head injuries which occur in practice or competition and remove them from play.
7. Have prompt communication with the parent/guardian of any student removed from practice or competition due to head injury or suspected concussion.

#### Responsibilities of a Certified Athletic Trainer

1. Complete annual training requirement.
2. Participate in the annual review of this policy
3. Review *Pre-Participation Head Injury/Concussion Reporting Forms* and *Report of Head Injury During Sports Season Form* to identify student athletes who are at greater risk for repeated head injuries.

4. Identify student athletes with suspected head injuries that occur in practice or competition and remove them from play. Participate in the Graduated Reentry Plan and implementation for student athletes who have been diagnosed with a concussion or head injury.

#### Responsibilities of the School Nurse

1. Complete annual training requirement.
2. Participate in the annual review of this policy.
3. Review *Pre-Participation Head Injury/Concussion Reporting Forms* and *Report of Head Injury During Sports Season Forms* to identify student athletes who are at greater risk for repeated head injuries.
4. Maintain all DPH forms in the student health record.
5. Participate in the Graduated Reentry Plan for student athletes who have been diagnosed with a concussion or head injury, to discuss any necessary accommodations or modifications with respect to academics and other aspects of school activities and revise the health care plans as needed.
6. Monitor recuperating student athletes with head injuries and collaborate with teachers, staff and student athlete to ensure that the Graduated Reentry Plan for return to full academic and extracurricular athletic activities is being followed. Provide updated and current educational materials on head injury and concussion to all school staff and students.

### ***13. Emergency Procedures***

#### **Emergency Forms:**

Parents or guardians of all students are required to fill out an emergency form each year, which is due on the first day of school. In emergencies, the school calls the numbers listed on the form. **NOTE: It is essential that parents update these forms if their address, residence, employment telephone number(s), or emergency contact person change(s).**

#### **Minor Accidents:**

Any accident requiring a visit to the nurse is documented in the student's school medical record. Accidents involving more than minor bruises and scrapes are also documented on an Incident Report. Parents are notified when first aid measures have been carried out.

#### **Major Accidents:**

If it appears that an accident is more serious, the following procedures are followed:

- The school nurse or a staff member carries out immediate first aid.
- A staff member contacts the parents to pick up the student for medical care.
- In cases where the parent or the designated emergency persons cannot be reached, or immediate medical attention is needed, the school calls 911 for treatment and/or transportation to a hospital. A staff member will accompany the student and stay until the parent arrives.
- In cases of extreme emergency, staff may contact the local emergency unit before calling the parent.

#### **Emergency Relocation Site:**

In the event of an emergency evacuation of the school grounds, students will be relocated to Blessed Sacrament School located at 1945 Northampton Street in Holyoke.

## ***14. Parent’s Notice of Procedural Safeguards***

The parent/guardian of any student receiving special education services or referred for an evaluation should be aware of the following Procedural Safeguards.

### **Dear Parents/Guardians:**

You are receiving this Notice of Procedural Safeguards (Notice) because your son or daughter (student) has been referred for an evaluation or is currently receiving special education services. If your student is eligible for special education, the school district must provide a free appropriate public education commonly referred to by the acronym FAPE. In order to provide a FAPE the school district must work in partnership with you. You will be a member of the IEP team that will consider your student’s unique needs and develop an individualized education program or [IEP](#), for your student.<sup>1</sup> The IEP must provide instruction that is tailored to your student’s unique needs and includes sufficient support services to enable your student to make meaningful educational progress and to assist your student in acquisition of knowledge and skills, including those necessary for social and emotional development according to appropriate chronological and developmental expectations. Any special education services identified for your student must be provided at public expense with no cost to you. All students in the Commonwealth’s public education system, including students with disabilities, are entitled to the opportunity to learn the material that is covered by the academic standards in the Massachusetts curriculum frameworks. Massachusetts also provides an individual right to FAPE for its resident students with disabilities who attend private schools at private expense, and who seek public special education services.

**Both [State and federal laws](#) contain rules that school districts must follow when deciding if a student is eligible for special education and, if so, what services the student will receive. These laws also provide detailed procedures for ensuring that the student receives a FAPE during the entire time he or she is eligible for special education. Special education is a highly complex and regulated area of education law. The detail in the law is intended to protect your student and to help ensure that he or she receives appropriate educational services. You can get additional help in understanding the special education process from your school guidance office, the Massachusetts Department of Elementary and Secondary Education (ESE), organizations for parents of students with disabilities, and private special education organizations. Information from these sources will help you work in partnership with your school district to make sure that your student receives appropriate educational services. The ESE publishes extensive information for parents and school districts on its internet Websites. A [Table of the ESE Websites](#) is included at the end of this Notice.**

**This Notice provides you with important information on your right to be involved in planning your student’s special education. Procedural safeguards are the specific rules that make sure that you know what the school district is proposing to do (“receive notice”), agree with the school district’s plan (“give parental consent”) and have a range of opportunities for resolving disagreements with the school district (“due process”). Procedural Safeguards in the law also provide additional protections outlined in this document.**

We hope this Notice will be of assistance to you as you take an active role in your student’s educational experience.

**This document, the Parent’s Notice of Procedural Safeguards, answers the following questions:**

- [1. What is “prior written notice” and when do you receive it?](#)**
- [2. What is “parental consent” and when must the school district ask for your consent?](#)**
- [3. Is the school district required to evaluate upon request by a parent?](#)**
- [4. What is an “independent educational evaluation”?](#)**
- [5. When can you see your student's student records?](#)**
- [6. How can parents and schools resolve disputes?](#)**
- [7. What are your responsibilities if you place your student in a private school?](#)**
- [8. What must be done to plan for your student’s transition from school?](#)**

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<sup>1</sup> See the IEP Process Guide for information on how a student’s IEP is developed and implemented.

9. [How may a school discipline a student with a disability?](#)

10. [Where can the laws and regulations and other useful information be found?](#)

You will receive this Notice at least once each year if your student is identified as eligible for special education. You can also request a copy from your school district at anytime or from the ESE. This document is available on the ESE Web site at <http://www.doe.mass.edu/sped/prb>.

1. *What is Prior Written Notice and when do you receive it?*

34 CFR  
§300.503

**The school district must provide you with a written notice when it proposes, or refuses, to take steps to identify your student, to evaluate your student, to provide special services to your student, or to change your student's program. Federal regulations call this a "prior written notice." The written notice must:**

- Describe *what* the school district proposes or refuses to do;
- Explain *why* the school district is proposing or refusing to take the action;
- Describe *how* the school district decided to propose or refuse to take the action, including telling you about each evaluation procedure, assessment, record, or report that your school district used to make its decision; and
- Describe any other options that your student's individualized education program (IEP) Team considered and the reasons why those options were rejected.

**School districts will provide this information to you using forms developed by the ESE and available on the ESE Web site or their own forms containing the same information.**

**You will receive prior written notice when the school district: proposes to conduct an initial evaluation or reevaluation; proposes a new or amended IEP; proposes a change in placement, including a proposed change in placement for disciplinary reasons; or proposes to end special education services.**

**You will also receive a notice if the school district makes a finding of no eligibility for special education services or refuses a request you have made related to evaluations or provision of special education to your student. Notices from the school district must be provided in your native language or other mode of communication you use, unless it is clearly not feasible to do so. If your native language or other mode of communication is not a written language, your school district must ensure that the school's notice is translated for you orally or by other means (e.g., by sign language), and that you understand the content of the notice.**

When you are given prior written notice, you will also be given a copy of this Notice of Procedural Safeguards, or if you have already received this Notice during the current school year, you will be told how you can obtain another copy. You will also be given information about whom you can contact for help in understanding federal and state special education laws.

2. *What is parental consent?*

34  
CFR §300.9 and 603 CMR 28.07  
(1)

The school district may not give your student a special test or special service unless you agree and give your written "parental consent." The school district must contact you and clearly explain what it is proposing to do for your student. The school district will then ask you to sign your name on the consent form to show that you agree to the school's proposal. This is giving "parental consent."

Giving your consent is voluntary. You may take back, or revoke, your consent at any time. If you wish to revoke consent you must do so in writing. The withdrawal of consent will only apply to future action by the school district not to something that has already happened. Your school district may not use your refusal to consent to one service or activity as a reason to deny you or your student any other service, benefit, or activity.

Your consent is not required before your school district may review existing data as part of your student’s evaluation or reevaluation, give your student a test or other evaluation that is given to all students without consent such as the MCAS or classroom tests that are part of the general education program, or share information with federal or state educational officials.

## 2.1 When will a school district ask for your consent?

34 CFR  
§300.300 and 603 CMR  
28.07(1)

A school district will ask for your parental consent in the following circumstances:

### **To authorize the initial evaluation to determine if the student is eligible for special education**

The school district cannot conduct an initial evaluation of your student to determine whether your student is eligible to receive special education and/or related services without first obtaining your consent. If your student is referred for an evaluation, the school district must ask for your consent to the evaluation within five school days.

### **To approve initial services**

If, after the initial evaluation has been completed, the Individualized Education Program (IEP) Team has decided that your student is eligible for special education, the IEP Team will propose special education and related services and a placement for your student. You are a member of the IEP Team and must give your consent before your school district can provide special education and related services to your student for the first time. If you do not consent, the school district cannot provide special education and related services to your student. You can accept or reject the whole proposal or part of it. The IEP or any part that you accept must begin as soon as you accept it.

### **To make a change in services, placement or reevaluation**

Once you have agreed to an IEP for your student, the school district must obtain your consent before the school district may change the services or the placement of your student, or conduct a reevaluation.<sup>2</sup> If you refuse to give your consent, you have an obligation to engage with the district in active discussion to resolve your disagreement. If you have given consent to services in the past and now want to revoke consent and withdraw your student from services, you must do so in writing. The school district may not request a hearing at the Bureau of Special Education Appeals (BSEA) to obtain authority to provide educational services or to reevaluate your student without your consent.

### *To excuse members of the IEP Team from attending a Team meeting*

Members of the IEP Team may be excused from attending a Team meeting if you agree in writing in advance of the meeting. If the Team will be discussing the excused Team member’s area, then the excused member must provide his or her input in writing before the Team meeting. If you do not agree to excuse the Team member he or she must attend the IEP Team meeting.

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<sup>2</sup> You also have the right to observe your student in his or her current program and observe a proposed program prior to your student’s placement. For further information see the ESE document “Observation of Education Programs by Parents”.

## 2.2 *When will the student be asked for consent?*

34 CFR  
§300.520 and 603 CMR 28.07 (5)

Under Massachusetts' law a student has reached adulthood upon his or her eighteenth (18<sup>th</sup>) birthday. When a student turns age 18, therefore, all of the decision-making rights that you have as a parent transfer to your adult student, unless a court has appointed a legal guardian for your student or your student indicates in writing that he or she wants to share decision-making with you or wants you to continue to have authority to make decisions about his or her educational program. The school district must discuss with you and your student the impact of this transfer of rights at least a year before the student's eighteenth birthday. As the parent of an adult student with a disability, you will continue to receive all the required notices from the school, and you will continue to be able to inspect your student's educational records, even if your student makes his or her own educational decisions.

## 2.3 *When will a special education surrogate parent give consent?*

34 CFR §300.519 (G)  
and 603 CMR 28.07 (7)

If a student is in the custody of the Department of Children and Families, or the student's parents or guardian cannot be identified or located or have had their parental rights terminated, the ESE has a responsibility to ensure there is an adult with no conflicting interests to make special education decisions on behalf of the student. This person is called a special education surrogate parent. The ESE determines if it is necessary to appoint a special education surrogate parent for the student. If appointed, a special education surrogate parent has the same rights and responsibilities as a parent in special educational matters for the student.

## 2.4 *How do I withdraw consent?*

34 CFR §300.300(B)(4) and 300.9

If you have given consent to special education and related services and now wish to revoke your consent, you must do so in writing. You may withdraw your consent to all special education and related services, to a specific service or to placement. Once the school district receives your letter, the district will send you a notice stating the change in educational placement and services that result from your revocation of consent. Once you withdraw your consent to all special education and related services, the school district is no longer required to make FAPE available or to have an IEP meeting or develop an IEP for your student. School districts are not required to amend your student's record to remove references to special education services as a result of your revocation of consent.

### *3. Is the School District Required to Evaluate a Student Upon Request By a Parent?*

*34 CFR §300.301 and  
603 CMR 28.04*

A student must receive a complete and comprehensive evaluation to determine if the student has a disability and is eligible for special education and, if eligible, to assist in determining appropriate special education and related services that may be necessary. Parents who have a concern about their child's development or have a suspicion about a possible disability may refer their child for an initial evaluation. Special words need not be used in making a referral for an initial evaluation. Upon receipt of such a request for an initial evaluation, the school district must send notice to the parent and must seek the parent's consent to conduct an evaluation. (A school district will rarely have occasion to refuse to conduct an initial evaluation and may do so only if the parent or other individual making the referral has no suspicion of disability or is not concerned about the student's development).

Where appropriate, the school district may also provide the parent with information concerning other supportive services that may better suit a particular student's needs. However, a school district may not refuse to evaluate a student who has been referred for an evaluation as described above, on the basis of a pre-referral program or in order to try other instructional support activities or for any other reason. Additionally, the law provides for periodic reevaluations to ensure that the student is benefiting from and continues to require special education. The parent's consent will always be required prior to these reevaluations.

### *4. What is an Independent Educational Evaluation?*

*34 CFR §300.502 and  
603 CMR 28.04(5)*

An Independent Educational Evaluation (IEE) is an evaluation conducted by a qualified examiner who is not employed by the school district responsible for the education of your student.

You have the right to request an IEE of your student at public expense if you disagree with the school district's evaluation. If you request an IEE, the school district must provide you with information about where you may obtain an IEE and about the state requirements that apply to IEEs.

#### *4.1 When is an Independent Educational Evaluation conducted at public expense?*

In Massachusetts, under state law, you will receive an IEE at full or shared public expense if you meet income eligibility requirements. Students who are eligible for free or reduced cost meals are entitled to an IEE at public expense. Other students are eligible for a shared cost IEE according to a sliding fee scale. Sharing your financial information with the school district is completely voluntary on your part. If you choose to share such information, the school district must immediately notify you in writing whether or not you are eligible for full or partial funding of an IEE and proceed to fund the IEE based on eligibility. Your right to a publicly funded IEE through income eligibility will extend for 16 months from the date of the school district's evaluation with which you disagree.

If you do not meet income eligibility requirements or choose not to disclose financial information, the district must consider your request for a publicly funded IEE under federal law. Within 5 days, the district may either agree to provide an IEE at public expense or request a hearing at the Bureau of Special Education Appeals (BSEA) to demonstrate that the evaluation conducted by the district was comprehensive and appropriate. More details regarding IEEs are available in the ESE Administrative Advisories 2004-1 and 2001-3 available from your local school district and on the ESE Web site <http://www.doe.mass.edu/sped/advisories/?section=admin>.

You are entitled to only one IEE of your student at public expense each time your school district conducts an evaluation. You may have independent evaluations conducted at your own expense at any time.

#### 4.2 *The results of IEEs must be considered within 10 days by the school district*

If you obtain an IEE of your student at public expense or you share with the school district an evaluation of your student that you obtained at private expense, your school district must convene a Team meeting within ten school working days after receiving the evaluation information. The Team will consider the evaluation results and determine what, if any, changes should be made to your student's IEP.

#### 5. *When can you see your student's student records?*

34 CFR  
300.611 and 603 CMR 23.00

The student record consists of your student's transcript and temporary school record and includes health records, tests, evaluations, discipline records and other records pertaining to your student's special education eligibility or program.<sup>3</sup> Personally identifiable information about your student is confidential and may not be disclosed to anyone other than teachers and educational officials without your consent.

You and your student (if your student is 14 or older) have a right to look at any and all of the student's records within 10 days of your request and before any IEP meeting or due process hearing.<sup>4</sup> You may also have copies of the information upon request for a reasonable charge limited to the cost of reproduction. You may not be charged for costs associated with the search for and retrieval of your student's records.

In addition, you can meet with professionally qualified school personnel to have the records explained. You may also have your representative (advocate, consultant, or attorney) inspect, review, and interpret your student's record if you give your specific, written informed consent. All of the rights associated with the student record are contained in the Massachusetts Student Record Regulations 603 CMR 23.00. Those regulations can be found at <http://www.doe.mass.edu/lawsregs/603cmr23.html> or by requesting a copy of the regulations from the school district or ESE.

Generally only the parent, eligible student, authorized school personnel, and state and federal education officials are allowed to see the student record without the specific, informed, written consent of the parent or adult student. The school district may be required to provide some information to state and federal officials as the result of a court order or in response to a health and safety or law enforcement issue. Helpful information about these and other student records issues can be found at <http://www.doe.mass.edu/lawsregs/advisory/cmr23qanda.html>.

#### 6. *How can parents and schools resolve disputes?*

34 CFR 300.151, 300.506 –  
300.518 and 603 CMR 28.08

State and federal special education laws provide many opportunities for parents to be involved in educational planning for their student who has a disability. If parents and school districts disagree about changes relating to the identification, evaluation, or educational placement of a student with a disability, or the FAPE services provided to a student with a disability, the laws provide a menu of ways to resolve the disagreement. Your student shall remain in his or her current education program and placement during any dispute regarding placement or services, unless you and the school district agree otherwise or your student's placement is changed as a result of [discipline](#).

Following are alternatives ways that you and your school district can resolve disagreements.

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<sup>3</sup> If a student's parents revoke their consent for special education services after such services have been initially provided, school districts are not required to amend the student's records to remove references to special education services.

<sup>4</sup> The school district can only limit access to the student record if it has received a legal document such as a restraining order or a divorce or custody decree that restricts access to information about the student's.

## *6.1 Bring the dispute to the attention of local public school officials*

As a first step to resolve your dispute, you may contact your school Principal, the Administrator of Special Education or your Superintendent to ask for help. It is a good practice to write a letter explaining the situation about which you are concerned.

## *6.2 Use the ESE Problem Resolution System*

If you feel that you need help from outside of your school district, you may contact the ESE, Office of Program Quality Assurance Services (PQA) at 781-338-3700 to use the state “Problem Resolution System” described at <http://www.doe.mass.edu/pqa/prs/>. You can file a complaint with PQA about any violation of state or federal education law or obtain help from PQA staff to resolve the problem informally. If you want a formal investigation by PQA, you will have to submit your complaint in writing. PQA staff will assist you in preparing and submitting the complaint. Your written complaint should include: a statement of your concerns, your attempts to resolve your concerns, the actions by the school you believe would resolve your concerns and your signature and contact information. If your complaint is about a specific student, you should provide the student’s name and residential address and the name of the school. The issues that you are complaining about, however, must have occurred no more than one year before PQA receives your complaint. If you choose to file a formal complaint with the PQA Problem Resolution System, you must also send a copy of your written complaint to the school district that is the subject of the complaint. PQA will resolve your complaint within 60 days and send you a copy of the findings and decision.

Filing a formal complaint with PQA will not prevent you from using other methods, such as conversations with your local school district, mediation, or a [due process hearing](#) at the Bureau of Special Education Appeals (discussed below) to resolve your complaint.<sup>5</sup> If you request a due process hearing, however, a complaint that you file through the problem resolution system will be set aside until the due process hearing is completed.

## *6.3 Ask for a neutral mediator to be appointed.*

[Mediation](#)<sup>6</sup> is a service provided by a neutral individual who is trained in special education law and in methods of negotiation. Mediation can be scheduled whenever the parents and schools have a disagreement about special education matters, even if a complaint was made through the PQA Problem Resolution System. The mediator helps the parent and school district talk about their disagreement and reach a settlement that both sides can accept. Discussions during mediations are confidential and nothing that is said by either party can be used later if the dispute becomes the subject of a formal hearing or court proceeding. Once an agreement is reached, it will be put in writing, both sides will sign it, and it may be enforced by a court.

Mediation can be set up by contacting the BSEA at 781-338-6443. The mediator will schedule a meeting with you and the school district within 30 days of the request for mediation. Meetings will be held at a convenient time and place. Participation is voluntary, therefore both the school district and the parents must agree to participate in mediation. There is no fee for the service.

Additional information about how mediation works is available from the BSEA 781-338- 6400 and can be found in their publications ["Frequently Asked Questions about Mediation"](#)<sup>7</sup> and the ["Explanation of Mediation."](#)<sup>8</sup>

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<sup>5</sup> For a comparison of how the problem resolution system resolves a complaint with how a complaint is resolved through a due process hearing see: <http://www.doe.mass.edu/sped/docs.html>

<sup>6</sup> A description of the mediation process can be found on the ESE Web site at <http://www.doe.mass.edu/bsea/mediation.html>

<sup>7</sup> <http://www.doe.mass.edu/bsea/mediation.html?section=faq>

<sup>8</sup> [http://www.doe.mass.edu/bsea/forms/m\\_brochure.doc](http://www.doe.mass.edu/bsea/forms/m_brochure.doc)

## 6.4 Request a due process hearing and participate in a resolution meeting

If you and the school district have been unable to work out your disagreement, then you are entitled to have a neutral and impartial hearing officer listen to both sides of the dispute, hear testimony, examine evidence, and make a decision. This hearing is convened by the BSEA and is called a due process hearing. The BSEA hearing officer is trained in special education law and must not have any personal or professional connection to you or anyone else who is involved in the disagreement.

The due process hearing will consider disputes about eligibility; evaluation; IEPs; educational placement decisions, including those resulting from discipline; FAPE; provision of special education; or procedural protections of state and federal law for students with disabilities. You must file for a hearing within two years of when you knew, or should have known<sup>9</sup> about the events that form the basis for your complaint. This time period can be extended if you can show that you were prevented from filing for a hearing because the school district misrepresented that it had resolved the issue in your complaint or if the district withheld certain required information from you.

Either you or your school district can file a written [due process hearing request](#)<sup>10</sup> with the other party and send a copy to the BSEA to obtain a due process hearing. The BSEA has developed a [hearing request form](#)<sup>11</sup> that you may use, or you can write your own letter instead of using the form, but you must be sure to include your student's name and residential address (or contact information if the student is homeless); the name of your student's school; a description of the problem you are concerned about, including specific facts relating to the problem; and a proposed solution to the problem. Note that the hearing will be limited to the issues that are identified in the complaint.

You must send your due process hearing request to the school district (or other party to the complaint) and a copy to the BSEA. If the due process complaint does not provide enough information, the opposing party may challenge its *sufficiency* within 15 days. The BSEA will decide whether the complaint is sufficient within 5 days of the challenge. Additional information may be added to the complaint if the opposing party agrees or if the hearing officer gives permission. If additional issues are added to the complaint at a later time, however, the hearing timetable begins all over again.

If there is no challenge to the sufficiency of the complaint, then the hearing process continues. If the school district has not already sent a [prior written notice](#) to you about the issue that you are complaining about, then within 10 calendar days of receiving your due process hearing request, the school district must send you a written response to the complaint.

**Note:** If *the school district* has filed the due process hearing request, *the parent must respond* within 10 calendar days of receiving the hearing request, and specifically address the issues that the school district raised.

After you file a due process hearing request, the school district has 30 days to work with you to resolve the disagreement before the due process hearing may occur.<sup>12</sup>

The school district is required to set up a resolution meeting within 15 calendar days of receiving your due process complaint.<sup>13</sup> The school district will determine with you which members of the IEP Team must attend the meeting. Someone from the school district who can make decisions about your student's program must attend the meeting. The school district's lawyer *may not* attend unless you have a lawyer who is attending the meeting.

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<sup>9</sup> The phrase "or should have known" reminds you that you have a responsibility to be aware of your student's program.

<sup>10</sup> Information on the due process hearing request can be found at: <http://www.doe.mass.edu/bsea/process.html?section=1>

<sup>11</sup> <http://www.doe.mass.edu/bsea/forms/hearing.doc>

<sup>12</sup> If you and the school district agree to mediation, you may agree to continue the mediation after the 30 day period.

<sup>13</sup> No resolution session is required if the school district has requested the due process hearing.

You must participate in the resolution meeting unless you *and* the school district agree, in writing, not to have the meeting or if you and the school district decide to use the [mediation process](#). If the school district cannot get you to participate in the resolution meeting, it can ask the hearing officer to dismiss your complaint.

If you are willing to meet, but the school district refuses or delays the resolution meeting more than 15 days after receiving notice of your hearing request, then you can ask the hearing officer to proceed with the hearing process. If you meet, but the school district has not resolved the due process complaint to your satisfaction within 30 days of your filing the complaint, then the due process hearing may go forward.

The resolution process ends when one of the following events occurs:

- When you and the school district agree, in writing, to end the resolution period;
- At the end of the 30 day resolution period;
- At the end of mediation; or
- When you and an official of the school district sign a document that spells out your agreement that resolves your dispute. This is a “settlement agreement” and can be enforced by a state or federal court. Note that if you and the school district enter into an agreement as a result of a resolution meeting, either you or the school district may void the agreement within 3 business days of the time that both you and the school district signed the agreement.

### *6.5 Present your evidence to an impartial hearing officer during a due process hearing*

When you file a due process complaint, the BSEA will set a hearing date, assign a hearing officer, and send you detailed information about the hearing process and a list of free or low-cost attorneys and advocates whom you may contact for help.

During the due process hearing you and the school district will each present evidence and provide the testimony of witnesses to an impartial hearing officer from the BSEA. At any due process hearing, including a hearing relating to disciplinary procedures, you may:

- be accompanied, advised and represented by a lawyer and/or advocate;
- have your student present at the hearing;
- have the hearing open to the public;
- present evidence such as documents and reports;
- request, or require through subpoena, witnesses to come to the hearing and answer questions;
- see any evidence that is to be used at the hearing at least five business days ahead of time and ask the hearing officer to keep out any evidence that you have not seen; and
- obtain a written or, at your option, electronic, word-for-word record of the hearing findings of fact and decision at no cost to you. To obtain a written record of the hearing, you must make your request in writing.

Additional information about due process hearings can be obtained from the BSEA at 781-338-6400 and from the BSEA Web site: <http://www.doe.mass.edu/bsea/process>

Hearings are conducted according to the Massachusetts Administrative Procedure Act<sup>14</sup> and the BSEA [Hearing Rules](#).<sup>15</sup> The hearing officer must issue a final decision within 45 days of the end of the resolution period described above unless the hearing officer has granted extensions of time at the request of either party. The hearing officer will send a copy of the decision to you and to the school district. Both the parents and the school district must abide by the decision of the hearing officer.

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<sup>14</sup> M.G.L. c.30A

<sup>15</sup> [http://www.doe.mass.edu/bsea/forms/hearing\\_rules.doc](http://www.doe.mass.edu/bsea/forms/hearing_rules.doc)

A hearing officer's decision on whether your student is being offered a FAPE must be based on a finding that your student's special education rights were violated or a determination that the school district failed to fulfill its other obligations to your student under the special education laws and regulations. If you have complained about a violation of the special education procedures (such as failure to hold a proper team meeting, poor record keeping, or failure to follow timelines) a hearing officer may find that your student did not receive FAPE *only if* the failure to follow the procedures:

- Interfered with your student's right to a FAPE;
- Significantly interfered with your ability to be involved in decisions about your student's education; or
- Deprived your student of an educational benefit.

The decision of the hearing officer is a final agency decision and cannot be reconsidered by the BSEA or changed by the ESE. Hearing decisions are public<sup>16</sup> and are available on the BSEA Web site at <http://www.doe.mass.edu/bsea/decisions.html>.

## 6.6 Appeal a hearing decision to a state or federal court

If either the parent or the school district disagrees with the decision of the hearing officer, they can seek review of that decision in state or federal court. Any such request for review must be filed within 90 days of the decision.

## 6.7 Attorneys' fees

34 CFR §300.517

Each party is responsible for paying its own attorney's fees unless the court decides otherwise. If you obtain a favorable result in a written hearing decision or court proceeding, the court<sup>17</sup> may decide that the school district should pay your reasonable attorneys' fees. Note, however, that you will not be able to obtain these fees for the time spent litigating your case after the district made a settlement offer if

- the district made a written offer of settlement 10 or more days before the hearing,
- you did not accept the offer within 10 days, and
- the outcome of the hearing was no better than the settlement offer.

If the school district obtains a favorable decision, a court could order your attorney to pay the school district's legal expenses if the court finds that your attorney filed a complaint or continued to litigate after learning that the complaint had no basis in fact, was unreasonable, was frivolous, or was pursued for an improper purpose. A court may also order you or your attorney to pay legal expenses if your request for a due process hearing or subsequent cause of action was presented for an improper purpose, such as to harass, to cause unnecessary delay or to needlessly increase the cost of litigation.

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<sup>16</sup> Hearing decisions are published after redacting information that would allow the student to be readily identified.

<sup>17</sup> A BSEA Hearing Officer may not award attorney's fees.

7. *What are your responsibilities if you place your student in a private school and you believe your school district should reimburse you for the tuition?*

34 CFR §300.148

There are some occasions when a parent believes that the public school is not providing a FAPE to the student and the parent decides to place the student in a private school. A parent may enroll his or her student in private school at private expense at any time. If, however, the parent believes that the public school should be responsible for the costs of the student's education in the private school, the parent must tell the school district of objections to the student's IEP and program, reject the IEP, inform the school district of his or her intent to remove the student and enroll the student in a private school, and request a hearing by the BSEA. A parent must inform the school district before removing the student from the public school either orally at the last Team meeting before the removal or in writing at least 10 business days before removing the student from school.

The school district is not required to pay for a student to attend a private school if the school district has made a FAPE available to the student. Disagreements between parents and the school district about whether the student's program provides a FAPE and requests for financial reimbursement for the cost of a private program may be resolved through due process procedures discussed earlier in this document. The hearing officer will determine whether the school district made a FAPE available to your student. If the hearing officer finds that the school district did *not* provide your student with a FAPE, that you followed the above steps, and that the private school placement was appropriate, the hearing officer, after considering all of the circumstances surrounding the removal of the student, may require the school district to reimburse you for all or part of the cost of the private school placement.

8. *What must be done to plan for your student's transition from high school?*

34 CFR §300.43

Planning for your student's transition from school to post school opportunities will facilitate your student's ability to successfully participate in activities such as post-secondary education, work, and community and adult life. Planning for transition must be based on your student's strengths, preferences, interests, and needs, must begin when your student is 14, and must be discussed each year at a Team meeting. The school district must discuss your student's transition needs with you and your student<sup>18</sup> and must consider the goals for your student after he or she completes school by graduating with a regular high school diploma or reaching the age of 22. School districts must use the [Transition Planning Form](#)<sup>19</sup> to record the results of this annual discussion. The student's IEP must include measurable post-secondary transition goals, objectives and services based upon an appropriate assessment of his or her disability and transition needs.

Graduation with a regular high school diploma is a change of placement and ends the student's eligibility for special education. The school district must inform you if and when the district expects your student to graduate with a regular high school diploma. This discussion should take place during the Team meeting no less than 1 year in advance of the student's graduation.

9. *How may a school discipline a student with a disability?*

34 CFR §300.530

Public schools must have procedures and standards in place to assure a safe learning environment for students. Schools are expected, and high schools are required, to publish their rules of conduct so that students know how they are expected to behave. If a student misbehaves and violates the school code of conduct, the school may discipline the student. Discipline must be fair and even-handed.

In general, any student may be suspended or removed from school for disciplinary reasons for a short time, which is no more than 10 days. Before any removal or suspension the student must be told what he or she is accused of having done and must be given a chance to tell his or her side of the story. During a short disciplinary removal, the school is not required to provide instruction to a disabled student unless it is does so for non-disabled students. Once a student with a

<sup>18</sup> The student should be invited to attend the Team meeting to discuss postsecondary goals and transition.

<sup>19</sup> <http://www.doe.mass.edu/sped/28MR/28m9.doc>

disability has been removed from the school placement for more than 10 cumulative days during the school year the student must receive educational services that will allow the student to continue to participate in the general education curriculum and to progress toward the goals set out in his or her IEP. School officials must consult with at least one of the student's teachers to determine what services are necessary. These services must begin on the 11<sup>th</sup> school day of a student's disciplinary removal during the school year and continue during the disciplinary removal.

Schools must follow special disciplinary rules for students with disabilities who have been found eligible for special education.<sup>20</sup> A chart depicting the operation of these disciplinary rules can be found on the ESE Web site.<sup>21</sup> These special disciplinary rules apply as soon as a student is removed from his or her current education placement<sup>22</sup> for more than 10 days in a row, or if a student is removed for disciplinary reasons for more than a total of 10 days in any school year and there is a pattern of removal for comparable behaviors. The school must notify you as soon as the decision is made to remove your student from his or her education placement for more than 10 days and provide you with a copy of this Notice.

The student's IEP Team must meet within 10 days of the school's decision to impose the discipline. At this meeting, called a "*manifestation determination*," you and other members of the IEP Team will determine if the misbehavior was caused by or had a direct relationship to the student's disability, or was the direct result of the school's failure to provide the services required by the student's IEP. In making the manifestation determination, you and other members of the IEP team must consider relevant information from your student's file, including your student's IEP, your and the teachers' observations of your student's behavior, and any relevant information you provide.

If the team determines that the student's behavior *was not* caused by or directly related to the student's disability or the failure to properly implement the IEP, then a student with a disability can be disciplined in the same manner and for the same length of time as other students are disciplined for the same offense.

The IEP Team, however, must determine the interim alternative educational setting (IAES) where the student will be placed and the educational services that will be provided. An IAES is a setting other than the student's current placement that enables the student to continue to receive educational services according to his or her IEP. School personnel may consider the student's unique circumstances in determining whether a change in placement is appropriate for a student with a disability.

If the Team determines that the student's behavior *was* caused by or directly related to the student's disability or the failure to properly implement the IEP, then the student must be returned to the last approved IEP placement unless you and the IEP Team decide on a different placement. The student must also be provided a functional behavioral assessment. A functional behavioral assessment or FBA is a comprehensive assessment of behavior that provides the IEP Team with information about the student's behavior and identifies behavioral intervention services and program modifications that are designed to address the behavioral violation so it does not recur. If the student has already had a functional behavioral assessment and has a behavioral intervention plan, then the IEP Team should determine if any changes should be made to the behavioral intervention plan. If the behavior was caused by the failure to properly implement the IEP, the school must take immediate steps to remedy the deficiencies.

Note that if your student possessed or used a weapon or drugs, or caused serious bodily injury to another person on school property or at a school event your student may be placed by the principal in an IAES for up to 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability. The IEP Team will determine the IAES and the appropriate educational services that will be provided to the student while he or she is in the IAES.

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<sup>20</sup> The special education disciplinary rules also apply to some students who have not yet been found eligible for special education. If, prior to the conduct in question, the parent has put his or her concern that the student's has a possible disability in writing to supervisory or administrative personnel or the student's teacher; if the teacher or other staff has expressed concerns about the student's pattern of behavior directly to the director of special education or other supervisory personnel, or if the student has been referred for an evaluation that has not yet been completed these special rules apply. The special education disciplinary rules *do not* apply if the parent has refused to consent to the evaluation, if the student has previously been found to be not eligible for special education, or if the parent has revoked consent to special education and related services..

<sup>21</sup> [http://www.doe.mass.edu/sped/IDEA2004/spr\\_meetings/disc\\_chart.doc](http://www.doe.mass.edu/sped/IDEA2004/spr_meetings/disc_chart.doc)

<sup>22</sup> Placement is determined by the IEP Team and is the location where IEP services are provided.

## 9.1 Appeal of a disciplinary decision

If a parent disagrees with any decision regarding placement of his or her student under the disciplinary provisions or disagrees with the manifestation determination, or if the school district believes that maintaining the current placement of the student is substantially likely to result in an injury to the student or to others, either the parent or the school district may appeal the decision by [requesting a hearing](#) with the BSEA, as described earlier in this document.

The BSEA will convene a hearing on a disciplinary placement or manifestation determination on an expedited schedule.<sup>23</sup> During the appeal of a disciplinary placement or manifestation determination, the student must remain in the IAES until the hearing officer makes a decision or the disciplinary period is completed, unless the parent and the school district agree to a different placement.

## 10. Where can the laws and regulations and other useful information be found?

### 10.1 laws and regulations

You can find the full text of the state Special Education law in Massachusetts General Law Chapter 71B. The state law is popularly known as “Chapter 766.” The state special education regulations are found in the Code of Massachusetts Regulations (CMR) at 603 CMR 28.00. The law and the regulations and other helpful resources are on the ESE Web site.<sup>24</sup>

The federal special education law is the Individuals with Disabilities Education Act, known as “IDEA.” The federal statute is located in the United States Code at 20 U.S.C. § 1400. The implementing regulations for IDEA may be found in the Code of Federal Regulations (CFR) at Chapter 34, Section 300. A copy of the federal statute and regulations and explanatory information can be found on the U.S. Department of Education Web site at <http://idea.ed.gov/>.

### 10.2 Individualized Education Program process guide and forms

A general overview of how the special education process works (taken from the IEP guide prepared by the USDOE) can be found at <http://www.doe.mass.edu/sped/iep>.

For the ESE explanation of the how an IEP is developed, consult the IEP Process Guide and the standard IEP forms available on the ESE Web site: <http://www.doe.mass.edu/sped/iep>.

### 10.3 Table of abbreviations

Many common special educational phrases are abbreviated by acronyms composed of the initial letters of the phrase. For your convenience the acronyms and phrases used in this document are listed below:

BSEA:	Bureau of Special Education Appeals
CFR:	Code of Federal Regulations
CMR:	Code of Massachusetts Regulations
ESE:	Massachusetts Department of Elementary and Secondary Education
FAPE:	Free Appropriate Public Education
FBA:	Functional Behavioral Assessment
IAES:	Interim Alternative Educational Setting
IDEA:	Individuals with Disabilities Education Act

<sup>23</sup> See BSEA Hearing Rule II.C. Expedited Hearing. [http://www.doe.mass.edu/bsea/forms/hearing\\_rules.doc](http://www.doe.mass.edu/bsea/forms/hearing_rules.doc) p.6.

<sup>24</sup> <http://www.doe.mass.edu/sped/laws.html>

IEE: Independent Educational Evaluation  
IEP: Individualized Education Program  
PQA: Program Quality Assurance Services

## 10.4 Table of Web sites

The ESE publishes extensive information for parents and school districts on its internet Websites. These Websites include pertinent laws, agency policies and useful documents that explain the special education process.

Autism Spectrum Disorder:

[http://www.doe.mass.edu/sped/advisories/07\\_1ta.html](http://www.doe.mass.edu/sped/advisories/07_1ta.html)

Bureau of Special Education Appeals

<http://www.doe.mass.edu/bsea/decisions.html>

[http://www.doe.mass.edu/bsea/forms/hearing\\_rules.doc](http://www.doe.mass.edu/bsea/forms/hearing_rules.doc)

<http://www.doe.mass.edu/bsea/forms/hearing.doc>

<http://www.doe.mass.edu/bsea/mediation.html>

[http://www.doe.mass.edu/bsea/forms/m\\_brochure.doc](http://www.doe.mass.edu/bsea/forms/m_brochure.doc)

<http://www.doe.mass.edu/bsea/mediation.html?section=faq>

<http://www.doe.mass.edu/bsea/process.html>

Discipline:

[http://www.doe.mass.edu/sped/IDEA2004/spr\\_meetings/disc\\_chart.doc](http://www.doe.mass.edu/sped/IDEA2004/spr_meetings/disc_chart.doc)

Individuals with Disabilities Education Act:

<http://idea.ed.gov/>

The Basic Special Education Process under IDEA:

<http://www.doe.mass.edu/sped/iep/process.doc>

Individualized Education Program:

<http://www.doe.mass.edu/sped/iep>

Individual Education Program Process Guide.

<http://www.doe.mass.edu/sped/iep/proguide.pdf>

Independent Educational Evaluation:

<http://www.doe.mass.edu/sped/advisories/?section=admin>

Observation of Education Programs by Parents and Their Designees for Evaluation Purposes:

[http://www.doe.mass.edu/sped/advisories/09\\_2.html](http://www.doe.mass.edu/sped/advisories/09_2.html)

Parent's Notice of Procedural Safeguards:

<http://www.doe.mass.edu/sped/prb>

PQA Problem Resolutions System compared to BSEA Due Process Complaint:

<http://www.doe.mass.edu/sped/complaintchart.doc>

Program Quality Assurance Services Problem Resolution System:

<http://www.doe.mass.edu/pqa/prs>

Special Education Laws and Regulations:

<http://www.doe.mass.edu/sped/laws.html>

Special Education Surrogate Parent:

<http://www.doe.mass.edu/sped/2002/news/1104memo.html>

Special Education Transition Planning Form:

<http://www.doe.mass.edu/sped/28MR/28m9.doc>

Student Records Regulations:

<http://www.doe.mass.edu/lawsregs/603cmr23.html>

Student Records Questions and Answers

<http://www.doe.mass.edu/lawsregs/advisory/cmr23qanda.html?section>

Transition Planning:

<http://www.doe.mass.edu/sped/cspd/mod4.html#>

## ***15. Commonwealth of Massachusetts***

### **Anti-Hazing Policy:**

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

#### *Commonwealth of Massachusetts Anti-Hazing Law:*

##### Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

*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.*

##### Chapter 269: Section 18. Failure to report hazing

*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.*

##### Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report with the board of higher education

*Section 19. Each institution of secondary education and each public and private institution of post secondary 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 post secondary 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 post secondary 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.*

### **Bullying Policy:**

Bullying is a term used to define repeated patterns of behavior, which hurt, injure, embarrass, upset, or discomfort others, directly or indirectly. Any instances of bullying should be immediately reported to the school disciplinarians who will determine the appropriate consequences to be issued. Please refer to the HCCS Bullying Plan available on the HCCS website or at the school's main office.

#### Chapter 92 of the Acts of 2010 - An Act Relative to Bullying in Schools:

*"Bullying", the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.*

*"Charter school", commonwealth charter schools and Horace Mann charter schools established pursuant to section 89 of chapter 71.*

*"Cyber-bullying", bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.*

*"Hostile environment", a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education*

### Holyoke Community Charter School Anti-Bullying Policy Summary

Below is a summary of the Holyoke Community Charter School's Anti-Bullying Policy, for the full version, please refer to the HCCS Bullying Plan available on the HCCS website or at the school's main office.

### **Holyoke Community Charter School Anti-Bullying Policy Summary**

The members of the Holyoke Community Charter School will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

At Holyoke Community Charter School, our goal is to have students feel secure and valued as members of a caring community, to develop academically and socially with confidence and without fear. The aim of the policy is to help us deal with incidents of bullying quickly, effectively, consistently and with sensitivity to the needs of the individual. When dealing with incidents of bullying the following cannot be emphasized too strongly:

- The necessity to involve parents as soon as possible
- The need to develop strong relationships between student, school and home
- That subsequent action should be driven by the need of the individual

We should also distinguish between behavior intended to hurt and the hurt caused by thoughtlessness and insensitivity. This distinction must be made when deciding on a course of action. Situations involving thoughtlessness and insensitivity may benefit more from education rather than disciplinary action, especially when dealing with younger students. It is comparatively easy to punish after the event. Our goal is to be proactive and develop sensitivity from the moment the young person comes into our care. We want students to be sensitive to the feelings of others and to ensure that their words or actions do not hurt. We should also like them to talk to a parent, teacher or student management if they are being made unhappy. We hope that parents will inform us at an early stage if their child is being bullied or they suspect that it is happening. We should like to be informed if the strategies we subsequently employ are not working so that others can be tried. We should also like parents to work with us, if necessary, to educate their child into being sensitive to the feeling of others. Each incident of bullying should be dealt with on an individual basis taking into account the age and stage of development of the students involved and to seek parental support at the earliest possible opportunity. If students have reached an age and stage in their development when they clearly understand what is meant by the term bullying, it may be necessary to apply immediate disciplinary action. In conclusion, by continually developing the roles of students, staff and parents in the HCCS community, we shall become increasingly effective in preventing the development of bullying and the misery and suffering that go with it.

We need to catch bullying in the early stages: to prevent situations by looking out for signs of behavior that, unchecked, are likely to develop into bullying. Signs such as:

- Aggression
- Teasing
- Thoughtless words or actions
- A reluctance to involve someone in the group

Bullying is any individual or group behavior which is intentionally unkind and which may cause physical hurt and /or emotional distress. It may involve:

- Physical actions - pushing, hitting, punching, kicking or any other unwanted physical contact
- Verbal abuse - name calling, racially and sexually offensive remarks
- Emotional abuse - ignoring/shunning, ridiculing, tormenting, moving/hiding possessions, graffiti, intimidation, racial and sexist gestures and harassment

Children who are being bullied at school will not always feel able to tell those in authority. However, when a disclosure is made or bullying is suspected, it should always be treated seriously. While others may not feel that

certain actions or words are of a bullying nature, if the recipient feels they are being bullied that is sufficient evidence to investigate immediately. For those students who feel unable to inform staff about their problem, observations regarding specific behavior patterns can be routinely established within the school.

**Signs of bullying might include:**

- Unwillingness to come to school or to specific classes
- Withdrawn, isolated behavior
- Complaining about missing possessions
- Refusal to talk about the problem
- Being easily distressed
- Damaged or incomplete work
- Changes in student behavior

**DEALING WITH BULLYING**

**Reporting bullying or retaliation**

*All incidents of bullying or retaliation should be reported to the School Director or Student Management Coordinator.* Reports of bullying or retaliation may be made by students, staff, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. Reports made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

**Use of an Incident Reporting Form is not required as a condition of making a report.** The school will:

- 1) Include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians
- 2) Make it available in the school's main office, the counseling office, the school nurse's office, and the student management office.
- 3) Post it on the school's website. The Incident Reporting Form will be made available in Spanish.

**Students**

Students should be sensitive to the feelings of others to make sure that their words or actions do not hurt. They should talk to someone if they are unhappy and they should tell a member of staff if they witness any form of bullying. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Bullying should be reported as soon as possible to a parent or staff member. **Students are encouraged to report to their teacher, student management staff, school social worker, adjustment counselor, student life coordinator, administrator or other available staff member if they witness, or may be a victim of bullying.**

**Parents/Guardians**

Parents/guardians need to inform us at an early stage if their child is being bullied or that they suspect that this is happening. They also need to inform us if the strategies employed do not seem to be working so that others can be tried and to work with us to educate their child to be sensitive to the feelings of others. Parents are encouraged to report any concerns as soon as possible to student management staff, the principal, school counselors or other available staff.

Before fully investigating the allegations of bullying or retaliation, the principal or student management staff will take steps to needed to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan, change seating arrangements for the target and/or the aggressor in the classroom, at lunch, student life, or on the bus, identifying a staff member who will act as a "safe person" for the target and altering the aggressor's schedule and access to the target. The principal or student management staff will take additional steps to promote safety during the course of, and after the investigation, as necessary.

## **Staff**

Staff must be consistent in their expectation of students' behavior. Each incident must be dealt with on an individual basis taking into account the feelings of the child being bullied and the age and stage of development of the students involved. Parents must be informed at an early stage and students must be informed where they may seek help, especially at break time and lunchtime so that they know where they can be safe.

*The principal or student management staff will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.*

## Sanctions

When students have reached an age and a stage in their development when they clearly understand what is meant by the term bullying, it may be necessary to apply sanctions immediately. Sanctions may include the following:

- Reprimand and warning
- Parent meetings
- Detention
- Anti-bullying workshop
- Short term suspension
- Longer term suspension
- Law enforcement notification
- Permanent exclusion

## **Conduct of Teachers or Students:**

### *M.G.L.A, Chapter 71; Section 37H: Policies relative to conduct of teachers or students; student handbooks:*

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of tobacco products (including cigarettes, smokeless tobacco, cigars, and pipes) within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of forces, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The 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. 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.
- (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.

### **Drug Free School Zone:**

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

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

### **Equal Educational Opportunities:**

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

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

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

ethnicity, sexual orientation, gender identity, disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language or prior academic achievement

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

### **Hate Crimes and Bias Incidents Policy:**

#### General Statement:

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

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

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

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

A hate crime occurs when a student or group of students is targeted for physical assault, threat of bodily harm, intimidation, verbal abuse, and/or damage to personal property because he or she is a member of a different race, religion, ethnic background, gender, or has a handicapping condition or different sexual orientation.

Bias incidents are less serious acts that are also motivated by race, religion, ethnic background, gender, handicap(s), or sexual orientation issues.

#### Examples:

Examples of hate crimes and bias incidents include, but are not limited to, the following:

#### Hate crimes:

- bias-related drawings, markings, symbols, graffiti
- harassing and/or threatening hate mail and/or e-mail messages
- verbally abusive and/or threatening phone calls
- damage to personal property or belongings; arson; vandalism
- stalking: repeated, purposeful following of a student, together with evident bias against the victim's actual or perceived group status

- assault and battery against a student based upon their actual or perceived group status
- physical conduct which puts a student in fear of imminent harm, together with name-calling of a bigoted nature

*Bias incidents:*

- insults, jokes, mimicking, and name-calling based upon a student’s race, religion, ethnicity, handicapping condition, or sexual orientation
- use of racial, ethnic, religious, sexual, or anti-gay slurs
- negative comments on an student’s manner of speaking or racial customs, surname, religious traditions
- unwelcome verbal, written, or physical conduct directed at a student because of their race or skin color, such as nicknames which emphasize stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs
- conduct directed at the characteristics of a student’s national origin, such as negative comments regarding surnames, manner of speaking, customs, language
- conduct directed at the characteristics of a student’s sexual orientation, whether actual, perceived, or asserted – such as negative name-calling and imitating mannerisms
- conduct directed at the characteristics of a student’s disabling condition, such as imitating their manner of speech or movement, or interfering with that student’s necessary equipment
- unwelcome verbal, written or physical conduct, directed at the characteristics of a student’s religion, such as derogatory comments regarding surnames, religious traditions, religious jewelry or clothing

When a student has been subjected to behaviors such as those described above, and is reasonably fearful of his or her own safety, a hostile environment has been created for that student. It may be created by a series of minor incidents, or by one serious incident. The existence of a hostile environment is a violation of the student’s civil rights, as it prohibits him or her from obtaining an education.

A hate crime or bias incident will be deemed to have occurred even where the harasser is mistaken about the victim’s race, ethnicity, or other targeted characteristics. In addition, targeting students simply because they associate with another student or students who are members of a particular racial, ethnic, religious, or other targeted group may also be the basis of a hate crime or bias incident. A student who has committed a hate crime may also be subject to criminal prosecution for that crime.

*Reporting:*

The designated Civil Rights Administrator for the School is:

Name:	Dr. Sonia Correa Pope
Address:	2200 Northampton Street Holyoke, MA 01040
Phone number	(413) 533-0111
Email	spope@sabis.net

*Procedures for Students and Staff:*

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

*Investigation:*

Upon receiving notice that a hate crime or bias incident is alleged to have taken place, the Civil Rights Administrator and/or designee will immediately take steps to ensure that the victim or victims are safe and secure, and will notify the Director of the allegation. All victims and witnesses will be interviewed within five (5) days following the incident, followed by interviews with any other individuals who may have knowledge pertaining to the incident and the persons involved in it. Physical evidence, if any, will be gathered. The investigator will then make a determination as to whether a hate crime or bias incident has occurred, taking into consideration the definitions contained above, the surrounding circumstances, the relationships of the parties involved, and the context in which the incident(s) took place. In addition, the investigator will determine whether there are, or have been, any related incidents of harassment, and will evaluate the kinds of damage that may have been caused, both to the victim(s) and to the School environment. The investigator will issue his/her report within five (5) school days.

*Notification To/By Parents/Legal Guardians:*

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

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

*Informal Resolution:*

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

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

*Formal Complaint:*

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

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

An investigation will take place within five (5) school days of the date of the complaint or report. The investigator may determine that immediate steps need to be taken to protect the complaining student, the alleged harasser, and any potential witnesses, and will notify school administrators of such a determination.

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

Both the Civil Rights Administrator and the Director will keep all written reports of investigations. The School recognizes that both the complainant and the alleged harasser have strong interests in maintaining the confidentiality of this process. The privacy of all parties, including witnesses, will be respected as much as possible, consistent with the School's legal obligations to investigate, to take appropriate action, and to comply

with any discovery or disclosure obligations which may be necessary due to the severity of the incident(s), the potential involvement of the police department, the District Attorney's Office, the Office of the Attorney General, and the potential involvement of a civil and/or criminal trial.

*Disciplinary Action:*

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

- participation in an educational program about hate crimes and bias incidents for the perpetrator;
- an apology to the victim(s);
- mandatory counseling;
- community service;
- placement in an alternative educational setting;
- detention;
- short-term or long-term suspension; and/or
- recommendation for expulsion.

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

*Retaliation:*

The school will deal seriously with any and all threats or acts of retaliation against an individual who reports a hate crime or bias incident. Designated school staff will maintain constant contact with victims and persons who report such incidents in order to ensure that no threats or acts of retaliation take place. Any person found to have threatened to retaliate and/or actually retaliated will be subject to severe disciplinary action, including potential exclusion from school. Should the retaliation rise to the level of criminal activity, the designated school staff is required to report it to the local law enforcement agency.

**Sexual Harassment Policy:**

*General Statement:*

All persons have the right to be free from sexual harassment; therefore, sexual harassment in any form is strictly forbidden in school, on school grounds, or at school related activities.

*Definition:*

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when 1) submission to that conduct or communication is made a condition of obtaining services; 2) used as a factor in decisions affecting one's education; or 3) that conduct or communication has the purpose or effect of substantially interfering with an individual's education, or creating an intimidating, hostile, humiliating, or sexually offensive educational environment.

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

Examples:

Examples of sexual harassment include but are not limited to: Demanding sexual favors accompanied by threats; engaging in reprisals as a result of an individual's refusing to engage in sexual behavior; contact with any sexual part of another's body (e.g., touching, patting or pinching); touching any nonsexual part of the body (e.g., shoulder, etc.) after that person has indicated that such touching is unwanted; displaying sexually suggestive pictures or objects; calling a person a demeaning, sexualized term, or making a reference to a person's physical characteristic when that person has indicated he/she does not wish to be addressed or referred to in that manner; leering (i.e., prolonged staring) at a person's body; sexual language or conduct in another's presence, even if not directed to said individual, once it is known that he/she objects.

Reporting:

Any student who believes he/she is a victim of sexual harassment should talk to a teacher, counselor, or another adult in a position of authority in the school as soon as possible. Students should avoid trying to solve the problem of sexual harassment alone.

All persons shall promptly report knowledge of actual or reasonably suspected sexual harassment to the Director or her designee.

Investigation:

All complaints or reports of sexual harassment shall be thoroughly investigated by the school Director or the designee, including notifying the person who has been accused of harassment and permitting a response to said allegation(s).

The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods deemed pertinent.

In addition, the school Director or designee may take immediate steps, at his/her discretion, to protect the complainant, students and employees pending completion of the investigation of alleged sexual harassment.

Disciplinary Action:

If there are reasonable grounds to believe that sexual harassment has occurred, the person accused of sexual harassment will have a confidential disciplinary hearing before the school director or the designee.

If the Director or the designee, after the above hearing, determines that sexual harassment has actually taken place, disciplinary and corrective action will occur to prevent any further incidents. The range of discipline and corrective action may include one or more of the following: An education component; apology to the victim; mandatory counseling; detention; short-term suspension; long-term suspension; or recommendation for expulsion.

If either the victim or person accused of sexual harassment is aggrieved by the finding(s) or action taken by the Director or her designee, he/she may appeal said action to the Board of Trustees.

The Director shall conduct a hearing and shall indicate her disposition of the appeal within two (2) days of such appeal, and shall furnish a copy thereof to the aggrieved party and the Board of Trustees.

Reprisal:

Reprisal, threats, or intimidation of the victim or a person who provides information regarding a claim of sexual harassment will be treated as a most serious offense, which may result in a recommendation of permanent separation from the school community through expulsion from school.

Notification To/By Parent(s)/Legal Guardian(s):

After investigation, if there are reasonable grounds to believe that sexual harassment has occurred, the school director or the designee shall notify a student's parent(s)/legal guardian(s) if the student is the victim of, or is

accused of, sexual harassment. Parent(s)/legal guardian(s) are strongly encouraged to report incidents of sexual harassment to the Director or her designee.

*Frivolous Complaints:*

When a complaint of sexual harassment is unfounded, frivolous, or maliciously fabricated, the complainant shall be subject to a range of disciplinary and corrective actions consistent with the code of conduct.

*Report To Police:*

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

**Student Concerns and Grievances:**

Any student of the Holyoke Community Charter School who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any educational program or activity on the basis of sex, color, religion, national origin or disability in violation of this policy, may file a written complaint with the school's Civil Rights Administrator:

Name:	Dr. Sonia Correa Pope
Address:	2200 Northampton Street Holyoke, MA 01040
Phone number	(413) 533-0111
Email	spope@sabis.net

The Civil Right Administrator coordinates compliance under Title IX and Section 504 and cause a review of written complaint within 10 working days after receipt of the written complaint. If the complainant is not satisfied with such a response, he or she may submit a written appeal to the Board of Trustees indicating with particularity the nature of the disagreement with the response and his or her reasons for such disagreement.

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

**Students Rights and Responsibilities:**

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

1. Civil Rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

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

## Legal References:

Holyoke Community Charter School intends to follow all mandates of state and federal law and all provisions issued by the Board of Education. The following legal references apply:

- Title II, of the Americans with Disabilities Act of 1990
- Title VI, Civil Rights Act of 1964
- Title VII, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
- Executive Order 11246, as amended by E.O. 11375
- Title IX, Education Amendments of 1972
- MGLA C. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
- MGLA C. 71; Sec. 37H (student handbooks required to state disciplinary measures applicable to “violations of other students’ civil rights”)
- MGLA 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”.)
- MGLA C. 151C (Fair Education Practices Act, includes prohibition of sexual harassment)
- MGLA C. 214; Sec 1B (right of privacy)
- MGLA C. 214; Sec 1C (right of freedom from sexual harassment)
- MGLA C. 12; Sec 11H and 11I (prohibition of threats, intimidation, or coercion interfering with someone’s legal rights)
- MGLA C. 265; Sec 37 (criminal penalties for the use of force or threats to interfere with someone’s legal rights)
- MGLA 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)
- MGLA C. 266; Sec 127A (criminal penalties for vandalism of a school)
- Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78
- Board of Education, Chapter 766 Regulations 10/74 – amended through 3/28/78, 603 CMR 26:00
- Section 504 of the Rehabilitation Act of 1973
- 20 U.S.C. Sec 4071-74

**APPENDIX A**  
**Holyoke Community Charter School**

**SAMPLE DISCIPLINE REFERRAL FORM**

Date \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ ROOM \_\_\_\_\_ GRADE \_\_\_\_\_ TIME \_\_\_\_\_

**INFRACTION**

- |                                                                            |                                                            |
|----------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Fighting                                          | <input type="checkbox"/> Inappropriate behavior (explain)  |
| <input type="checkbox"/> Verbal / Physical abuse                           | <input type="checkbox"/> Leaving class w/out permission    |
| <input type="checkbox"/> Classroom disruption (explain)                    | <input type="checkbox"/> Possession of Illegal Substance   |
| <input type="checkbox"/> Disrespect / defiance (staff / student) (explain) | <input type="checkbox"/> Refusal to surrender beeper, etc. |
| <input type="checkbox"/> Failure to report to assigned room                | <input type="checkbox"/> Smoking / Matches / Lighter       |
| <input type="checkbox"/> Forged note / Pass                                | <input type="checkbox"/> Theft                             |
| <input type="checkbox"/> Inappropriate language                            | <input type="checkbox"/> Threat / Intimidation             |
| <input type="checkbox"/> Out of assigned room w/out pass                   | <input type="checkbox"/> Missing Assignments               |

Description of Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher/Staff \_\_\_\_\_

**FREQUENCY OF INCIDENT**    1    2    3    4    5    or \_\_\_\_\_

**PREVIOUS ACTION BY TEACHER**

- Verbal Warning     Counselor Referral     Other  
 Student Conference     Seating Change

**ADMINISTRATIVE ACTION**

- |                                                                |                                                           |                                                      |
|----------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> After school detention                | <input type="checkbox"/> Commitment to Change(In writing) | <input type="checkbox"/> Parent conference           |
| <input type="checkbox"/> In-School Alternative Program         | <input type="checkbox"/> Out-of-School Suspension         | <input type="checkbox"/> Referred to legal authority |
| <input type="checkbox"/> Phoned parent/guardian                | <input type="checkbox"/> Referred to counselor            | <input type="checkbox"/> Saturday Academy            |
| <input type="checkbox"/> Restitution required                  | <input type="checkbox"/> Counseling provided              |                                                      |
| <input type="checkbox"/> Extra Curricular Activities Suspended |                                                           |                                                      |

**FAILURE TO ATTEND AFTER SCHOOL DETENTION WILL RESULT IN AN AUTOMATIC 2 DAYS OF DETENTION.**

**FAILURE TO ATTEND SATURDAY ACADEMY WILL RESULT IN SIX (6) CONSECUTIVE AFTER SCHOOL DETENTIONS.**

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

White copy - Administration  
Yellow copy - Teacher  
Pink copy - Parent

**APPENDIX B**



Holyoke Community Charter School  
**NOTIFICATION OF SHORT-TERM SUSPENSION**

Student's Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_  
ID #: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Staff: \_\_\_\_\_ Time: \_\_\_\_\_

**PARENTS:** The purpose of this notice is to inform you of a violation(s) of the Code of Conduct resulting in a short-term suspension of your child. The ground(s) for the suspension is the following violation(s) of the Code of Conduct: \_\_\_\_\_. Serious behavioral problems result in poor learning for your child and often for others.

If suspended, your child will be allowed to make up any schoolwork missed as established by the Attendance Policy. Please call the School Office to arrange for making up schoolwork.

If suspended, your child should report directly to administration upon returning to school. You may request a review of the suspension imposed with School administration.

**VIOLATION - GROUND (S) FOR SHORT-TERM SUSPENSION**

- |                                                             |                                            |
|-------------------------------------------------------------|--------------------------------------------|
| _____ Leaving school without permission                     | _____ Aggressive/threatening behavior      |
| _____ Unauthorized absence from school/class staff/visitors | _____ Lack of respect towards              |
| _____ Repeated tardiness: _____                             | _____ Theft or vandalism                   |
| _____ Missed detention                                      | _____ Chronic school offender              |
| _____ Smoking                                               | _____ Hazing                               |
| _____ Moral offenses                                        | _____ Violation of Civil Rights            |
| _____ Disorderly conduct                                    | _____ Violation of school rule(s): _____   |
| _____ Possession of obscene materials/                      | _____ Violation of law: _____              |
| _____ Use of obscenity                                      | _____ Interfering with education of others |
| _____ Gambling in any form phones etc.                      | _____ Use or possession of beepers/cell    |
| _____ Use or possession of contraband items                 | _____ Bullying of any form                 |
| _____ Disregard of express or implied directions            |                                            |

Comment(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION TAKEN**

External suspension for \_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_  
Return to school on \_\_\_\_\_

**By signing this form, I am giving you written notice of this suspension of your child.**

Authorized Signature - Title

Date

White Copy – Administration  
Yellow Copy – File  
Pink Copy - Parent

**APPENDIX C**  
**NOTIFICATION OF LONG-TERM SUSPENSION/EXPULSION \***

To: School Director  
Special Education Coordinator  
Parent(s)/Legal Guardian(s)/Student  
Data Entry

From: \_\_\_\_\_  
\_\_\_\_\_  
(Name of School)

STUDENT'S NAME: \_\_\_\_\_ Grade: \_\_\_\_\_

Proposed suspension for \_\_\_\_\_ days from: \_\_\_\_\_ to: \_\_\_\_\_  
Proposed expulsion for \_\_\_\_\_ days from: \_\_\_\_\_ to: \_\_\_\_\_  
Return to school on \_\_\_\_\_

.....  
PARENTS: The purpose of this notice is to inform you of a violation(s) of the Code of Conduct resulting in a suspension/expulsion of your child. The ground(s) for the suspension/expulsion is the following violation(s) of the Code of Conduct: \_\_\_\_\_. Serious behavioral problems result in poor learning for your child and often for others. If suspended, your child will be allowed to make up any schoolwork missed as established by the Attendance Policy. Please call the school office to arrange for making up schoolwork. If suspended, your child should report directly to the administration office upon returning to school.

.....  
The proposed suspension/expulsion will result in the exclusion of the student from school for more than ten (10) days.

In addition to the minimal protections afforded to a student where a short-term suspension is imposed, additional due process hearing rights arise under federal and Massachusetts law when a long-term suspension or an expulsion is sought.

Prior to the imposition of a long-term suspension or an expulsion, the school principal shall ensure that the parent(s) or legal guardian(s) (or student if he or she is eighteen (18) years or older) receive timely written notice, in the language of the home, by certified and first class mail, postage prepaid, of the following:

- a. intent to hold hearing \_\_\_\_\_yes\_\_\_\_\_no
- b. date/time/place of hearing \_\_\_\_\_yes\_\_\_\_\_no
- c. nature of evidence against the student \_\_\_\_\_yes\_\_\_\_\_no
- d. section(s) of the Code of Conduct allegedly violated \_\_\_\_\_yes\_\_\_\_\_no
- e. list of school's witnesses \_\_\_\_\_yes\_\_\_\_\_no
- f. summary of the procedures/rights \_\_\_\_\_yes\_\_\_\_\_no  
(See Notice Attachment which follows)
- g. right to appeal to Director \_\_\_\_\_yes\_\_\_\_\_no

A copy of this Notice in the language of the home is attached hereto. \_\_\_\_\_yes\_\_\_\_\_no

\_\_\_\_\_  
Authorized Signature - Title Date

**APPENDIX D**

**NOTIFICATION OF LONG-TERM SUSPENSION/CUMULATIVE SUSPENSION OF MORE THAN TEN (10) DAYS OR EXPULSION OF STUDENT WITH DISABILITIES**

To: School Director  
Special Education Coordinator  
Parent(s)/Legal Guardian(s)/Student  
Data Entry

From: \_\_\_\_\_  
\_\_\_\_\_  
(Name of School)

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

Proposed suspension for \_\_\_\_\_ days from: \_\_\_\_\_ to: \_\_\_\_\_

Proposed expulsion for \_\_\_\_\_ days from: \_\_\_\_\_ to: \_\_\_\_\_

Return to school on \_\_\_\_\_

.....  
Parents: The purpose of this notice is to inform you of a violation(s) of the Code of Conduct resulting in a suspension/expulsion of your child. The ground(s) for the suspension/expulsion is the following violation(s) of the Code of Conduct: \_\_\_\_\_. Serious behavioral problems result in poor learning for your child and often for others. If suspended, your child will be allowed to make up any schoolwork missed as established by the Attendance Policy. Please call the school office to arrange for making up schoolwork. If suspended, your child should report directly to the administration office upon returning to school.

.....  
The proposed suspension/expulsion will result in the exclusion of the above named student for more than ten (10) cumulative days in the school year.

In addition to the minimal protections afforded to a student where a short-term suspension is imposed, **prior** to the imposition of a long-term suspension/expulsion or a suspension resulting in exclusion for more than ten (10) cumulative days, additional rights arise. I attest to the following:

Prior to the imposition of a long-term suspension or an expulsion, the school principal shall ensure that the parent(s) or legal guardian(s) (or student if he or she is eighteen (18) years or older) receive timely written notice, in the language of the home, by certified and first class mail, postage prepaid, of the following:

- a. intent to hold hearing \_\_\_\_\_yes\_\_\_\_\_no
- b. date/time/place of hearing \_\_\_\_\_yes\_\_\_\_\_no
- c. nature of evidence against the student \_\_\_\_\_yes\_\_\_\_\_no
- d. section(s) of the Code of Conduct allegedly violated \_\_\_\_\_yes\_\_\_\_\_no
- e. list of school's witnesses \_\_\_\_\_yes\_\_\_\_\_no
- f. summary of the procedures/rights \_\_\_\_\_yes\_\_\_\_\_no  
(See Notice Attachment which follows)
- g. right to appeal to Director \_\_\_\_\_yes\_\_\_\_\_no

A copy of this Notice in the language of the home is attached hereto. \_\_\_\_\_yes\_\_\_\_\_no

2. I have provided immediate notice to the educational programmer to schedule a TEAM meeting as the students' infraction might result in a cumulative suspension of more than ten (10) days from the beginning of the School year. A TEAM meeting was scheduled and Notice of the TEAM Meeting, in the language of the home, was sent to the parent(s)/legal guardian(s) and other TEAM participants (student's service providers, administrative representatives, and other qualified personnel). \_\_\_\_\_yes\_\_\_\_\_no

3. The TEAM met on \_\_\_\_\_, completed a functional behavioral assessment, developed or reviewed a behavioral intervention plan and concluded that the misconduct was NOT related to the

student's handicapping condition(s) or the result of an inappropriate special education placement, was NOT the result of a failure to fully implement the student's IEP, was NOT the result of the student's disability causing an inability to understand the impact and consequences of the behavior, and was NOT the result of the student's disability causing an inability to control the behavior.

4. The TEAM considered:
- (a) evaluation and diagnostic results  yes  no
  - (b) relevant information supplied by the parent(s)/legal guardian(s)  yes  no
  - (c) observations of the student  yes  no
  - (d) Student's IEP and placement  yes  no

5. I have ensured that the parent(s)/legal guardian(s)/student have been provided with copies of the current IEP and the Amendment to the IEP (Alternative Plan) developed by the TEAM, which describes the special education services to be provided during this period of exclusion, including services designed to address the behavior so that it does not recur, provision for continued participation in the general education curriculum, along with the applicable parent/legal guardian notice of procedural safeguards and rights as required by state and federal regulations. I have also provided them with written notice of their right to mediation or hearing before the Bureau of Special Education Appeals if they do not accept the alternate plan. A copy of this notice is attached hereto.  yes  no

6. Telephone notice of the proposed suspension has been made to the Department of Education, Program Quality Assurance Liaison (optional).  yes  no

7. The following required documentation has been placed in the student's file and is available to the Department of Education upon request:

- a. Copy of the student's current IEP  yes  no
- b. Copy of alternate plan  yes  no
- c. Copy of written notice to parent's of procedural safeguards  yes  no

8. The special needs student was found in possession of or was using a dangerous weapon or illegal drugs in school or at a school-sponsored event in violation of school policy; therefore, the student has been placed in an appropriate interim alternative educational setting, as determined by the TEAM, for up to 45 days, pursuant to 20 U.S.C. 1415 (k), regardless of parental consent.  yes  no

9. The parent(s)/legal guardian(s)/student has/have consented to the alternate plan.  yes  no

or

As a result of the parent(s)/legal guardian(s)/student's rejection of the proposed Alternate Plan, the school has requested a hearing and shall seek an order to change the student's placement based on a showing that both the student's continued presence in the school presents a substantial likelihood of injury or harm to him/herself or others and that the school has taken reasonable steps to minimize the likelihood of harm.  yes  no

10. The parent(s)/legal guardian(s) student has/have requested a hearing or filed a lawsuit to challenge the school district's action.  yes  no

or

As a result of the parent(s)/legal guardian(s)/student(s) rejection of the proposed alternate plan, the school has requested a hearing to uphold the proposed educational program.  yes  no

\_\_\_\_\_  
Authorized Signature - Title

\_\_\_\_\_  
Date

## **APPENDIX E**

### **NOTICE FOR LONG-TERM SUSPENSION AND EXPULSION HEARINGS**

During the course of the hearing, the school will first present direct and corroborative evidence from the above-named individual(s). After presentation of the school's evidence, you will be able to present any evidence related to the above-alleged acts on behalf of your son/daughter. You will then be able to present an argument concerning the information presented followed by a brief argument by the school.

At the hearing, you and your son/daughter have the right to be represented by counsel or an advocate of your choice. Depending upon the nature of the individual, you may have the right to cross-examine school witnesses (note: in some cases, the need to protect an individual may outweigh a student's right to cross-examine a witness, for example, another student.) In addition, you may present witnesses on behalf of your son/daughter, and have your son/daughter, if you so choose, testify in his/her own behalf if you so desire. You are entitled to a copy of the tape recording of the hearing. In addition, you or your counsel or advocate may review any and all statements by proposed school witnesses prior to said hearing. Arrangements for such review can be made by contacting the building principal. Finally, you have the right to a reasonably prompt written decision, including the specific grounds for the decision, after the hearing is concluded.

**Arrangements for the translation of witness statements or other school documents will be provided upon request.**

Please be advised that all reasonable efforts will be made to protect the confidentiality of the hearing.

Please note that the allegations against the student must be supported by a preponderance of the evidence before a long-term suspension/expulsion is imposed.

Please also note that this is not a court proceeding. Evidence which is relevant, though hearsay, may be admitted.

Please further note that you have the right to appeal the decision to the school director within ten (10) days.

**APPENDIX F**

**HOLYOKE COMMUNITY CHARTER SCHOOL  
Grievance Form**

To be completed by parent(s)/guardian(s) or student age 18 or older. Assistance will be provided upon request to enable an individual to complete this Grievance Form.

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_ Phone: (H) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (W/C) \_\_\_\_\_

Grievance made by: \_\_\_\_\_ Date: \_\_\_\_\_

**Basis of Complaint**

Alleged Discriminatory Conduct under:

- |                             |                          |                                          |
|-----------------------------|--------------------------|------------------------------------------|
| Section 504/ADA             | <input type="checkbox"/> | (disability)                             |
| Title IV/ Title VI          | <input type="checkbox"/> | (race, color, national origin)           |
| Title IX                    | <input type="checkbox"/> | (sex/gender)                             |
| M.G.L. c. 151C              | <input type="checkbox"/> | (religion)                               |
| M.G.L. c. 76, 5             | <input type="checkbox"/> | (sexual orientation)                     |
| Physical Restrain<br>Policy | <input type="checkbox"/> | (violation of physical restraint policy) |

Alleged Conduct that is Not discriminatory:

- By another Student/Students
- By teacher(s)/other school staff

Please explain your grievance/complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheets as necessary, and return completed Grievance Form alleging discriminatory conduct to the District's Titles II, IV, VI, IX, ADA and Section 504 Coordinator.  
Return your completed Grievance Form alleging a violation of the Physical Restraint Policy or nondiscriminatory conduct to your child's School Director.

Signature(s): \_\_\_\_\_

## APPENDIX G

### **HOLYOKE COMMUNITY CHARTER SCHOOL PHYSICAL RESTRAINT POLICY**

#### **BACKGROUND AND PURPOSE**

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

#### **DEFINITIONS**

The following terms as used in 603 CMR 46.00 shall have the following meanings:

**Physical escort:** Touching or holding a student without the use of force for the purpose of directing the student.

**Physical restraint:** The use of bodily force to limit a student's freedom of movement.

**Extended restraint:** A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and therefore, require additional written documentation.

**School working day:** Any day or partial day that students are in attendance at the public education program for instructional purposes.

#### **DETERMINING WHEN PHYSICAL RESTRAINT MAY BE USED**

##### **1. Physical restraint may be used only when:**

- (a) Non-physical interventions would be ineffective or have proven ineffective.
- (b) The student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

##### **2. Limitations of restraint:**

Physical restraint will be limited to the use of reasonable force as is necessary to protect a student or other students and staff members from assault or imminent serious physical harm.

##### **3. Instances when restraint is not to be used:**

- (a) Physical restraint is not to be used as a means of punishment.
- (b) Physical restraint is not to be used as a response to destruction of property, school disruption, refusal of the student to comply with school rules or staff directive, or verbal threats that do not constitute a threat of imminent serious physical harm.
- (c) Physical restraint should not be used as an intervention, if the student has known health or physical problems which would knowingly exacerbate their condition.

##### **4. Nothing in this document or in 603 CMR 46.00 prohibits:**

- (a) The right of an individual to report to appropriate authorities a crime committed by a student or another individual.
- (b) Law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other persons alleged to have committed a crime or posing a security risk.
- (c) The exercise of an individual's responsibilities as a mandated reporter of child abuse/neglect pursuant to MGL c. 119, s 51A to the appropriate state agency.

- (d) The protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.
- (e) Any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious physical harm.

## **PROPER ADMINISTRATION OF PHYSICAL RESTRAINT**

### **1. Trained personnel:**

Only staff that has received proper training in physical restraint procedures shall administer it to students. To the greatest degree possible, another adult who does not participate in the restraint should witness administration of a restraint. However, nothing in 603 CMR 46.00 or this policy shall preclude a teacher, employee or agent of the school system from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious physical harm.

### **2. Use of force:**

Any individual(s) administering physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.

### **3. Safety requirements:**

- (a) Restraint will be administered in a manner so as to prevent or minimize physical harm to the student.
- (b) A restraint will not be administered in a manner that prevents the student from speaking or breathing.
- (c) During a restraint, a staff member shall continuously monitor the physical status of the student including skin color and respiration.
- (d) If at any time during the restraint the student displays significant physical distress, the restraint will immediately terminate and medical assistance will be sought.
- (e) Staff will review and take into consideration any known medical or psychological limitations and/or behavioral intervention plans regarding physical restraint on an individual student.
- (f) During a restraint, staff will continuously talk to and engage the student in an attempt to de-escalate behavior and to end the restraint as soon as possible.
- (g) Staff administering physical restraint will use the safest method available that is appropriate to the situation.
- (h) Floor or prone restraints are prohibited unless the staff administering such restraint has been trained and in the judgment of that staff, such restraint is necessary in order to provide for the safety of the student as well as others present. In such a situation, the primary staff member administering the restraint will communicate with the student for safety purposes in an attempt to de-escalate and end the restraint as soon as possible.
- (i) Restraint will immediately terminate when the staff member determines that the student is no longer at risk of causing imminent physical harm to them self or others.
- (j) After release of a student from restraint, the incident, when applicable, will be reviewed with the student and the behavior that led up to the restraint will be addressed.
- (k) The administrator in charge will review the incident with the staff member who administered the restraint to ensure that proper procedures were followed and to consider if any follow-up is appropriate for students who may have been present during the restraint.

## **REPORTING REQUIREMENTS**

### **1. When restraint must be reported:**

Any staff member, who administers a restraint which lasts longer than five (5) minutes or results in any injury to a student or staff member, shall verbally inform the Principal as soon as possible and by written report no later than the next school working day (See Attachment A, Mass DESE Physical Restraint Report). This must be kept on file by the school. The Principal or his/her designee shall also maintain an ongoing record of all reported instances of physical restraint, which shall be made available for review by the Superintendent and/or by the DESE upon request.

### **2. Informing parents:**

The Principal/Headmaster or his/her designee shall verbally inform the student's parents or guardians of the restraint as soon as possible and by written report postmarked no later than three (3) school working days following the use of restraint (See Attachment C, Parent Notification). If the language of the home is other than English, the written restraint report shall be provided to the parent in English and in the language of the home.

### **3. Reporting extended restraint or serious injury to a student or staff member as a result of restraint to the Massachusetts Department of Education:**

In the event a restraint results in: (1) serious injury to a student or staff member or (2) an extended restraint, that is, one that lasts longer than twenty (20) minutes, a report must be filed by the school system with the Massachusetts DESE. The following reporting procedures must be followed in all such cases:

- (a) The parent must be notified immediately by phone and within three (3) days by letter in accordance with the procedures outlined in item 2 above (Use Attachment B, Parent Notification)
- (b) Completed copies of the "Mass DESE Physical Restraint Report" (Attachment A), The Monthly Report of Physical Restraints year to date, and the letter sent to the parent (Attachment B) must be forwarded to the Chief of Staff within three (3) working days of the restraint. These will then be sent by the Chief of Staff within five (5) working days of the restraint to the Massachusetts Department of Education. Copies should be kept on file in the school office.

### **STUDENTS WITH DISABILITIES**

1. Restraint administered to a student with a disability pursuant to an Individualized Education Plan (IEP) or other written plan developed in accordance with state and federal law to which the school system and the parent/ guardian have agreed shall be deemed to meet the requirements of 603 CMR 46.00 except that the reporting requirements noted herein shall apply.

N.B. Massachusetts Department of Education Restraint Regulations are available online at <http://www.doe.mass.edu/lawsregs/603cmr46.html>.



**DESCRIPTION OF PHYSICAL RESTRAINT:**

Justification for initiating physical restraint (*check all that apply*):

- Non-physical interventions were not effective
- To protect student from imminent, serious, physical harm
- To protect other student/staff from imminent, serious, physical harm
- To implement necessary restraint in accordance with the student's IEP or other written plan (*describe pertinent provisions of the IEP or other written plan*):

Describe holds used and why such holds were necessary:

Student's behavior and reaction during restraint:

Time restraint began: \_\_\_\_\_ Time restraint ended: \_\_\_\_\_

**CESSATION OF RESTRAINT:**

How restraint ended (*check all that apply*):

- Determination by staff member that student was no longer a risk to himself or others
- Intervention by administrator(s) to facilitate de-escalation
- Law enforcement personnel arrived
- Staff sought medical assistance
- Other (*describe*):

Description of any injury to student and/or staff and any medical or first aid care provided:

Incident report was filed with the following school district official: \_\_\_\_\_

**FOR EXTENDED RESTRAINTS (beyond twenty (20) minutes):**

Alternatives to extended restraint that were attempted:

Outcome of those efforts:

Justification for administering extended restraint:

**FURTHER ACTION TO BE TAKEN: (Attach separate page if necessary.)**

The school will take the following action and/or disciplinary sanctions (*check as many as apply*):

- Review incident with student to address behavior that precipitated the restraint.
- Review incident with staff to discuss whether proper restraint procedures were followed.
- Consider whether follow-up is necessary for students who witnessed the incident.
- Conduct a local investigation of any complaint regarding this restraint (*describe investigation procedures*):
- Disciplinary action/sanctions taken by the program (*describe*):
- Contact with parents, responsible school district, other state agency (*describe*):

**PARENT/GUARDIAN NOTIFICATION (*required for all reported restraints*):**

Verbally informed of physical restraint on \_\_\_\_\_ by teacher/administrator/other or documented attempts to contact verbally (*describe*):

Written report sent within 3 school working days of administration of restraint to parent/guardian on \_\_\_\_\_ by \_\_\_\_\_ (*teacher/administrator/other*) at the following address:

- Sent in native language of the parent/guardian (*language*): \_\_\_\_\_

Parent/guardian was offered opportunity to discuss the administration of physical restraint and/or disciplinary sanctions with teacher/administrator. Results of discussion (*Attach separate page if necessary*):

- The required copy of the log of all physical restraints for all students in this day program is attached to this report for ESE review. This record of physical restraints is required to be maintained by the day program administrator or Principal for the 30-calendar day period prior to date of this reported restraint. The log must indicate dates of each restraint, student initials and length of each restraint.**

**Attachment B**  
**Parent Notification**

*Date*

*Parent/Guardian Name*

*Street Address*

*City, State, Zip*

Dear *Parent/Guardian Name*,

This is to inform you that on *date of incident* it was necessary for our staff to intervene and perform a restraint on your daughter/son, *name of student*. This intervention took place after all other attempts to de-escalate the behavior either failed, or were deemed inappropriate at the time.

If you would like to discuss the use of this intervention, please call the school at 413-533-0111.

Sincerely,

*School Director*

**Attachment C**  
**Flow Chart: Physical Restraint Timeline**

**Physical Restraint Occurs**

Staff involved in the restraint verbally informs the building administrator as soon as possible.



Written report is submitted to the building administrator no later than the next working school day (Attachment A).  
Building administrator informs the parents of the restraint as soon as possible.



Written report is provided to the parents postmarked no later than three working school days following the restraint (Attachment C).

**Physical Restraint Occurs Which Results in Serious Injury or is an Extended Restraint**

Staff involved in the restraint verbally informs the building administrator as soon as possible.



Written report is submitted to the building administrator no later than the next working school day (Attachment A).  
Building administrator informs the parent of the restraint as soon as possible.



Written report is provided to the parents postmarked no later than three working school days following the restraint (Attachment C).



A copy of the reporting forms, Attachments A, B and C will be provided to the Principal within three school working days of the restraint.



The Principal will present these reports to the DOE within five school working days of the restraint.

**APPENDIX H**

**Holyoke Community Charter School  
BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM**

**1. Name of Reporter/Person Filing the Report:** \_\_\_\_\_

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

**2. Check whether you are the: Target of the behavior Reporter (not the target)**

**3. Check whether you are a: Student Staff member (specify role)** \_\_\_\_\_

Parent Administrator Other(specify)\_\_\_\_\_

**Your contact information/telephone Number:** \_\_\_\_\_

**4. If student, state your school:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**5. If staff member, state your school or work site:** \_\_\_\_\_

**6. Information about the Incident:**

**Name of Target (of behavior):** \_\_\_\_\_

**Name of Alleged Aggressor (Person who engaged in the behavior):** \_\_\_\_\_

**Date(s) of Incident(s):** \_\_\_\_\_

**Time When Incident(s) Occurred:** \_\_\_\_\_

**Location of Incident(s) (Be as specific as possible):** \_\_\_\_\_

**7. Witnesses (List people who saw the incident or have information about it):**

**Name:** \_\_\_\_\_  Student  Staff  Other \_\_\_\_\_

**Name:** \_\_\_\_\_  Student  Staff  Other \_\_\_\_\_

**Name:** \_\_\_\_\_  Student  Staff  Other \_\_\_\_\_

**8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.**

FOR ADMINISTRATIVE USE ONLY

**9. Signature of Person Filing this Report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Note: Reports may be filed anonymously.)

**10: Form Given to:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**II. INVESTIGATION**

1. Investigator(s): \_\_\_\_\_ Position(s): \_\_\_\_\_

2. Interviews:

Interviewed aggressor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed target Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed witnesses Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

3. Any prior documented incidents by the aggressor?  Yes  No

If yes, have incidents involved target or target group previously?  Yes  No

Any previous incidents with findings of BULLYING, RETALIATION  Yes  No

Summary of Investigation: (Please use additional paper and attach to this document as needed)

**III. CONCLUSIONS FROM THE INVESTIGATION**

1. Finding of bullying or retaliation:

YES  NO

Bullying  Incident documented as \_\_\_\_\_

Retaliation  Discipline referral only \_\_\_\_\_

2. Contacts:

Target's parent/guardian Date: \_\_\_\_\_  Aggressor's parent/guardian Date: \_\_\_\_\_

District Civil Rights Coordinator Date: \_\_\_\_\_ Law Enforcement Date: \_\_\_\_\_

3. Action Taken:

Loss of Privileges \_\_\_\_\_  Detention (SL/ After School)  Counseling Referral

Suspension  Education  Other \_\_\_\_\_

4. Describe Safety Planning: \_\_\_\_\_

Follow-up with Target: scheduled for \_\_\_\_\_ Initial and date when completed: \_\_\_\_\_

Follow-up with Aggressor: scheduled for \_\_\_\_\_ Initial and date when completed: \_\_\_\_\_

Report forwarded to Principal: Date \_\_\_\_\_

Report forwarded to Superintendent: Date \_\_\_\_\_

(If principal was not the investigator)

Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX I**

**Head Injuries and Concussions in Extracurricular Athletic Activities Forms**

**PRE-PARTICIPATION HEAD INJURY/CONCUSSION REPORTING FORM**

This form should be completed by the student's parent or legal guardian. It must be submitted to the School Director or coach *prior* to the start of *each sport season* a student plans to participate in.

Student's Name	Sex	Date of Birth
Address	Telephone	
Sport	Grade	

Concussion Regulations and Parent/Student-Athlete Education

In June of 2011, the state passed new **MANDATORY** concussion regulations that require parents and athletes to be aware of the signs and symptoms of concussions. By checking one of the options below and signing this form, you attest to the fact that you have viewed one of these links or if unable to view the link; have picked up a paper copy at the school's Main Office office.

\_\_\_\_\_ [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)

\_\_\_\_\_ <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

\_\_\_\_\_ [http://www.cdc.gov/concussion/pdf/Parents\\_Fact\\_Sheet-a.pdf](http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf)\*

\_\_\_\_\_ I have picked up a copy of Heads Up parent fact sheet

**YOU MUST HAVE CHECKED ONE OPTION ABOVE TO BE ELIGIBLE TO PARTICIPATE IN SPORTS**

**Has student ever experienced a traumatic head injury (a blow to the head)?**

Yes\_\_\_ No\_\_\_ If yes, when? Dates (month/year)\_\_\_\_\_

**Has student ever received medical attention for a head injury?**

Yes\_\_\_ No\_\_\_ If yes, when? Dates (month/year)\_\_\_\_\_

If yes, please describe the circumstances:

**Was student diagnosed with a concussion? Yes\_\_\_ No\_\_\_**

Yes, when? Dates (month/year)\_\_\_\_\_

Duration of symptoms (headache, concentration issues, fatigue, etc) for most recent concussion:

Parent/Guardian: Name (please print) \_\_\_\_\_

Signature/Date \_\_\_\_\_

Student: Name (please print) \_\_\_\_\_

Signature/Date \_\_\_\_\_

## Report of Head Injury During Sports Season Form

This form is to report a head injury (other than minor cuts or bruises) that occurs during an athletic event. It should be returned to the School Director and reviewed by the school nurse.

**For Coaches:** Please complete this form immediately after the game or practice for head injuries that result in the student being removed from play due to *possible* concussion.

**For Parents/Guardians:** Please complete this form if your child has a head injury outside of school related athletic activities.

Student's Name	Sex	Date of Birth
Address	Telephone	
Sport	Grade	

Date of injury: \_\_\_\_\_

Did the incident take place during a school activity? Yes \_\_\_ No \_\_\_

If so, where did the incident take place? \_\_\_\_\_

Please describe the nature and extent of injuries to the student:

**For Parents/Guardians:**

Did the student receive medical attention? Yes \_\_\_ No \_\_\_

If yes, was a concussion diagnosed? Yes \_\_\_ No \_\_\_

**I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, MY ANSWERS TO THE ABOVE QUESTIONS ARE COMPLETE AND CORRECT.**

Name of person completing the form: \_\_\_\_\_

(Please Print)

Signature/Date: \_\_\_\_\_

Relationship to student: (please circle one) Coach \_\_\_ Parent \_\_\_

**PLEASE RETURN THIS FORM TO THE SCHOOL DIRECTOR**