

LETTER FROM OUR PRINCIPAL

Dear CRLS Students and Families,

Welcome to Cambridge Rindge and Latin School and the 2013-2014 school year! Our faculty, staff and administration is committed to your achievement and we are excited to work with you. CRLS values ***Opportunity, Diversity and Respect*** and as the school year commences, I challenge each student to embody the core values embedded in our motto by excelling in academic and extracurricular pursuits while being a civically engaged and responsible student. Accordingly, I encourage both students and families to read the SY 2013-2014 Handbook in order to take advantage of all that the school offers and be knowledgeable of policies.

The SY 2013-2014 Handbook has been developed to support students' academic, social and extracurricular success. Should you need help or assistance, a review of the Handbook will guide you to those within the CRLS community that can best support your efforts and address questions. Within the document you will find comprehensive information regarding student services, co-curricular opportunities, academic procedures and disciplinary policies. Additionally, the Handbook contains contact information for all CRLS Learning Communities and the school's administration. Whether you are a new to the school or a senior, utilize this Handbook as a resource to further enhance your progress in 2013-2014. I look forward to working with you and I wish you the best of luck this school year.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Smith', written over a light blue horizontal line.

Damon Smith
Principal
Cambridge Rindge and Latin School

INTRODUCTION

In this handbook are the school-based rules that all CRLS students are expected to follow. If a student breaks any of these Codes of Conduct, he or she will be disciplined.

In addition to following these Codes of Conduct, CRLS follows the codes of conduct set forth in the *Cambridge Public Schools Rights and Responsibilities Handbook*. *The Rights and Responsibilities Handbook* lists the rules that all Cambridge Public School students are expected to follow. Both the CRLS Codes of Conduct and the *Rights and Responsibilities Handbook* apply to behavior of students while they are in school, at a school-sponsored activity, and on their way to and from school. You may obtain a copy of the *Rights and Responsibilities Handbook* from the CRLS Principal or the Office of the Deputy Superintendent. A copy of the *Rights and Responsibilities Handbook* is also published on the school district's website at www.cpsd.us.

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STUDENT LEARNING EXPECTATIONS

ACADEMIC EXPECTATIONS

The Cambridge Rindge and Latin School Student Proficiently:

1. Reads for information and understanding;
2. Communicates as a writer and speaker;
3. Represents ideas through an expressive medium;
4. Uses deliberate thinking processes to solve problems and develop ideas; and
5. Applies a variety of technologies to build and convey understanding.

SOCIAL EXPECTATIONS

The Cambridge Rindge and Latin School Student:

1. Demonstrates interpersonal skills that enable him/her to build positive, respectful, and productive relationships;
2. Recognizes and respects the physical, social, linguistic, and cultural differences of others; and
3. Pursues a life style that fosters physical, emotional, and psychological health.

CIVIC EXPECTATIONS

The Cambridge Rindge and Latin School Student:

1. Understands and exercises his/her rights and responsibilities as a citizen in a democratic and multicultural society;
2. Takes responsibility for his/her own actions and behavior in every setting; and
3. Fulfills community service requirements associated with involvement in clubs and other extracurricular activities.

TELEPHONE NUMBERS

CRLS Main Office	617-349-6630
Damon Smith, Principal	617-349-6630
Robert Tynes, Assistant Principal	617-349-6706
Secretary/Clerk,	617-349-6630/6632
FAX 617-349-6749	
Dr. Michael V. Ananis, Executive Director, RSTA	617-349-6766
Secretary/Clerk, Dosha Beard	617-349-7782
John Silva, Director of Safety & Security	617-349-6772
LEARNING COMMUNITY “C”	617-349-6674
Dean of Curriculum & Program, English	
Linda G. Mason	617-349-6676
Secretary/Clerk, Debbie Gentile	617-349-6674
Dean of Students	
Dr. Susie Espinosa	617-349-6681
Secretary/Clerk, Jean Kuropatkin	617-349-6680
Guidance Counselors:	
Dr. George Finn	617-349-6671
Stephanie Richards	617-349-6642
LEARNING COMMUNITY “R”	617-349-6736
Dean of Curriculum & Program, History	
Tanya Milner	617-349-6662
Secretary/Clerk, Carol Correira	617-349-6661
Dean of Students	
Maria DiClemente	617-349-6738
Secretary/Clerk, Berhan Duncan	617-349-6736
Guidance Counselors:	
Lorraine Davis	617-349-6684
Michael Tubinis	617-349-6757

TELEPHONE NUMBERS

LEARNING COMMUNITY “L” 617-349-6638

Dean of Curriculum & Program, Science

Allan Gehant 617-349-6637

Secretary/Clerk, Miriam DaSilva 617-349-6638

Dean of Students

Maria Filomena Silva 617-349-6664

Secretary/Clerk, Yvette Jackson 617-349-6663

Guidance Counselors:

Janani Nathan 617-349-6641

Laurance Kimbrough 617-349-6666

LEARNING COMMUNITY “S” 617-349-6652

Dean of Curriculum & Program, Mathematics

Jeff Gaglione 617-349-6650

Secretary/Clerk, Terry Gist 617-349-6652

Dean of Students

Jamalh Prince 617-349-6723

Secretary/Clerk, Donna DiTucci 617-349-6704

Guidance Counselors:

Dan Weathersby 617-349-6758

Jodi Mace 617-349-6655

Career and College Resource Center 617-349-6697

Coordinator of Guidance, Lynn Williams 617-349-6698

Secretary/Clerk, Paula Riley 617-349-6697

MCAS Coordinator, Gail Stein 617-349-6796

Parent Liaison, Greta Hardina 617-349-6660

Scholarship Coordinator 617-349-6736

School Nurse/Teen Health Center 617-349-6719 or 617-665-1548

IMPORTANT DATES

These dates can be accessed through First Class calendar

HOLIDAYS & VACATIONS

Thu, Sep 5	Rosh Hashana (School Holiday)
Mon, Oct 14	Columbus Day (School Holiday)
Wed, Oct 16.....	Eid Al Adha (School Holiday)
Mon, Nov 11	Veterans' Day (School Holiday)
Wed, Nov 27	Thanksgiving Recess (1/2 day)
Nov 28-29	Thanksgiving Recess
Dec 23 –Jan 1	Winter Vacation
Mon, Jan 20.....	Martin Luther King Day (School Holiday)
Feb 17-21	February Vacation
Fri, April 18.....	Good Friday (School Holiday)
Apr 21-25	Spring Vacation
Mon, May 26	Memorial Day (School Holiday)
Thu, June 5.....	CRLS Graduation
Mon, June 18	Last Day of School
Mon, June 25.....	Last Day of School w/5 snow days

SEMESTERS AND MARKING PERIODS

SEMESTER ONE

Marking Period One	Marking Period Two
09/03/13 – 11/8/13	11/10/13 – 01/24/14

SEMESTER TWO

Marking Period Three	Marking Period Four
01/27/14 – 04/4/14	04/7/14 – 06/18/14

COURSE ADD/DROP DATES

SEMESTER ONE	09/03/13 – 09/10 /13
SEMESTER TWO	01/27/14 – 01/31/14

PARENT TEACHER CONFERENCES

SEMESTER ONE

Tuesday	October 22, 2013	12:30-3:30 PM
Wednesday	October 23, 2013	8:00-11:00AM
Thursday	October 24, 2013	6:00 - 8:00PM

IMPORTANT DATES

SEMESTER TWO

Tuesday,	March 11, 2014	12:30-3:30 PM
Wednesday	March 12, 2014	8:00-11:00AM
Thursday	March 13, 2014	6:00 - 8:00PM

CRLS GUIDANCE DEPARTMENT EVENTS

Post-Secondary

Planning Night for Seniors.....September 11, 2013 at 6 PM

Career and College FairOctober 2, 2013 at 6 PM

Financial Aid Night..... December 4, 2013 at 6 PM

College Goal Sunday January 27, 2014 at 2 PM

Post-Secondary

Planning Nights For Juniors..... March 20, 2014 at 6 PM

TEST DATES

CRLS IS TEST CENTER #22-256 / C.E.E.B. NUMBER 220-493

SAT

Oct. 5, 2013 (Register by Sept. 6, 2013)

Nov. 2, 2013 (Register by Oct. 3, 2013)

Dec. 13, 2013 (Register by Nov. 8, 2013)

Jan. 25, 2014 (Register by Dec. 27, 2013)

Mar. 8, 2014 (Register by Feb.7, 2014)

May 3, 2014 (Register by Apr. 4, 2014)

June 7, 2014 (Register by May 9, 2014)

ACT

Sep. 21, 2013 (Register by Aug. 23, 2013)

Oct. 26, 2013 (Register by Sep. 27, 2013)

Dec. 14, 2013 (Register by Nov. 8, 2013)

Feb. 8, 2014 (Register by Jan. 10, 2014)

Apr. 12, 2014 (Register by Mar. 7, 2014)

June 14, 2014 (Register by May 9, 2014)

PSAT/ReadiStep

Will be administered during the school day on October 30, 2013 for all 10th and 11th grade students. The 9th graders will be administered the ReadStep assessment during PSAT administration.

STUDENT SERVICES

GUIDANCE DEPARTMENT

The mission of the Cambridge Rindge and Latin School Guidance Department is to foster academic and skills development along with individual responsibility and sound decision making, while preparing students for educational and career opportunities beyond high school. Working in partnership with families and community resources, students are guided in areas of personal/social development and academic/career post-secondary planning as they become responsible and civic-minded members of a very diverse and rapidly changing world.

Guidance counselors provide the following services to address student needs:

- Schedule courses;
- Develop a four-year academic plan;
- Monitor academic progress;
- Refer students for tutoring services;
- Recommend and assist in the TAT evaluation process;
- Provide counseling and referral services;
- Evaluate promotion and graduation eligibility;
- Provide career and college counseling;
- Coordinate the college application process; and
- Inform students of educational and scholarship opportunities.

Parents/guardians should feel free to contact their child's guidance counselor whenever they have concerns regarding student programs and progress.

COLLEGE INFORMATION

It is never too soon for students to be thinking about their plans following graduation. If these plans include college, students should be aware of the following facts:

1. Our **Career and College Resource Center** has complete information about all types of colleges, junior colleges, nursing schools, secretarial and business programs, and vocational institutions. Special computer terminals are available to give students the most accurate information about schools.
2. A special **Career & College Fair** will be held on October 2, 2013 from 6 - 8PM in the Frisoli Field House. Representatives from over 200 schools will be present to talk with parents/guardians and students about their institutions. Juniors and seniors should take advantage of this opportunity to obtain up-to-date college information.

STUDENT SERVICES

3. **College Boards (SAT, ACT, TOEFL)** – SAT's are administered at CRLS throughout the school year (see Test Dates listed on page 50. All students thinking about college should take the SAT. For the ACT and TOEFL testing sites please refer to the test registration booklets. Registration booklets for all tests are located in each guidance office and the CCRC. Students with disabilities should see their guidance counselors to review eligibility for special testing conditions. (See TESTING, below.)
4. Your counselor can help you with your **college applications, recommendations, and transcript preparations**. Special group sessions are held for all juniors and seniors to discuss post-high school plans.
5. Throughout the year **representatives from many colleges and vocational schools visit the CCRC** during the school day. Their visits are announced on the PA system and in the *Did You Know*. Interested students should sign up in advance at the CCRC. Students will receive a pass to speak with these representatives.
6. The guidance department sponsors a **Financial Aid Night** on December 4, 2013 at 6:00pm for parents/guardians and students.
7. All Sophomores and Juniors will take the **PSAT exam** which is given at CRLS during the school day. Information about this test will appear in the DYK in early October.

CAREER AND COLLEGE RESOURCE CENTER

Room 1501 Tel. 617-349-6697 Fax. 617-349-6698

The Career and College Resource Center provides students with current resources for college applications, PSAT, SAT, and other forms of college testing. Financial Aid forms, career development and exploration are also available.

SCHOLARSHIPS

The Scholarship Coordinator provides information in the DYK regarding opportunities for awards, scholarships and contests which offer prizes. In addition, a scholarship newsletter is sent to all senior Community Meetings during the first semester and all seniors receive a *Scholarship and Awards Booklet* in December which lists many scholarships and explains how to apply for them. Every spring deserving CRLS graduating seniors receive many scholarships and awards. Approximately \$150,000 was awarded through the CRLS scholarship program in 2013.

STUDENT SERVICES

Scholarship information is available from the Career and College Resource Center. All students are encouraged to take advantage of these scholarship opportunities.

LIBRARY

The Pearl K. Wise Library offers a variety of resources. The book collection of over 15,000 volumes is carefully selected to support the curriculum and to provide materials for independent reading. Students may borrow up to five books for two weeks at a time. Students are responsible for paying replacement costs for lost or damaged books. (\$15.00)

There are 30 computers for access to online sources as well as word processing and other applications. All computers are for schoolwork only - before, during and after school. The library subscribes to many online databases which are accessible through our web site at <http://www.cpsd.us/crls/library>. Library computers may not be used for: e-mail, chats, downloading software, any entertainment sites, sharing accounts or passwords, personal projects that are not school related, use of music CD's or other CD-ROM programs, headphones, destruction or theft of library hardware, hacking. If you break these rules, you will be disciplined and lose your computer privileges and you may lose pass privileges to the library as well.

The library staff works collaboratively with classroom teachers to plan and implement research and information skills instruction. Students may visit the library during school hours with a pass from a Dean, or without a pass before and after school. **Students must present their CRLS photo ID and have a completed Acceptable Use Policy (AUP) form on file in order to access computers at the Library.**

CAMBRIDGE-HARVARD SUMMER ACADEMY / SUMMER SCHOOL

The Cambridge-Harvard Summer Academy program is **free** and open to all current Cambridge Rindge and Latin School students as well as rising ninth graders from the Cambridge Public Schools. All current CRLS students in the ninth, tenth and eleventh grade may enroll in the Summer Academy. Students must consult with guidance counselor before being accepted into the program.

STUDENT SERVICES

HARVARD EXTENSION SCHOOL

Beginning in the sophomore year and based on their grades, CRLS Students may be eligible to apply for scholarships to study at the Harvard Extension School. Full-tuition scholarships are reserved for seniors. Eligible juniors and sophomores may apply for half-tuition scholarships. Eligible students must complete the Harvard Extension registration form, a scholarship application, an essay, and a teacher recommendation form. All scholarship applications are reviewed by the Harvard Extension School and all scholarships are awarded by Harvard. A student who receives a scholarship must take the course for undergraduate credit and will receive a transcript from the Harvard Extension School. Courses taken at Harvard Extension may also be placed on the CRLS transcript. All students must pay the registration fee and are responsible for the cost of the books and materials.

HIGH SCHOOL EXTENSION PROGRAM

The High School Extension Program is located off campus at 359 Broadway. The program provides an opportunity for students who need an alternative placement or who are identified as needing additional support in a small personalized setting. Students must apply and interview if they have an interest in attending. Contact Principal Dr. Joseph Dolan 617. 349.6880 for questions.

INTERNATIONAL STUDENT AND FAMILY CENTER

This Center located in 2112 is available to assist our international students and families. For more information contact Yvon Lamour at 617-349-6667.

TUTORING CENTER / CAMBRIDGE SCHOOL VOLUNTEERS

The Tutoring Center, a program of Cambridge School Volunteers (CSV), provides an environment in which all students can work toward their personal goals. Volunteers are available from 7:30- 3:30PM.

CRLS students may apply for individual tutors in the Tutoring Center, room 2401. Once a student is paired with a tutor, a twice-weekly commitment is expected for as long as the student requires support.

Drop-In Math, another program of CSV, is located near the Tutoring Center. Volunteer tutors are available before school for short-term, drop-in tutoring support in all levels of Math. No appointment is necessary. See the Tutoring Center manager for further information. 617-349-4873.

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UPWARD BOUND PROGRAM

The MIT-Wellesley Upward Bound program is a federally sponsored, year-round, educational program that provide academic support and career and college advising to low-income and/or first-generation college bound youths who wish to continue their education beyond high school. This program stresses the development of sound academic skills and motivation, and provides information and assistance regarding college admissions and financial aid. In addition to its school year program, the Upward Bound program offers a summer residential session consisting of six weeks of intense, academic study on the Wellesley College campus. For more information, contact your Guidance Counselor

OFFICE OF SAFETY AND SECURITY

John Silva, Director

Room 1102 617-349-6772

The Office of Safety and Security is dedicated to ensuring a safe, secure, disruption-free learning environment for all who attend Cambridge Rindge and Latin School. The primary role of a Safety Specialist is to support students with any safety related issues, concerns, or problems, from providing directions to performing mediations. We are available for support from 7:00AM-5:00PM.

MEDIATION

Mediation is a process that brings disputing parties together to resolve their conflicts and to produce acceptable solutions for everyone involved. The focus of mediation is to explore the potential for change in the behaviors and attitudes that led to the conflict. The goal of mediation is to create a jointly developed written or verbal agreement that each person involved feels is fair, balanced and an accurate reflection of the issues addressed during the mediation. Trained safety staff and faculty facilitate mediations.

The Peer Mediation Program at Cambridge Rindge & Latin School is a service provided by students for students and faculty. When a CRLS student has a difficult time or a problem with another student or teacher, he/she can bring it to Mediation. Two students who have received 20 hours of specialized training will be assigned to *confidentially* help the disputants or parties come to a voluntary agreement that is meant to prevent future conflicts. For more information contact Chandra Banks, District Wide Conflict Mediator, Office of Mediation Services x4945.

STUDENT SERVICES

TEEN HEALTH CENTER

The Teen Health Center is located on the first floor on the Broadway side of the Rindge Building. The Teen Health Center offers school health services for all CRLS students, sports physical exams for team members, primary medical care for teens who are registered as patients, and counseling services on a wide range of problems commonly encountered by teenagers. When visiting the school nurse during the school day students must have an official clinic pass signed by an administrator. To register as a patient, or for more information, visit the Teen Health Center or call 617-665-1548 or ext. 6719.

Students' physical and mental well being is extremely important to our staff. Any situation in which a student reveals the possibility of harm to him/herself or to others is taken very seriously. If you are worried about a friend, please consider the following:

- Do not ignore a threat to harm oneself or someone else.
- Do talk to your friend. Sometimes having someone listen can stop a person from harming him/herself or someone else.
- Do not be afraid to inform a school nurse, counselor, social worker, teacher, administrator, coach or safety specialist.
- Do get your friend to a staff person.

Special Notice Regarding Influenza

CRLS will follow state and local guidelines related to responses to influenza. Current guidelines encourage anyone with flu-like symptoms to stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. Students should stay home even if they are using antiviral drugs. The amount of time needed to stay home may accumulate to 5-7 days or longer. CRLS recognizes that not all students will be able to provide a note from a medical provider in this instance, and will rely on verification from a parent/guardian if a medical note is not easily obtained.

In the event of an absence from school less than 10 days, parents/guardians should contact the Dean of Students to report the absence and also the student's guidance counselor to make arrangements for work that might be made up at home. In the event of a prolonged absence (2 weeks or longer), CRLS will aim to provide homebound instruction.

STUDENT SERVICES

ADOLESCENT PARENTING PROGRAM (APP)

The Adolescent Parenting Program is specifically designed to meet the needs of teenage mothers and fathers, and teenagers who are pregnant. Students who are interested in this program should see their counselor.

Students Who Are Pregnant, Parents or Married

Students who are pregnant, parents or married shall be encouraged to continue in school. Such students are permitted to remain in their regular academic classes and to participate in extra-curricular activities with other students. Additionally, pregnant students, after giving birth, are permitted to return to their same academic and extracurricular activities as before giving birth. No student who is pregnant, a parent or married shall be denied access to classroom instruction or extra-curricular activities, nor be suspended, expelled, excluded or otherwise disciplined due to marriage, pregnancy or parenthood.

THE YOUTH EMPLOYMENT CENTER (YEC)

The Youth Employment Center brings information and applications into the school from youth employment programs located around the city. Eligibility for these programs may be based on age, family income level, place of residence and/or grade point average. To find out if you are eligible, stop by the YEC in Room 2104 and talk to a staff person. The office is open every day during both lunches and on Monday and Wednesday after school. Stop by during office hours for more information. New information is announced in the DYK. Spaces in all employment programs are limited. We can't guarantee you a job, but we will try to help.

WORKING PERMITS

Working permits are required for students aged 14-16 years. Working permits are available through the RSTA Office (1309) during lunch and after school.

CHARLIECARD / PASS

Student Monthly "T" passes will be offered through the Deans of Students' offices. For the 2013-14 school year, once a student has purchased a monthly pass, a plastic, numbered CharlieCard will be issued to that student, and will be used for the entire school year. Once payment is received by the school, the CharlieCard will be activated.

STUDENTS SHOULD NOT DISPOSE OF THEIR

CHARLIECARD. The card will remain active as long as payment is

STUDENT SERVICES

made each month. Payments can be made on a monthly basis, several months in advance, or for the entire school year. If a monthly payment is not made, the school will notify the “T”, and the CharlieCard will be deactivated for that month. Upon payment, a student’s CharlieCard can be reactivated. If a student no longer wishes to participate in the program, they should return their card to the Dean of Students office, and the numbered CharlieCard will be reassigned to another student or returned to the “T”.

Students are also offered a Student CharlieCard that is free, and the student has to go to a “T” station and put money on it and when they use it they will be charged a reduced student fare.

For more Information students should contact their Dean of Students.

LOST AND FOUND

Students who find lost articles are asked to take them to the Security Office (1102) where the owner can claim them.

EXTRACURRICULAR ACTIVITIES

ATHLETICS

Refer to Athletic Department Handbook for philosophy, program goals, and student- athlete expectations on the CPSD Website (under Athletics).

FALL SPORTS (begin August 19TH for football and all other Fall Sports August 22nd) Boys Soccer, Cross Country, Football, Football Cheerleading, Girls Soccer, Girls Swimming and Diving, Girls Volleyball, Golf, Rowing, Sailing.

WINTER SPORTS (beginning Monday, November 25th) Basketball Cheerleading, Boys Basketball, Boys Ice Hockey, Boys Indoor Track, Boys Swimming and Diving, Girls Basketball, Girls Ice Hockey, Girls Indoor Track, Gymnastics, Ice Hockey Cheerleading, Wrestling.

SPRING SPORTS (begin Monday, March 17th) Baseball, Boys Lacrosse, Boys Tennis, Boys Volleyball, Crew, Girls Lacrosse, Outdoor Track, Girls Tennis, Softball.

CLUBS

Clubs provide an opportunity for students to expand knowledge and work with other students. Clubs are open to all students and are supervised by a club advisor. Each Fall, CRLS holds Club Day which features exhibits, club goals and activities where students are encouraged to sign up and get involved (See CPSD website for a list of extracurricular activities).

SCHOOL GOVERNMENT

LEADERSHIP POSITIONS for 2013-14 SCHOOL ELECTIONS SCHOOL GOVERNMENT

The goal of the student government program is to support the development of students' leadership skills, to allow students to take an active role in student government and school-wide issues, and to provide various opportunities for students to exercise their leadership skills. Elections are held during the first week of June. Seniors are elected by majority vote for the Executive Committee positions:

- Senior Class President, Vice President, Secretary
- Student Body President, Vice President, Secretary

Juniors and sophomores, four per class, are also elected by majority vote as class representatives in early June. Freshman elections are held in the fall. Additionally, each Community Meeting will elect one Community Meeting ambassador and one alternate as a representative to student government.

To participate in student government, you must:

- Be a student in good standing
- File nominations papers by stated deadline
- Be approved as a candidate
- Conduct a campaign for election

Minimum Required Meetings: Weekly before/after school at designated time (to be determined). Students

STATE MANDATED OFFICES

CRLS STUDENT SCHOOL COMMITTEE*

2 POSITIONS

The CRLS Student School Committee provides a learning experience in policy-making and the operation of city schools, allows students to develop self-confidence and leadership skills in a public forum, provides an opportunity to learn more about the educational system, and to have a voice in their education. The students elected will represent the interests and concerns of the CRLS student body through discussion, projects and proposals presented to the Cambridge School Committee. Students will be required to participate in training and planning sessions and to attend the Cambridge School Committee meetings, held on the first and third Tuesday evenings beginning at 6 PM in the School Committee Room at CRLS. They may also be required to attend sub-committee meetings that relate to student issues.

SCHOOL GOVERNMENT

CRLS Student School Committee members elect a chairperson who will serve for a term of one year as an ex-officio, nonvoting member of the Cambridge School Committee without the right to attend executive sessions, unless expressly granted by the Cambridge School Committee. The CRLS Student School Committee chair is subject to all Cambridge School Committee rules and regulations.

Meetings: 2x/month, Tues. 6PM + planning meetings, *mandated by state law

STUDENT GOVERNMENT DAY REPRESENTATIVES/ DELEGATES*

2 Positions: 1 Delegate/1 Alternate, Gr. 11 & 12

These positions provide training and experience in the entire process of representative government and the right of free petition in preparation for Student Government Day in April when students from around the State take over the State House and assume the leadership of State Government. All Student Government Day Representatives become eligible to assume the role of a member of state government – the executive, legislative, and judiciary branches of state government, including the governor and members of his cabinet on Student Government Day.

Meeting: April, *mandated by state law

MEMBERS OF THE STUDENT ADVISORY COUNCIL TO THE MASSACHUSETTS BOARD OF EDUCATION

2 Students elected by Majority Vote, Gr. 9-12

Members of the Student Advisory Council (SAC) advise the Commissioner of Education and have a voting representative on the State Board of Education. SAC members act on Massachusetts' educational policy and student rights. Projects include lobbying for educational legislation, writing curriculum recommendations, organizing student conferences, and participating in the Department of Elementary and Secondary Education's activities such as visits of other schools.

Meetings: 1st week of the month beginning in October (Full year commitment) ACADEMIC PROCEDURES

Student Obligation

Return all classroom and library books, athletic gear, and other school issued materials prior to ending the school year.

ACADEMIC PROCEDURES

GRADUATION

In order to receive a CRLS diploma all seniors must fulfill the graduation requirements (including the English, Math, and Science MCAS exams).

Students that have not passed the English, Math or Science MCAS will not receive a CRLS diploma.

A “Senior Letter” will be sent home notifying families of important information regarding expectations and details for earning **Senior Privileges**. For more information, please contact your Dean of Students.

EARLY GRADUATION REQUIREMENTS

The purpose of early graduation is to permit students who have fulfilled graduation requirements the opportunity to graduate early. The school does not encourage students to graduate early, but does provide a procedure for those with valid reasons. Early graduation can occur beginning second semester of Grade 11. Any student interested in early graduation should see their Guidance Counselor and their Dean of Curriculum for further information.

CLASS VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian are the seniors with the two highest Cumulative Grade Point Averages. The selection of Valedictorian and Salutatorian is determined after the third marking period of the senior year when the allotted time for grade correction has expired (three weeks from the date report cards are issued.)

To be considered for Class Valedictorian or Salutatorian, seniors must meet the following requirements.

- Be a full-time CRLS student
- Be in “good standing,” which means having completed 170 credits by the beginning of senior year, and
- Been enrolled at CRLS as a full-time student for the seven (7) marking periods (quarters) immediately preceding the calculation of the class rank to determine Valedictorian and Salutatorian.

Part-time students and students in ungraded classrooms are, by definition, ineligible.

SENIOR CONTINUATION

Seniors who have failed courses and are not graduating must repeat the year with the permission of the principal or attend summer school.

ACADEMIC PROCEDURES

They may not attend class after senior finals; however, a senior who is not graduating has the right to continue in class provided that:

- The student was enrolled in the class and the class is one that remains in session until the end of the school year;
- The Dean of Students, in consultation with the teacher, considers the arrangement feasible, and receives the approval of the principal.

PROMOTION / RETENTION PROCEDURE

Promotion to Grade 10

At the end of 9th grade students must have earned 60 credits and passed 3 of the 4 following core academic courses*: English or 2 semesters of ESL, History, Math, or Science to be promoted to the 10th grade. Students who have not met this requirement will remain in 9th grade.

Promotion to Grade 11

At the end of 10th grade students must have earned 120 credits, earned 70 out of 90 credits in the following core academic courses*: 20 credits in English or 4 semesters of ESL, 20 credits in History, 20 credits in Math, 20 credits in Science, 10 credits in World Language. Students who have not met this requirement will remain in 10th grade.

Promotion to Grade 12

At the end of 11th grade students must have earned 170 credits, earned 30 credits in English or 6 semesters of ESL, 10 credits in World Language and earned 80 out of 90 credits in the other core academic courses*. Students who have not met this requirement will remain in 11th grade.

LETTER GRADES

CRLS issues letter grades based on the following scale:

A+	97-100	C-	70-72
A	93-96	D+	67-69
A-	90-92	D	63-66
B+	87-89	D-	60-62
B	83-86	F	Failing (50)
B-	80-82	P	Passing
C+	77-79	I	Incomplete
C	73-76	NM	No Mark

AVF (Attendance Violation Failure) 50

ACADEMIC PROCEDURES

COURSE REQUIREMENTS

Grading:

- Teachers will provide all their classes with an explanation of their grading procedures and their expectations for students.
- Explanations and expectations are given out in writing during the first few weeks of each course. Students should make sure that they obtain their copy and keep it in their notebook. Students should also be sure they understand what is expected of them in each of their classes.
- Parents/Guardians will receive copies of class grading procedures at the first Parent-Teacher Night.

Early Examinations: Students are discouraged from asking to take midterm and final exams early. All requests for such early testing must be made to the Dean of Students.

REPORT CARDS/INTERIM REPORTS

Report cards/Interim Reports are issued to students and parents/guardians four times each year.

- Report cards are usually distributed 10 days after the close of grades.
- Interim Reports are usually distributed midway through each term
- Report cards/Interim Reports are very important and should be reviewed carefully. Parents/Guardians and students may schedule an appointment with any teacher to discuss class performance and progress.
- Report cards are used to determine athletic eligibility.

SCHOOL GRADING PROCEDURES

Grade Corrections: Once a teacher has issued a grade, it becomes an official part of the school record. If a teacher has made an error in calculating a grade (i.e. added wrong, forgot to include a project or grade, etc.) then the following procedure is to be followed:

- 1) **The student or parent/guardian of said student must make all grade-correction requests to the teacher within three weeks from the date report cards are issued. Grade correction requests submitted after this date will not be reviewed.**
- 2) **If the teacher determines that an error was made in calculating the grade, he/she will complete a CRLS Grade Correction form**

ACADEMIC PROCEDURES

indicating the correction and reason(s) for the change. All Grade Correction forms must be submitted to his/her Dean of Curriculum for review and approval. Under no conditions can a teacher change a grade because the student made up work after the marking period closed.

Incomplete Grade: If a student has missed extensive work due to absenteeism resulting from a family emergency or prolonged illness, the teacher may allow the student to make up missed work and/or tests after the marking period has closed by giving the student an Incomplete (“I”) and by filling out an Incomplete Grade Contract form which is submitted with the teacher’s grade list to the Dean of Curriculum. A copy of the Incomplete Contract is to be given to the student by the teacher. All Incomplete Grades (“I”) must be changed to a grade the following marking period.

HONOR ROLL

- **First Honors:** A student must earn all A grades.
- **Second Honors:** A student may earn any A or B grade, but no grades below a B-.

COURSE CHANGE PROCEDURE

Course change requests will be granted **ONLY** when the student’s program is deemed to be educationally inappropriate. No schedule change will be made unless a very serious problem exists. Counselors will be available for schedule changes by appointment only during the drop/add period.

Only those requests for course changes that satisfy the guidelines listed below will be considered:

- To correct an error;
- To drop or add a course as a result of summer school;
- To add a course in a scheduling gap;
- To add a required course;
- To balance a student’s academic courses over two semesters
- A student is scheduled to repeat a course and has the same teacher assignment
- To change to a more appropriate level in a course in which you are already enrolled; or
- As a result of a Special Education Team decision.

No course changes will be made during the last two weeks of a term. In order to make a program change, a student must meet with his/her Guidance Counselor.

ACADEMIC PROCEDURES

COURSE LEVEL CHANGE

Course level changes must be made no later than one week after the mailing of report cards: Q1 or Q3 for a semester long course; or Q2 for a year long course.

In order to make a program change a student must meet with his/her Guidance Counselor.

COURSE WITHDRAWALS

- Students who withdraw from a class within two weeks prior to the close of grades will receive a grade for that course.
- Students who withdraw prior to the two weeks of closing of grades will receive WP or WF as a grade for that marking period.

In order to make a program change, a student must meet with his/her Guidance Counselor.

NATIONAL HONOR SOCIETY MEMBERSHIP

Juniors with a cumulative GPA of 87 or higher will automatically receive an application after the second marking period. All students who meet these requirements and are interested in applying for membership must:

- Submit a completed NHS application;**
- Provide supporting documentation;**
- Fulfill 20 documented hours of community service prior to specified deadlines.**

In addition to the academic requirements listed above, applicants will also have to meet requirements in the following areas:

1. **Character**: The applicant must ask an adult (other than a family member) who knows him/her well to submit a recommendation letter attesting to the applicant's honesty and integrity.
2. **Community Service**: The applicant is required to have performed at least 20 hours of community service (for example: volunteer activities in youth centers, homeless shelters or tutoring) prior to applying for membership. Once inducted, the student will have to perform 40 documented hours of service per year in order to maintain membership (verified twice a year). In addition, student must attend regularly scheduled meetings and participate in designated NHS activities.
3. **Leadership**: The applicant will have to submit references

ACADEMIC PROCEDURES

documenting his/her leadership accomplishments in school or community related activities (for example: student government responsibilities, initiating a student club or organizing cultural events).

All applications and supporting documentation will be carefully reviewed and acted upon by the NHS Faculty Council. Applicants who meet the above criteria will be selected and notified accordingly.

NOTICE REGARDING STUDENTS WHO LEAVE SCHOOL

The Cambridge Public Schools is committed to having students complete their elementary and secondary education. In the event that a student who is sixteen years of age or older seeks to leave school without a high school diploma, certificate of attainment or certificate of completion, the Cambridge Public Schools adheres to the requirements of M.G.L.c. 76, §18 and follows the procedures set forth below:

1. The principal or designee issues a letter to the parent/guardian of the student notifying the parent/guardian that the student either (a) has expressed an intention of withdrawing from school without an intention of returning, or (b) has had fifteen (15) consecutive absences from school and indicating the student's last date of attendance at school.

In order for the school to determine whether the student is withdrawing from school without intending to return, the school schedules a meeting with the student and his/her parent/guardian for the purpose of discussing the reasons why the student wants to leave school and to explore alternative educational and other placements for the student prior to him/her formally withdrawing from school. The parent/guardian may request that the date and time of this meeting be changed provided that the extension of time shall be no longer than fourteen (14) days from the date of issuance of the letter by the principal or designee.

2. After the meeting has been held with the parent/guardian and the student, the principal or designee issues a letter to the parent/guardian of the student summarizing what was discussed and any decision that was reached at the meeting, including but not limited to, whether the student is returning to school, pursuing an alternative educational placement, pursuing other support services or permanently leaving school.

3. In accordance with the provisions of M.G.L.c. 76, §18, any determination that that a student would be permanently leaving school shall not be construed as a permanent exclusion of the student if he/she wishes to resume his/her education.

OTHER PROCEDURES

ACCEPTABLE USE POLICY (AUP): The Cambridge Public Schools computer network is established for limited educational purpose and has not been established as a public access service or a public forum. Accordingly, the Cambridge Public Schools has the right to place restrictions on the use of network and to require users to abide by system rules. Signed understanding of AUP's and system's rule must be returned to Dean of Students; this document is in the required booklet form.

EMERGENCY SCHOOL CLOSINGS

The decision to close school due to weather conditions or other emergencies is made by the Superintendent of Schools before 6:00 A.M. on the day school is to be closed and parents/guardians will receive an automated phone call. Parents/Guardians and/or students can call the LINK LINE at 617-349-6513 after 6:00 A.M. or check the CPS web site (<http://www.cpsd.us>) for up-to-date information. School closings will also be announced on the radio and television stations. Please do not call the Police or Fire Department or the CRLS Main Office.

FIELD TRIPS

Permission to participate on a field trip may be denied for legitimate reasons, including failure to return a signed permission form from parent(s)/guardian(s). All CRLS rules governing behavior apply to students on field trips and all violations are subject to school discipline. Students are expected to make up all class work missed because of field trips

FUNDRAISING

All fund raising activities for and at CRLS must be approved by the Assistant Principal. Any club advisor, administrator, teacher, coach or student wishing to raise money must receive approval before doing any publicity, solicitation, or selling. All food sales must be deemed "healthy". This procedure allows all groups an opportunity to raise funds and not be in competition with one another. Organizations wishing to reserve days for their fund raising activities should check with the Assistant Principal.

OTHER PROCEDURES

HALL PASSES

- It is the **student's** responsibility to have a pass while in the hallway; students without a pass are in jeopardy of receiving a detention.
- During class time, any student outside of a classroom must have a valid pass from a school official. It must include the student's name, date, time, destination, and the sending teacher's signature.
- In an effort to ensure that students have every opportunity for achievement, it is important that passes be distributed only in emergency situations.
- No passes should be distributed during Community Meeting and the first **and last 10 minutes of the class period**.
- All passes must be visible when carried.

LOCKED DOOR POLICY

For safety reasons, CRLS has a locked door policy. Students found assisting trespassers to enter the CRLS school buildings will be suspended from 1-5 days depending on the severity of a problem that may arise due to the trespasser entering the building. All visitors are to report to the security desk (main entrance) upon entering the building.

LOCKERS

Lockers will be provided by Deans of Students and are available for each student at a one-time, rental cost of \$5.00. Lockers will **only be issued when all required student forms have been received for the current academic year**.

- Only School Department issued locks are to be used. All other locks will be removed at the student's expense.
- Since lockers are the property of the Cambridge Public Schools, the school maintains the right to search lockers if there is reason to believe the locker contains contraband, weapons, or evidence that will link the locker to trafficking in contraband, or if there is a clear and present danger of immediate physical threat to the school and/or students. The school will conduct announced and unannounced locker inspections to ensure compliance. See the *Rights and Responsibilities Handbook*.

OTHER PROCEDURES

- Students may not share lockers with other students. Students may not write or put stickers on their lockers and must keep their lockers neat and clean.
- The Cambridge Public Schools is not responsible for any items stolen from lockers.
- At the end of the school year, students are to remove belongings from their lockers. Failure to do so will result in the removal and disposal of all contents of the locker. The Cambridge Public Schools is not responsible for the loss of property left in the locker after the last day of school.
- The replacement cost for a lock is \$5.00.

LOST BOOK PROCEDURE

If a student loses a book or instructional materials, a penalty not related to the instructional program, such as prohibiting the student from attending certain activities, may be imposed until the department is reimbursed for the replacement value of the book(s) or instructional materials.

- Students are financially responsible for all library materials signed out to them. The library follows the same procedure as that set for textbooks. Library users with overdue books are sent a letter which states that there is a charge of \$15.00 for a hard cover book which will be assessed if the book is not returned immediately. After two months, a letter will be sent to the parent/guardian asking for payment for the book or materials. This procedure covers all catalogued materials, with a minimum charge of \$5.00. However, the library charges \$3.00 as a flat rate for any uncataloged item.
- Students who do not return their book or complete a lost/non-returned book form may have a penalty imposed, such as being prohibited from attending certain activities not related to the instructional program. Checks should be made out payable to CRLS/(department name).

OTHER PROCEDURES

POSTERS

Students, club advisors, teachers and all individuals and organizations who wish to display posters advertising any activity must receive a stamp of approval from the Main Office for each poster.

- Posters should be hung on bulletin boards **only**. It is strictly forbidden to affix poster/flyers to any painted surfaces, glass surfaces or any other that are not designated bulletin boards. The students and their advisors will be held financially accountable for any damages caused by improperly placed posters or flyers.
- Posters must be removed by the sponsoring organization within 48 hours after the event is over.

SCHOOL DANCES

- CRLS dances are a school-wide activity produced by students and advisors as fund-raisers and community builders. Only students who are enrolled at CRLS are allowed to attend after-school dances.
- All students are required to show an ID card at the entrance and pass through a metal detector to enter a CRLS dance.
- Rules for behavior at dances will be posted at the entrance to the dance and distributed when tickets are purchased.

All CRLS rules, including those regarding the prohibition of weapons, drugs and alcohol, apply to all dances. Violators will be reported to Security and Deans of Students for disciplinary consequences. Additionally, students who have been charged with violation of student codes of conduct will be placed on the “no dance list” and will not be allowed to attend school dances until such behavior is changed to the satisfaction of school officials.

SPECTATOR EXPECTATIONS

Be a fan, not a fanatic!!

- Attending a high school event is not a right, but rather a privilege.
- Cheer for your team, rather than belittling the opposition. All cheers should be positive at all times. Do not verbally assault or abuse players, coaches, other spectators or officials.
- Obey and respect faculty supervisors who are responsible for providing a safe and friendly venue. Respect the integrity and judgment of game officials.

OTHER PROCEDURES

- Negative chants are prohibited. Examples include use of players name and/or number in a negative way, cursing, or any form of taunting.
- Booing of cheerleaders is not allowed.
- Noisemakers, inappropriate signs, newspapers, etc., are not allowed.
- Stay off the playing area at all times.
- Respect school property. Do not damage bleachers, school equipment or any part of the facility.
- The use of alcohol, tobacco products, and drugs are strictly forbidden.
- Removing your hat and remain standing for the entire National Anthem

STUDENT PHOTO ID CARDS

In order to have full access to the school library and to participate in certain school activities, it is necessary to have a CRLS Photo ID Card. Pictures will be taken in the fall. Students must have all required forms submitted in order to receive their Photo ID Card. Initial ID cards are free of charge however, a minimal fee will be charged for replacement ID's.

STUDENT SHADOWING

Current 8th graders wishing to shadow a 9th grade student **must** be **pre-approved** by the Dean of Students of the Learning Community and the present elementary school principal/assistant principal, and submit a completed permission form. Eighth grade students will **ONLY** shadow 9th grade students.

Eighth grade visits will be scheduled beginning November 1st and upper class visits may begin on October 1st exclusive of exam periods (no exceptions). No shadowing will be permitted after final week in May. Upper class students wishing to shadow must also have pre-approval. Failure to follow proper school procedures will result in the visitor being sent home and the CRLS student may receive disciplinary consequences. Because the school cannot be responsible for any students other than those registered at CRLS, students should not bring friends or siblings to school.

OTHER PROCEDURES

VISITORS (STUDENT) & GUESTS

To maintain safety and security, all visitors to the school must register upon entering and exiting the Main Entrance security desk, and must wear a visitor's pass displaying their name and intended location while in the building. If a visitor disrupts or interferes with the work of students, teachers or other employees by behaving inappropriately or insisting on visiting at inappropriate times, the Principal, or his designee, may place limitations on the individual's ability to visit the school.

STUDENT EXPECTATIONS / CPS RIGHTS & RESPONSIBILITIES

APPROPRIATE SCHOOL BEHAVIOR

CRLS expects students to follow all school rules while at school and during all school-sponsored events, assemblies and plays, field trips, class and club trips, after-school associated programs whether held on or off campus, and while traveling to and from school. Students who fail to conduct themselves in a proper manner face school discipline, including suspension and/or expulsion.

CRLS ATTENDANCE POLICY

CRLS uses a block schedule, which means that attendance at each class is vital to successful learning. Under our system, students are expected to be in each class a minimum of 95% of the time (i.e., students should not be absent from classes more than four (4) times each quarter to achieve this goal).

- a) Parents/Guardians must call the school to give notification of an absence by no later than the morning of the absence.
- b) If a call is not made, a note from the parent/guardian or the student's medical provider is due on the day the student returns to school.
- c) In instances of chronic or irregular absence reportedly due to illness, the student's dean may request a physician's statement certifying such absences to be justifiable.
- d) If an extended absence of a student is foreseen, the parent/guardian should contact the student's Dean of Students to make arrangements for completion of academic requirements.
- e) A student who is truant, chronically absent or tardy will be referred to the Office of Safety and Security. The Director of Safety and Security, after consultation with the appropriate administrator, will review each matter and initiate corrective action which may include referral to the Middlesex County Court if the student is deemed to require additional services under the direction of the Court.

Excused absences, including verified personal illness, will not be counted against a student and will not result in the issuance of an Attendance Violation Failure (AVF) if the absences fall into the following categories.

- a) absences attributable to personal trauma; grieving, death in the family.
- b) observance of a religious holiday

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- c) medical appointments or counseling visits that absolutely cannot be made outside of school hours
- d) legal matters requiring a personal appearance
- f) suspensions in and out of school
- g) school-related trips, assemblies or meetings
- h) college visits (two days in junior year and three days in senior year)
- i) one trip or educational experience of no more than five days during a student's years at the high school

Four unexcused absences in any class, however, will result in an Attendance Violation Failure. In this case, a grade of AVF will be issued for the term grade by the Dean of Students. In addition, three unexcused tardies to class will be counted as one unexcused absence.

Unexcused absences include:

- a) Truancy from school or from individual classes
- b) Trips not approved in advance by the principal
- c) Looking for employment without the approval of the principal
- d) Staying home to avoid an examination in a given subject or to study for an examination
- e) Leaving the school building during the school day without signing out in the dean's office
- f) Oversleeping or otherwise being tardy to school (Three unexcused tardies will be counted as one unexcused absence)
- g) Remaining on or near school grounds, but not attending assigned classes
- h) Any other absence that is not excused or any excusable absence that is not reported by a parent/guardian by a phone call or written note from a parent/guardian or the student's medical provider upon the student's return to school

TARDINESS TO SCHOOL/CLASS

School begins at 8:05. Students are expected to be in their classrooms by this time. Students arriving after 8:05, or not in class by this time, must sign in with a Dean of Students (or designee) and receive a late pass to enter class. Failure to sign in violates school rules and may lead to detention.

Upon receiving a 12th unexcused tardy in any one class, a student will receive an AVF for the course.

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Students who have been issued an AVF due to an Attendance Violation will have the right to appeal within ten (10) days of the issuance of the failing grade. If the appeal is denied, the parents/guardians may within ten (10) days of the denial, submit a written appeal to the Superintendent of Schools for his/her review. The decision of the Superintendent will be final.

AVF Semester course

- Students who earn AVF both terms of the semester in a half-year course will receive an F for the final grade in the course
- Students who receive an AVF mid semester and then show marked improvement in their attendance throughout the second half and to the end of the semester (and do not earn an AVF) will receive credit
- Students who earn an AVF only in the second half of a semester will be evaluated by the Teacher Assistance Team (TAT) and the Dean of Students, who will decide whether credit will be awarded.

AVF Year long course

- Students who earn an AVF for only one of the first three quarters, and who have passing grades for the other quarters, will still earn credit for the course. (Except in the fourth quarter: see below).
- Students who earn an AVF for two of the first three quarters will be evaluated by the Dean of Students and the TAT, who will decide whether credit will be awarded to the student in the course.
- Students who earn an AVF in a class for three or more quarters will receive an F as his/her grade in the course and will not receive credit.
- Students who earn an AVF 4th quarter, even if it is the only AVF earned in the course to date, also risk for losing credit in the course. These cases will be evaluated individually by the Dean of Students and the TAT, who will award credit accordingly.
- AVF Buy-Back Opportunity

At CRLS, it is our goal to help each student be successful even when they have accumulated unexcused absences or tardies. A student who has a pattern of excessive cutting, tardiness, or absences that could

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result in an attendance violation failure may be eligible for a buy-back opportunity. The student's Dean of Students will determine if the student is eligible to have a contract which will identify the specific requirements. Students who fail to complete the terms of the contract will receive a failing grade for the term.

CODES OF CONDUCT

Cutting Class

Cutting class is a deliberate, unexcused absence from a class. Cutting multiple classes during a given school day will result in a suspension. Students who cut one class in a given day will be given the following consequences:

- Cutting a class for the 1st time in a quarter results in two detentions
- Cutting a class for the 2nd time in a quarter results in two detentions and parent/guardians notification.
- Cutting a class for the 3rd time in a quarter results in out-of-school suspension and parent/guardian conference.
- Cutting a class for the 4th time in a quarter will result in a grade of AVF for the course that quarter and a possible loss of credit for the course.

Cutting Community Meeting

Community Meeting counts towards instructional time and is where the CRLS official daily attendance is taken. All students must report to their assigned Community Meeting each day. Students that do not attend Community Meeting will be subjected to disciplinary consequences including exclusion from participating in afterschool athletic and extracurricular activities.

Detention

All attendance-related detentions may be served with a teacher or with a Dean of Students during lunch period. Teachers are encouraged to assign their own detentions in their classrooms to students as a strategy to promote stronger relationships as well as a richer and more respectful classroom environment.

Students who are assigned an afterschool detention are not excused from serving detention because of work or extracurricular activities.

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- Students are expected to bring books or work to detention and to remain quiet.
- Student must make up missed detention or face further disciplinary consequences.

CAFETERIAS: HELP KEEP OUR CAMPUS CLEAN!

- Food and beverages are only to be consumed in the Cafeteria or outside the building. Food and beverages are not to be consumed in the corridors or classrooms.
- Glass containers of any type are not allowed in the building.
- Students are expected to pick up after themselves both in the cafeterias and outside the building. Use trash & recycling containers.
- Be courteous and wait patiently in line.
- Eat your lunch while sitting appropriately at a table or standing at a counter.

Failure to comply with these rules will result in disciplinary consequences.

CAMPUS BOUNDARIES

Students are not to leave the school area bounded by Felton, Broadway, Ellery and Cambridge Streets.



- Students may leave the campus, but not go beyond these boundaries, during their assigned lunch time **only**.
- During Community Meeting and scheduled class time, students must remain in the CRLS buildings.
- Cambridge Public Library is off-limits during lunch and during the school day unless students are accompanied by a teacher.
- Students need to be respectful and not trespass/loiter on private property.

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Students found off campus in violation of the above rule will receive the following penalty:

- Parent/Guardian will be notified and a warning will be issued. Any subsequent offenses will result in an out of school suspension.

Students found in an “unauthorized area”* will receive the following penalty:

- Student conference and detention. Any subsequent offenses will result in further disciplinary action.

*(An unauthorized is any area in which a student does not have a pass or permission to enter; it also includes elevators and staff bathrooms)

DISMISSAL

Students who need to be dismissed during the school day must bring a note from their parent/guardian dismissing him/her, or have his/her parent/guardian contact the Learning Community Office prior to the start of school. Once dismissal is verified, the student will be given a dismissal note which they **MUST** present to the classroom teacher prior to dismissal. Students must also sign out in their Learning Community Office *before* they leave the building. Failure to do so will result in a class cut.

ELECTRONIC DEVICES

CRLS policy is predicated on the notion that we need to teach students how to make appropriate decisions regarding the use of electronic devices. Appropriate use of electronic devices such as cell phones, radios, head sets and sound equipment is permitted **during passing time** in the hallways and in the cafeteria during lunch time, and in a classroom when teacher has given permission (provided it is not disruptive to the environment).

Inappropriate use of technology

- Disrupting others
- Cheating
- Inciting/promoting fight
- Harassment/bullying/cyberbullying sexting
- Personal videos/pictures/voice recording
- Texting/calling (**leaving class to text/call**)
 - > **In hallways/bathrooms during class time**

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- During direct instruction
- In a meeting
- During assemblies/performances/presentations
- In the auditorium
- In a school office
- During the pledge of allegiance/playing of national anthem
- While in line in the cafeteria, credit union
- When addressing adults
- Standardized testing (MCAS/SATs)
- In a class **without** explicit teacher permission

If a student uses any of these devices inappropriately, the student will be referred to the Dean of Students. Any subsequent offenses will be considered defiance of school authority and students will be disciplined accordingly.

- **FIRST OFFENSE:** warning
- **SECOND OFFENSE:** Confiscated*, returned at the end of day
- **THIRD OFFENSE:** Confiscated, detention (returned after completed detention)
- **SUBSEQUENT OFFENSES:** Confiscated, parent/guardian notified; and device returned only to parent/guardian during school hours

*The Cambridge Public Schools and its employees, representatives and agents do not offer any express or implied warranties for the protection of property confiscated for violation of school rules and are not responsible for, and shall not be held responsible for damages or losses sustained as a result of property being confiscated for violation of school rules.

ELEVATORS

Students are not permitted to use any elevator in the school without written permission from a staff member. Students found using the elevators without permission will face disciplinary action as well as pay the cost of repairs resulting from their unauthorized use if damage is

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done. Students who need to use the elevators for medical reasons need a note from the school nurse, submitted to the clerk in their Learning Community office. A ten dollar (\$10) refundable deposit is required to obtain an elevator key.

FAILURE TO IDENTIFY/FALSE NAME

CRLS students are expected to identify themselves to any teacher or other staff member when asked. Failure to identify oneself or giving a false name will result in **at least** a one-day out of school suspension assigned by the Dean of Students.

FREEDOM OF EXPRESSION AND ASSEMBLY

Students in a school setting have Constitutional rights as defined by court decisions. These rights include the right to express themselves by speaking, writing, wearing or displaying symbols such as buttons, badges, emblems or arm bands or through other media or forms of expression and to peaceably assemble for a specific purpose. These rights, however, come with certain limitations. Administrators may regulate expression or assembly if the expression or assembly will result in a substantial disruption to the orderly operation of the school or the educational process. Such disruption may consist of expression or assembly that is obscene, is libelous, slanderous or defamatory, creates an immediate danger of causing students to commit an act that is unlawful or in violation of school rules, involves the invasion of the rights of other students or would otherwise cause a substantial disruption of the orderly operation of the school and/or the educational process. Additionally, any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the school principal. Any student whose conduct does cause a substantial disruption to the operation of the school or educational process may be subject to disciplinary action. For a fuller discussion of these rights, see the Cambridge Public Schools Rights and Responsibilities Handbook.

PLAGIARISM AND CHEATING

Every student is expected to complete his or her own work. In the case where cheating or plagiarism occurs, the following actions will be taken:

- **FIRST OFFENSE** (in any class): Conference with student, guidance counselor, parent/guardian and Dean of Students. The student will receive a failing grade for the assignment.

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- **SUBSEQUENT OFFENSE** (in any class): Conference with student, guidance counselor, parent/guardian and Dean of Students. Student will receive a failing grade for the term in whichever class the subsequent offense has occurred.

PRIVATE / PUBLIC PROPERTY

CRLS students are reminded that the OPEN CAMPUS policy prohibits students from sitting on private property during lunch time. The steps of the Cambridge Public Library and those of private residences are off limits to all students. Students are expected to assume responsibility for their trash and to use the barrels throughout the area.

SCHOOL DRESS CODE

- Students shall have the right to express themselves by the dress and hair style of their own choosing provided students meet their responsibility to dress and groom in a manner that conforms to the reasonable standards of health, safety and cleanliness and which will not cause a disruption of the educational process.
- Feet must be covered (shod) at all times (No bare feet). Clothing will be deemed inappropriate if it is disturbing to other students or in any way interferes with the educational process. This includes, but is not limited to, bare midriffs, short shorts, low slung trousers and other clothing which is offensive and/or violates acceptable standards of dress.
- Students are prohibited from wearing clothing and accessories that:
 - > have slogans, comments or designs that are obscene, lewd or vulgar;
 - > are directed towards or intended to harm, harass, threaten, intimidate or demean individual groups or individuals of sex, gender, sexual orientation, race, color, ancestry, national origin, ethnicity, religion, age disability, genetic information, gender identity or marital status;
 - > advertise alcoholic beverages, tobacco products or illegal drugs.
 - > Parents/guardians will be notified and students will be sent home to change if their clothing is not suitable for school.

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- > Any violation by any person of any right set forth in this Code shall be grounds for an appeal pursuant to the provisions of Section 23.0 of this Code.

CRLS further defines unacceptable standards of dress to school as the following:

- Sunglasses (inside the building)
- Hoods
- Strapless tops/dress

If clothing is not suitable for school and the student does not have an appropriate change of clothing, the student will be sent home to change into appropriate clothing. Other disciplinary consequences may also be imposed.

Students are permitted to wear hats and headgear throughout the building. However, teachers have the right to ask students to remove headgear in their classrooms in which case, students must comply with the teacher's class rules. Failure to do so may result in disciplinary consequences.

SCHOOL THEATER/FITZGERALD AUDITORIUM

CRLS is very fortunate to have a beautifully renovated theater. Everyone's cooperation is needed to keep the facility in excellent condition.

- All food, beverages, candy, or chewing gum must be disposed of prior to entering the theater
- All students must have adult supervision while in the auditorium
- All those wishing to reserve the theater for use during the school day must see the Assistant Principal for approval.

SEARCH AND SEIZURE OF PERSONAL PROPERTY

While students have legitimate expectation of privacy while in school, a search will be considered valid if there is a reasonable suspicion at its inception that the search will discover evidence of a violation of a school rule or the laws, and the search is reasonable in scope.

SMOKING (TOBACCO-FREE POLICY)

Massachusetts General Laws, Chapter 71, Section 37H prohibits the use of any tobacco products within the school facilities, school grounds or on school buses by any individual including all school personnel, during the school day. The policy pertains to all school sponsored, school related events and athletic games. Staff and students who violate these laws will be subject to disciplinary action.

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SPITTING

Spitting is an offensive, unsafe and unhealthy habit. Students found spitting indoors and on campus surfaces will be disciplined. Spitting at/on a person will be considered an assault (suspendable offense).

STUDENT VEHICLES

Automobiles

- CRLS does not provide parking facilities for students.
- Students who must drive to school should park in legal spaces around the school.
- Students are urged to use the MBTA.
- **Students discovered in a car during the school day are considered “off campus.”**
- Students may not park their vehicles in the faculty garage. Unauthorized vehicles will be towed at the owner’s expense.
- Massachusetts General Laws chapter 71, section 37H prohibits all operators of school buses and operators of personal motor vehicles from idling vehicles on school grounds or within one hundred (100) feet of school grounds.

Bicycles, scooters, roller blades and skateboards are to be parked upon arrival at school and are not to be used until the end of the day.

- Special bicycle areas for students have been established and are monitored by the Security staff.
- For safety reasons, students are not allowed to use skateboards, scooters or rollerblades in school.
- If a student uses a skateboard, scooter, or rollerblades as a form of transportation, they are to be stored in the student’s locker until he/she leaves for the day.
- Failure to comply with the above rule will result in confiscation.
- The Cambridge Public Schools is not responsible for stolen vehicles. A stolen vehicle should be reported to the Security Office. Protect your bicycle by registering it with the Cambridge Police Department.
- Students are reminded to wear bike helmets and other safety gear.

The City of Cambridge has enacted a Bicycle Policy which expands the areas where bicycles cannot be ridden on sidewalks. These areas are posted and the ordinance is enforced. Students are reminded that pedestrians have the right of way and should be treated with respect and courtesy.

STUDENT WALKOUTS

Students who participate in walkouts that do not result in a substantial disruption to the orderly operation of the school or the educational process will be disciplined in the same manner as a student who otherwise cuts class. In other words, this deliberate absence from class will result in the imposition of two detentions. Additionally, the rules and provisions regarding Freedom of Expression and Freedom of Assembly that are set forth in the Cambridge Public Schools *Rights and Responsibilities Handbook* and later on in this student handbook also apply to such conduct.

SUBSTITUTE TEACHERS

Substitute teachers are CPS employees and students are expected to show respect to all substitute teachers. Students who fail to behave in the expected manner in any classroom being taught by a substitute will be subject to discipline.

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Detention

Students are assigned detention by their teacher or by their Dean of Students. Detention starts at the end of the school day and lasts a minimum of 1 hour. Students who arrive late to detention must complete a full hour.

- Students who work after school or are involved in extracurricular activities are not excused from serving detention.
- Students are expected to school work to detention and to remain quiet.
- Student must make up missed detention. Failure to make up missed detention will result in further disciplinary actions.

Removal/Suspension from Class

When a student is removed from class it is considered a suspension from class. Depending on the severity of the incident, further action will be taken including, but not limited to, a detention, a suspension, and/or parent-teacher conference.

- If a student needs to be removed from class, a safety specialist will be called to the room to escort the student to the Dean of Students' office. Failure to immediately report and or comply with the directives of the safety specialist may result in a suspension.

Suspensions

It is the policy of the Cambridge Public Schools that every effort should be made to help students solve conduct problems without resorting to extreme disciplinary measures. However, in those cases where a student's behavior is disruptive to the school, hurtful to her or himself or others, or engages in activity forbidden by the laws of the Commonwealth of Massachusetts and/or the codes of conduct set forth in the *Rights and Responsibilities Handbook* and/or school-based rules, then a suspension may be warranted.

The suspension of the student is to be conducted by the principal or designee. Extenuating or mitigating circumstances will receive consideration before a decision on suspension is made. See the *Rights and Responsibilities Handbook* for further information.

The principal may suspend a student from school for a period from one to ten days for violation of school rules that occur while in school buildings, on school grounds, in transit to and from school, or during any authorized school activity, whether on or off school grounds.

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Depending on the severity of the incident, a student will be suspended from one to ten days if he or she is found to have:

- used violence, force, coercion, threats, intimidation or other comparable conduct;
- set fire or caused damage to any school building or property;
- sounded a school type alarm with knowledge that no fire emergency exists;
- been or is in possession of a weapon;
- in the presence of, possession of, or under the influence of controlled substances or alcohol;
- has been charged with a felony and it is determined that his or her continued presence in school would have a substantial detrimental effect on the general welfare of the school;
- prevented or attempted to prevent by physical act the convening or continued functioning of any school or educational function or any lawful meeting on school property;
- damaged or stolen personal property of another or was found in possession of stolen personal property while in school;
- caused or attempted to cause damage to school property, stole or attempted to steal school property;
- intentionally caused or attempted to cause physical injury to any student;
- failed to comply with the directions of any school personnel acting legitimately in their official capacity which resulted in any disruptive effect upon the education of other students;
- interfered with any school personnel or student by use of threats, harassment or coercion or disrupted or obstructed any school activity with or without the use of force or violence;
- engaged in any activity forbidden by the laws of the Commonwealth of Massachusetts which constituted a disruption of school activity;
- gambling;
- forgery (altering documents or falsifying signatures);
- caused or done any act repeatedly which constituted a knowing and intentional violation of any of the rules and responsibilities set forth in the *Rights and Responsibilities Handbook*;
- been involved in any activity which violated the Massachusetts law prohibiting the practice of hazing (G.L. c.269, Sections 17-19);

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- threatened, harassed or intimidated any person while on school grounds, at a school activity on or off school grounds;
- engaged in conduct violative of M.G.L. c. 71, Section 37H and/or 37H1/2; and/or
- engaged in other conduct violative of school-based rules or the *Rights and Responsibilities Handbook*.

While on suspension, a student is not to be within the vicinity of the school and is not eligible to participate in or attend any school events or activity. Failure to comply with these conditions can result in the suspension being extended by the principal.

EXPULSION

It is the policy of the Cambridge Public Schools to provide a safe environment in which students can learn and participate in all programs. Unfortunately, because there are situations where a student's behavior is a threat to the health and safety of other students or school department personnel, it may be necessary to expel the student.

Under Massachusetts General Laws, Chapter 71, Section 37H, the principal can expel or suspend a student for possession of a dangerous weapon, possession of a controlled substance, and/or assault on a staff member.

Additionally, under Massachusetts General Laws, Chapter 71, Section 37H 1/2, the principal can indefinitely suspend a student who has been charged with a felony, and may expel a student who has been convicted of a felony if the student's continued presence in school will have a substantial detrimental effect on the general welfare of the school.

Expulsion Appeals Process: If, after the hearing, the Principal decides to expel the student for a violation under M.G.L. c. 37H, the student shall have ten days from the date of the hearing to notify the Superintendent of his or her appeal. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this section. If, after the hearing, the principal decides to expel or indefinitely suspend the student for a violation of M.G.L. c. 71, Section 37H1/2, the student shall have five days from the date of the hearing to notify the Superintendent of his or her appeal. The student will remain out of school until a decision is rendered on any appeal. The student has the right to counsel at a hearing before the Superintendent or his or her designee. The Superintendent or his or her designee will notify the parent/guardian of the decision on the appeal in writing. See the *Rights and Responsibilities Handbook* for further information.

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PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

The Cambridge Public Schools Administration and the Department of Safety and Security reserve the right to deny admission to extracurricular activities to anyone who poses a potential threat to the safety and security of spectators and participants.

Students who fall under the conditions listed below will be excluded from athletic, drama, music, dances, prom, field trip and other extracurricular activities that have spectators:

- Students serving a suspension;
- Former students who have been expelled; and/or
- Students enrolled at an alternative program due to issues of discipline.

Any student who falls within the above categories who feels that his/her behavior warrants consideration for admittance must submit a request to his/her Dean of Students. A mutual agreement must be reached between the Director of Security and the Dean of Students in order for this student to receive permission to attend any extracurricular activity. The Cambridge Public Schools also reserve the right to exclude from any athletic, drama, music, dances, proms, field trips, and other extracurricular activities that have spectators, members of the community who:

- Have been involved in a serious incident in the community;
- Have a history of violence; and/or
- Have been disruptive and/or disrespectful to staff.

MAJOR OFFENSES

ANTI-BULLYING POLICY AND BULLYING PREVENTION AND INTERVENTION PLAN

The Cambridge Public Schools is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying of any of its students by anyone and also strictly enforces a prohibition against retaliation of any person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about bullying. Site-based initiatives, developed collaboratively between school administration and personnel, students, families and community members will seek to: (1) help students of all ages and abilities stay safe, act wisely, and believe in themselves; and (2) help adults respond effectively to students' reports and their own observations. Bullying is defined as the repeated

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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 herself or of damage to his/her 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 purposes of this policy, bullying shall include cyberbullying. Cyberbullying is further defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer or 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. Cyberbullying 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. Cyberbullying 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.

Aggressor is defined as a student who engages in bullying, cyberbullying, or retaliation.

Hostile environment, as defined in M.G.L.c. 71, §37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is defined as any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff is defined to include, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

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Target or Victim is defined as a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

Bullying can take many forms and can occur in any setting. Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; or physical aggression such as assaults on a student or attacks on a student's property. Bullying can create an atmosphere of fear for all members of the school community. It also can create unnecessary and unwarranted anxiety that affects the ability of a student to attend school, learn in school, walk in school corridors, eat in the school cafeteria, play in the school yard or recreation areas, participate in or attend special or extracurricular activities or travel to and from school. More specifically, a "hostile environment" is defined as 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. Bullying behaviors that are not addressed can lead to devastating consequences for young people, including depression, drops in school performance and attendance. The failure to address bullying behaviors also gives other students the message that it is permissible to engage in negative behaviors.

Bullying of students occurring in the schools is prohibited by law and will not be tolerated by the Cambridge Public Schools. For purposes of this policy, "school" includes schools, school grounds, travel to and from school and/or school-sponsored events and functions, property immediately adjacent to school grounds, school-sponsored or school-related activities, functions, programs whether on or off school grounds (such as social events, trips, sports events, or similar school-sponsored events and functions), at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district or a school, on the way to or from school, or through the use of technology or an electronic device owned, leased or used by the school district or a school and at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district or school, if the bullying creates a hostile environment at school for the victim or witnesses, infringes on the rights of the victim or witnesses at school or materially and substantially disrupts the education process or the orderly operation of a school.

The Cambridge Public Schools takes allegations of bullying seriously and will respond promptly to complaints and allegations of bullying.

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Additionally, retaliation against a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about bullying shall be prohibited.

If any student, parent/guardian of a student, staff member or other community member believes that the student has been subjected to bullying, or to retaliation for reporting bullying, providing information during an investigation of bullying or witnessing or having reliable information about bullying, he or she should bring the matter to the attention of the principal of the school where the child attends. This may be done verbally or in writing. Reports of bullying and/or reports of retaliation for reporting bullying, providing information during an investigation of bullying or witnessing or having reliable information about bullying may also be made anonymously to the principal of the school where the student attends. Please note, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report having been received.

All school staff (including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities or paraprofessionals) are trained on an annual basis regarding the Cambridge Public Schools Anti-Bullying Policy and the Bullying Prevention and Intervention Plan. The duties and responsibilities of staff are further set forth in the Cambridge Public Schools Bullying Prevention and Intervention Plan.

Collaboration with Families

The Welcoming Schools/School Climate Coordinator and Family Liaisons, in conjunction with the central office and principals, will provide opportunities for parents/guardians to learn how to recognize bullying and understand its effects on targets, bystanders and on individuals who bully. Parents/guardians will also be informed about the bullying curriculum of their child's school; the dynamics of bullying and online safety and cyberbullying; the impact of the law on bullying and the potential consequences that can occur if a student engages in bullying and the process for reporting complaints of bullying and the confidentiality requirements of the Massachusetts student record regulations, 603 C.M.R. 23.00, and the Federal Family Educational Rights and Privacy Act regulations, 34 C.F.R. Part 99, as set forth in 603 C.M.R. 49.07 with respect to a principal's notification to a parent/guardian about an incident or report of bullying or retaliation.

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Intervention and Reporting Requirements

It, however, is important to note that all school staff are required to immediately report any instance of *bullying or retaliation they witness or become aware of to the principal or designee of the school.* The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school district policies and procedures for behavior management and discipline.

When the complaint is received, the principal will immediately notify:

- Parents/guardians of the alleged target
- Parents/guardians of the alleged aggressor
- Office of Safety and Security
- The principal may consult with the School Resource Officer but shall not share identifying information of the alleged target or aggressor.

In notifying the parents/guardians of the target and aggressor, the principal must comply with the confidentiality requirements of the Massachusetts Student Record regulations, 603 C.M.R. 23.00, and the Federal Family Educational Rights and Privacy Act regulations, 34 C.F.R. Part 99, as set forth in 603 C.M.R. 49.07. More specifically, a principal may not disclose information from a student record of a target or aggressor to a parent/guardian unless the information is about the parent/guardian's own child. A principal may disclose a determination of bullying or retaliation to a local law enforcement agency under 603 C.M.R. 49.06 without consent of a student or his/her parent/guardian but the principal shall communicate with law enforcement officials in a manner that protects the privacy of targets, student witnesses, and aggressors to the extent practicable under the circumstances. Additionally, if the principal has determined that there is an immediate and significant threat to the health or safety of the student or other individuals, a principal may disclose student record information about a target or aggressor to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals as provided in 603 C.M.R. 23.07(4)(e) and 34 C.F.R. 99.13(a)(10) and 99.36. In this latter situation, the disclosure is limited to the period of the emergency and the principal must document the disclosure and the reasons that the principal determined that a health or safety emergency exists.

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The principal will provide a copy of the *Cambridge Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment* and the *Cambridge Public Schools Anti-Bullying Policy* to all parties including the person making the complaint, the alleged student target, the parents/guardians of the alleged student target, the alleged aggressor and the parents/guardians of the alleged aggressor.

Reports of bullying and/or retaliation for reporting bullying may also be made anonymously to the principal of the school where the student attends. Please note, however, that no disciplinary action can be taken against a student solely on the basis of an anonymous report having been received.

Complaint Investigation

When the Cambridge Public Schools receives a complaint of bullying or retaliation for reporting bullying, providing information during an investigation of bullying or witnessing or having reliable information about bullying, the Cambridge Public Schools will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and to protect from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying.

The investigation may include an interview with the student, parent/guardian, staff member or community member filing the complaint, the student alleged to be a victim of bullying or retaliation, the student(s) alleged to have committed the bullying or retaliation, witnesses to any alleged incidents or other individuals as determined by the school department. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents/guardians of the target and the aggressor of this and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents/guardians prior to any investigation. Notice will be consistent with state regulations at 603 C.M.R. 49.00. In notifying the parents/guardians of the target and aggressor, the principal must comply with the confidentiality requirements of the Massachusetts Student Record regulations, 603 C.M.R. 23.00, and the Federal Family Educational Rights and Privacy Act regulations, 34 C.F.R. Part 99, as set forth in 603 C.M.R. 49.07. More specifically, a principal may not disclose information from a student record of a target or aggressor to

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a parent/guardian unless the information is about parent/guardian's own child. A principal may disclose a determination of a bullying or retaliation to a local law enforcement agency under 603 C.M.R. 49.06 without consent of a student or his/her parent/guardian but the principal shall communicate with law enforcement officials in a manner that protects the privacy of targets, student witnesses, and aggressors to the extent practicable under the circumstances. Additionally, if the principal has determined that there is an immediate and significant threat to the health or safety of the student or other individuals, a principal may disclose student record information about a target or aggressor to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals as provided in 603 C.M.R. 23.07(4)(e) and 34 C.F.R. 99.13(a)(10) and 99.36. In this latter situation, the disclosure is limited to the period of the emergency and the principal must document the disclosure and the reasons that the principal determined that a health or safety emergency exists. Additionally, consistent with state law, the parents/guardians of the target(s) shall be notified of the results of the investigation and any actions that will be taken to prevent any further acts of bullying or retaliation if it is determined that such conduct has occurred.

Additionally, consistent with state law and the terms of the Memorandum of Understanding between the Cambridge Public Schools and Cambridge Police Department, if it is determined that bullying or retaliation has occurred, the principal, in conjunction with the Director of Safety and Security, shall:

- Notify School Resource Officer if the principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor or has determined that there is an immediate and significant threat to the health or safety of the student or other individuals
- Take appropriate disciplinary action consistent with the *Cambridge Public Schools Rights and Responsibilities Handbook*
- Notify the parents/guardians of the aggressor(s)
- Notify the parents/guardians of the target(s), and to the extent consistent with state and federal law and regulations, notify them of the action taken to prevent any further acts of bullying or retaliation

Moreover, if an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school,

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approved private day or residential school or collaborative school, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal, in conjunction with the Director of Safety and Security, will notify local law enforcement. Notice will be consistent with the requirements of 603 C.M.R. 49.00 and the terms of the Memorandum of Understanding between the Cambridge Public Schools and Cambridge Police Department. Additionally, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement in a manner consistent with state and federal law and regulations. In making this determination the principal will, consistent with the Plan, applicable school district policies and procedures and the terms of the Memorandum of Understanding between the Cambridge Public Schools and Cambridge Police Department, consult with the school resource officer and other individuals the principal or designee deems appropriate.

Disciplinary Action/Responses to Bullying

If it is determined that bullying or other inappropriate conduct has been committed, the Cambridge Public Schools will take action that is appropriate under the circumstances. The disciplinary action taken will balance the need for accountability with the need to teach appropriate behavior. The principal or designee 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.

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need 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,

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but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, 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 designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

There are a range of options for teaching appropriate behavior including: offering individualized skill-building sessions; modeling and using restorative practices; providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate school personnel; implementing a range of academic and non-academic positive behavioral supports to help students understand pro-social ways to achieve their goals; meeting with parents/guardians to engage parental support and to reinforce bullying prevention and social skills building activities at home; adopting behavioral plans to include a focus on developing specific social skills.

Action for students who are found to have engaged in bullying may further include requiring the aggressor to work with school personnel to improve behavior; a recommendation of counseling, support services or other therapeutic interventions for the student and appropriate family members of the student; disciplinary consequences for the student up to and including court involvement; or school-related discipline consistent with the *Cambridge Public Schools Rights and Responsibilities Handbook* up to and including suspension, expulsion and/or court involvement.

All students who are found to have engaged in bullying will be informed about the prohibition against retaliation and that any acts of retaliation will result in disciplinary action. Where it is determined that inappropriate conduct has occurred, the Cambridge Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, which may range from requiring the offender to work with school personnel on better behavior, the recommendation for the provision of counseling or other therapeutic services and/or disciplinary action where appropriate, up to and including suspension, expulsion and/or court involvement. Additionally, consistent with state law, if it is determined that bullying or retaliation has occurred, the principal, in conjunction with the Director of Safety and Security, shall (i) notify

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local law enforcement if the principal believes that criminal charges may be pursued against the perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents/guardians of the perpetrator; and (iv) notify the parents/guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation. Furthermore, if it is determined that a student has knowingly made a false accusation of bullying or retaliation, he/she shall be subject to discipline consistent with the provisions of the Cambridge Public Schools Rights and Responsibilities Handbook which may include suspension, expulsion and/or court involvement.

Promoting Safety for the Target and Others

In order to restore a sense of safety for the student target of bullying and assess the target's needs for protection, a meeting shall be held with the student, his/her parents/guardians, and appropriate school personnel (i.e. school principal, assistant principal, dean of students, safety specialist and/or school resource officer). The purpose of this meeting will be to discuss the development and implementation of a safety plan for the student, including staff to whom the student may report if any concerns arise. The Cambridge Public Schools also may, as appropriate, recommend counseling, support services or other therapeutic interventions for the student and appropriate family members of the student.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

If a restraining order is in place, one purpose of the meeting will be to review the implications of the restraining order and procedures for reporting if any violation of the restraining order occurs. If the restraining order is against another student or an employee, a separate meeting should be held with that individual to review the restraining order and its implications, expectations and the consequences for violation of the order.

False Accusations/Retaliation

If it is determined that a student has knowingly made a false accusation of bullying or retaliation, he/she shall be subject to discipline consistent with the provisions of the *Cambridge Public Schools Rights & Responsibilities Handbook*.

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All students shall be afforded the same protection regardless of their status under the law.

Other Complaint Processes Also Available

It should be noted that the provisions of these procedures detailed above in this section and in the *Cambridge Public Schools Rights and Responsibilities Handbook*, Anti-Bullying Policy and Bullying Prevention and Intervention Plan do not preclude a student from using the complaint process set forth in the Cambridge Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment Policy to seek resolution of any complaints of discrimination or harassment that is based on a characteristic protected by law such as sex, race, color, ancestry, national origin, ethnicity, religion, age, disability, marital status, genetic information or sexual orientation. It also should be noted that the provisions of this section do not preclude a student from using the complaint process set forth in Section 23.0 of the *Cambridge Public Schools Rights and Responsibilities Handbook* to seek resolution of any complaints regarding a student's deprivation of rights set forth in the *Cambridge Public Schools Rights and Responsibilities Handbook*.

Relationship to Other Laws

Consistent with federal and state laws and regulations and the policies of the school district, no person shall be discriminated against in admission to a public school of any city or town or in obtaining the advantages, privilege and courses or study of such public school on account of race, color, sex, religion, national origin, genetic information, disability, gender identity or sexual orientation. Nothing in this section or in the *Cambridge Public School Rights and Responsibilities Handbook*, Anti-Bullying Policy and Bullying Prevention and Intervention Plan prevents a school or the school district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law or school district policies. In addition, nothing in this section or in the *Cambridge Public Schools Rights and Responsibilities Handbook*, Anti-Bullying Policy and Bullying Prevention and Intervention Plan is designed or intended to limit the authority of a school or the school district to take disciplinary action under M.G.L.c. 71, sections 37H and 37H ½, other applicable laws, or local school or school district policies in response to violent, harmful or disruptive behavior, regardless of whether this section of the *Cambridge Public Schools Rights and Responsibilities Handbook*, Anti-Bullying Policy and/or Bullying Prevention and Intervention Plan covers the behavior.

ASSAULTS ON SCHOOL STAFF

Assaults/Threats on School Staff

Students are prohibited from assaulting, battering or harassing any school staff. These behaviors may be defined as: (1) intentionally, knowingly or recklessly causing bodily injury to another; (2) intentionally or knowingly threatening another with imminent bodily injury; or (3) intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive, provocative, or create a reasonable fear of imminent danger.

The consequences for assault may include a: (1) Five-day to ten-day suspension and an expulsion hearing; (2) criminal complaint may be filed; and (3) police notified.

Any student who assaults a Principal/Head of Upper School, Assistant Principal, Dean, teacher, teacher's aide or other 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/Head of Upper School.

FIGHTING/PHYSICAL ASSAULT

Severe, immediate disciplinary action will be taken against individuals who participate in a fight or encourage it in any way. Absolutely no disruptive behavior of this kind will be tolerated. The penalty for this behavior is a one-to-ten day suspension depending on the degree of involvement category, number of offenses and/or severity of incident. Police are notified of all physical assaults and parents/guardians are notified about their right to file a criminal complaint with the Middlesex County Court. Depending on the circumstances, the Cambridge Public Schools may file criminal complaints on assaults and assault and battery.

Students know when they are in dispute and are expected to seek assistance, if necessary, to resolve it peacefully. A student has a responsibility to avoid fighting by bringing the situation to the attention of any school official. CRLS has outstanding, highly proficient adult mediators available at all times through the Safety and Security Office, dedicated to help resolve disputes. Ask your Dean of Students, counselor, safety specialists or student mediator about the program. All referrals are kept confidential.

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The following guidelines may be used in disciplining students who engage in altercations (physical assault or verbal nature).

CATEGORY ONE:

Horseplay/ Play-fighting/ Rowdiness:

- First Offense:** Up to a three-day in-school suspension.
Parents/Guardians notified.
- Second Offense:** Three-day to five-day out-of-school suspension.
Parents/Guardians conference.
- Third Offense:** Five-day to ten- day out-of-school suspension.
Parents/Guardians conference.

CATEGORY TWO:

Inciter/ Promoter/ Instigator:

A student who has been asked to leave the vicinity of a disruptive altercation or a fight and who refuses to do so, falls under this category.

- First Offense:** Up to a three-day in-school suspension.
Parents/Guardians notified.
- Second Offense:** Three-day to five-day out-of-school suspension.
Parents/Guardians conference.
- Third Offense:** Five-day to ten-day out-of-school suspension.
Parents/Guardians conference. Expulsion hearing at the Principal/Head of Upper School's office.

CATEGORY THREE:

Assault and Battery Upon a Person:

An assault on a person and an assault and battery on a person is a crime. The Cambridge Public Schools has an obligation to report all crimes that occur on school property, school buses, or at school-related and/or school-sponsored events and police will be notified. Victims will be advised of their right to file a criminal complaint and the Cambridge Public Schools may file a criminal complaint against the perpetrator.

- First Offense:** Three-day to five-day out-of-school suspension.
Parents/Guardians conference.
- Second Offense:** Five-day to ten-day out-of-school suspension.
Expulsion hearing at the Principal's office.

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CATEGORY FOUR:

Fight/ Mutual Assault and Battery:

An assault on a person and an assault and battery on a person is a crime. The Cambridge Public Schools has an obligation to report all crimes that occur on school property, school buses, or at school-related and/or school-sponsored events and police will be notified. Victims will be advised of their right to file a criminal complaint and the Cambridge Public Schools may file a criminal complaint against the perpetrator.

- First Offense:** Up to a three-day out-of-school suspension. Parents/Guardians conference. Mediation upon return to school available and encouraged.
- Second Offense:** Three to five-day out-of-school suspension. Parents/Guardians conference. Mediation made available and encouraged upon return to school.
- Third Offense:** Five-day to a ten-day out-of-school suspension. Expulsion hearing at Principal/Head of Upper School's office.

CATEGORY FIVE:

Fight/ Mutual assault and battery in classrooms, cafeterias, assemblies, in the corridor, during passing time, or at a school dance, etc. Altercations (physical or not) create a particularly volatile situation within our school climate when they erupt when large numbers of people are present. This extremely disruptive and pernicious behavior warrants strict disciplinary action. Examples: at lunchtime in the cafeteria, during dismissal time or upon entering the building, at dances, sporting events or at any school assembly or related event.

- First Offense:** Up to a three-day out-of-school suspension. Parents/Guardians conference. Mediation upon return to school made available and encouraged.
- Second Offense:** Three-day to five-day out-of-school suspension. Parents/Guardians conference. Mediation upon return to school made available and encouraged.
- Third Offense:** Five-day to a ten-day out-of-school suspension. Expulsion hearing at Principal/Head of Upper School's office.

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FIRE ALARMS

By state law, schools must have periodic fire drills. Students are to follow the directives of their teachers during these drills.

- Exit procedures are posted in every classroom.
- Students are not to go to their lockers during a drill, and must leave the building as quickly as possible. Orders to return inside the building will be given by the Principal, Director of Security or their designee.
- Any students determined to have intentionally set a fire will be suspended for ten days and scheduled for an expulsion hearing. Police and Fire Departments will be notified and criminal complaints will be filed.

Any student who pulls a false alarm will be suspended for 10 days and scheduled for an expulsion hearing. Police and Fire Departments will be notified and criminal complaints will be filed.

HAZING

- Hazing means any conduct or method of initiation into a student class or group, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any other student. All high school students will be required to sign a statement regarding hazing.
- Hazing is a violation of school policy. Students involved in hazing may be suspended. A criminal complaint will be filed. Information regarding this subject is distributed to all students at the opening of school.
- Massachusetts General Laws Chapter 269, Section 17
Crime of Hazing; Definition; Penalty

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

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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 person, 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.

Added by St. 1985, c. 536; amended by St. 1987, c. 665.

- Massachusetts General Laws Chapter 269, Section 18
Duty 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 or not more than one thousand dollars.

Added by St. 1985, c. 536; amended by St. 1987, c. 665.

- Massachusetts General Laws Chapter 269, Section 19
Statutes to be Provided to Student Groups; Compliance Statement and Discipline Policy Required

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 than an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition's or endorsement of said unaffiliated student groups, teams or organizations.

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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 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 and such institution which fails to make such reports.

Added by St. 1985, c. 536; amended by St. 1987, c. 665; St. 1998, c. 161, ss. 557, 558

POLICY AGAINST TEEN DATING VIOLENCE

The Cambridge Public Schools is committed to providing a learning environment in which dating violence is not tolerated. Consistent with this philosophy, the Cambridge Public Schools is committed to promoting an environment free from dating violence. Accordingly, the Cambridge Public Schools seeks to increase awareness of teen dating violence and help in responding to the needs of victims and children who are witnesses to such violence.

Teen dating violence occurring in any setting is unlawful and teen dating violence occurring in any school setting will not be tolerated. Further, retaliation against an individual who has complained about teen dating violence or cooperated in an investigation of teen dating violence will not be tolerated. The Cambridge Public Schools will respond promptly to complaints and reports of teen dating violence or retaliation and corrective action will be taken where necessary, including disciplinary action where appropriate.

The definitions used in this policy are as follows:

Domestic Violence/Interpersonal Violence: Domestic Violence is a pattern of coercive behavior in which one partner attempts to control another through threats or actual use of tactics, which may include any or all of the following: physical, sexual, verbal, financial, psychological abuse and/or through the use of technology (i.e. cyberbullying).

Domestic Violence affects every community across the country, regardless of ethnic group, culture, or background. People of all ages, income levels, faiths, sexual orientation, gender, and education levels experience domestic violence.

Teen Dating Violence: Dating violence (or relationship abuse) is a pattern of over-controlling behavior that someone uses against their girlfriend or boyfriend. Dating violence can take many forms, including mental/emotional abuse, physical abuse, sexual abuse and/or through the use of technology (i.e. cyberbullying). Someone may experience dating violence even if there is no physical abuse. It can occur in both casual dating situations and serious, long-term relationships.

Child Witness/Exposure to Domestic Violence: Witnessing violence can affect every aspect of a child's life, growth, and development. Exposure can include seeing or hearing the abuse, discovering the effects of abuse (their parent/guardian's injuries or broken furniture, etc.) and/or being injured/hurt defending a parent/guardian against the abusive behavior.

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Family Violence: Family Violence is a broader definition, including child abuse, elder abuse, and other violent acts between family members.

Victim/Survivor/Battered: Interchangeable terms to refer to the person who has been hurt, abused or threatened with harm, whether or not there has been actual physical abuse.

Abuser/Perpetrator/Batterer: Interchangeable terms to refer to the person inflicting the abuse and causing harm, whether or not there has been actual physical abuse.

Additionally, such conduct may also constitute harassment, a form of discrimination, that is prohibited by federal and state law; and/or such conduct may constitute bullying, including without limitation, cyberbullying, which is prohibited by state law. Such conduct also is prohibited by the Cambridge Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment, the Cambridge Public Schools Anti-Violence Policy and the Cambridge Public Schools Anti-Bullying Policy.

Recognizing Warning Signs

Signs of abusive behavior include: acting really jealous if his/her girlfriend/boyfriend talks to others, trying to decide what the other should do, blowing disagreements out of proportion, constantly threatening to break up, losing his/her temper verbally, blaming the other for their own problems, physically and emotionally hurting their partner, or acts of cyberbullying.

Signs of victimization include: constantly cancelling plans for reasons that do not sound right, always worrying about making their boyfriend/girlfriend angry, giving up things that are important to them, showing signs of physical abuse, such as bruises or cuts, getting pressured into having sex or feeling like a sex object, having a boyfriend/girlfriend that wants them to be available all the time, and becoming isolated from family or friends, or been cyberbullied.

Procedure for Reporting Teen Dating Violence

A student who believes that he/she has been a victim of teen dating violence, believes that he/she is in danger of teen dating violence, or has a restraining order against an individual, may report the matter to any of the following individuals: (1) principal, (2) assistant principal, (3) dean, (4) teacher, or (5) school nurse.

The person who receives the report must immediately notify the principal.

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Additionally, any employee who observes an incident of teen dating violence on school property or at a school related event, must immediately notify the principal.

The principal must immediately do the following: (1) notify the parents/guardians of the victim, and (2) notify the Office of Safety and Security.

The principal must also refer the student and/or the student's parents/guardians to the Cambridge Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment which addresses procedures for informal resolution and filing of formal complaints and the Cambridge Public Schools Anti-Bullying Policy and provide copies of the same upon request.

When a report of teen dating violence is received, whether it occurred off school property or has occurred on school property, on the way to or from school or at a school related event, or a violation of a restraining order on school property, on the way to or from school or at a school related event is received, the Cambridge Public Schools will act promptly to notify the appropriate authorities of the alleged incident. Reporting of any such incident will be conducted in such a way as to maintain confidentiality *to the extent practicable* under the circumstances.

It is important to take third party information seriously where teen dating violence is concerned. It is recommended that an appropriately trained member to the school staff approach the student to discuss what has been heard and potential concerns. If abuse is acknowledged, a "safety plan" should be worked on, in addition to recommending and sharing referrals for counseling, support groups, and police/court assistance.

Additionally, school staff must remember to comply with all statutory reporting obligations for suspected abuse and neglect (51A reporting). Filing of 51 A complaints should be done by following the Cambridge Public Schools Child Abuse and Neglect Reporting Guidelines, including notifying the principal of the suspected abuse and neglect. Furthermore, school staff also must remember to report all crimes to the police. Staff should notify the principal, who will notify the Director of Safety and Security, and who will coordinate notification to the police. Reporting of any such incident will be conducted in such a way as to maintain confidentiality *to the extent practicable* under the circumstances.

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Procedures When the School Is Provided With a Copy of a Restraining Order

When a student has a restraining order against an individual and provides a copy of the order to the school, the principal should hold a meeting with the employee or with the student and his/her parents/guardians to review the restraining order and its implications. A “safety plan” should be worked out to address the victim’s needs and concerns, including staff to whom the student may report if any concerns arise or any violation of the restraining order occurs while the student or employee is on school property or at a school related event. If the restraining order is against another member of the school community, a separate meeting should be held with that individual to review the restraining order and its implications, expectations and the consequences for violation of the order. The development of the “safety plan” will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances,

Disciplinary Action

If it is determined that inappropriate conduct has been committed, the Cambridge Public Schools will take such action as it deems appropriate under the circumstances. Such action may range from counseling and/or discipline up to and including suspension or expulsion from school.

Other Remedies

In addition to reporting a teen dating violence incident that occurs on school property, on the way to or from school, or at a school related event in accordance with the procedures above, a student who believes that he/she has been the victim of teen dating violence on school property, on the way to or from school, or at a school related event may also file a complaint of harassment and/or bullying in accordance with the procedures set forth in either the Cambridge Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment and/or the Cambridge Public Schools Anti-Bullying Policy. Furthermore, a student who believes that he/she has been the victim of teen dating violence that has occurred off school grounds and/or during non-school hours may report the alleged incident to the police.

Students who believe that they are in danger may also seek a restraining order to protect a person from physical pain or injury or the threat of pain or injury by filing an application for a restraining order at the local courthouse.

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STINK BOMBS

Massachusetts State Law states that the sale of stink bombs is punishable by a fine.

- A student found in possession of a stink bomb will be suspended for one day.
- A student found selling a stink bomb will be suspended for two days and a court complaint will be filed in accordance with Chapter 269.
- A student found igniting a stink bomb will be suspended for three days and a court complaint will be filed for disruption of public building

STUDENTS CHARGED WITH OR CONVICTED OF A FELONY

If a student is charged with a felony and his or her continued presence in school would have a substantial detrimental effect on the general welfare of the school, the student may be suspended until the matter is adjudicated by the court. If convicted, the student may be expelled by the principal, if his/her continued presence in school would have a substantial detrimental effect on the general welfare of the school.

In either situation the student and parent(s)/guardian(s) will be notified in writing of an opportunity to have a hearing. Further, the student will have the right to representation at the hearing and with the opportunity to present evidence and witnesses.

SUBSTANCE ABUSE/DRUG POLICY

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance as defined in Chapter 94C including, but not limited to, alcohol, marijuana, cocaine or heroin, may be subject to expulsion from the school or school district by the Principal. Additionally, other legal proceedings may result from investigations by the Cambridge Police Department or other law enforcement agencies as a result of a student having engaged in this type of conduct.

Students with drug and alcohol problems are encouraged to seek the assistance of school personnel in solving such problems, and will be referred to the appropriate city/health agencies for substance abuse treatment and support. With the discretion of the Administrator, such a student may be given the opportunity and encouraged to attend a facility specializing in the treatment of persons with such problems.

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SUBSTANCE ABUSE: ALCOHOL AND DRUGS WILL NOT BE TOLERATED!

The presence of controlled and/or dangerous substance implies that a student has been found to be in the immediate area where it was used, detected, or confiscated; and makes no reasonable attempt to leave the area.

- All communications regarding such problems are to be kept in strictest confidence.
- Procedure for Students in the Presence:
 - If the administrator determines there is enough circumstantial evidence to confirm that the student was present to participate in substance abuse, the student will receive the same consequences as the user.

Students in the presence of controlled and/or dangerous substances are subjected to disciplinary consequences which range up to 3 days out of school suspension, as well as a referral to a substance abuse counselor.

USE of a controlled and/or dangerous substance implies that a student is reasonably known to have made use of same (e.g. drinking alcohol, using cocaine, smoking marijuana, taking a pill, etc.) or is reasonably found to be under the influence of same while under the jurisdiction of school authorities. Use shall also include unauthorized use or abuse of a prescription drug.

Students under the influence of any controlled and/or dangerous substance are subjected to disciplinary consequences which range from 5-10 days out of school suspension, exclusion hearing, police notification, criminal charges may be filed, as well as a referral to a substance abuse counselor.

- In appropriate cases where a student is under the influence of alcoholic beverages or drugs while in school, the Principal or his/her designee may send the student to the nurse or doctor, notify the student's parent/ guardian, and refer the matter to appropriate medical and/or legal authorities.

POSSESSION of such a substance implies that a student has on his/her personal property, or under his/her control (locker) while under the jurisdiction of school authorities. A student that is in possession of any controlled and/or dangerous substance are subjected to disciplinary consequences which range from 5-10 days out of school suspension,

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exclusion hearing, police notification, criminal charges may be filed, as well as a referral to a substance abuse counselor.

DISTRIBUTION of such a substance implies the transfer of such substance to another person, with or without the exchange of money or other valuables. The Expulsion Policy governs possession, use and distribution of a controlled substance.

WEAPONS

- Any student who possesses a legally dangerous weapon or any other weapon at school or at school-sponsored and/or school-related events will be immediately suspended and may be recommended for expulsion.
- All students attending CRLS and parents/guardians of CRLS students receive a copy of the Weapons Policy each year. Both parents/guardians and students must sign and return to the student's Learning Community office a statement acknowledging that they have read the Weapons Policy, understand the consequences of entering school grounds with any weapon, and that there are no exceptions with regard to disciplinary procedures.

Disciplinary Action for Incidents Involving Weapons

Bringing a weapon to school, using a weapon on school grounds or at a school activity or on the bus, or having a weapon in school on school grounds or at a school activity or on the bus is against the law.

There are three kinds of weapons:

- A. Those that are "legally dangerous" include weapons that are against the law to possess. Anything that is carried and used in a manner to intimidate or with the intent to cause harm to another person is considered a dangerous weapon. "Legally dangerous" weapons include, but are not limited to, the following:
- B. Prohibited items are those items that are not defined as weapons under the Massachusetts General Laws, Chapter 269, Section 10, but are of no reasonable use to a student in a school and are not permitted on school premises, at school-sponsored events and/or at school related events, including athletic games. Possession or use of said items will result in suspension and may result in expulsion from school.
- C. Ordinary items that are used in a dangerous or threatening manner. Use of these items in a dangerous or threatening manner

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will result in suspension or expulsion from school. These items include, but are not limited to: pencils, scissors, pins, nails, carpentry tools, laser pointers, walking aides and athletic equipment.

NOTE: No toy or replica weapons of any kind, including guns and knives, are permitted on school premises, at school-sponsored events and/or at school-related events, including athletic games. Items such as these will be confiscated and may result in **suspension** or **expulsion** if the Principal of CRLS determines them to be in violation of the Expulsion Policy.

PROCEDURE

All disciplinary actions will be made in accordance with the provisions of Sections 15 through 18 of the *Rights and Responsibilities Handbook* and all applicable laws and regulations. A brief summary of the process follows.

If a student is found with either a dangerous weapon or any other weapon, using an item in a threatening way, or is found with or having used a controlled substance, or assaults a member of the school staff, the following procedures will apply:

- The staff member involved will contact the Dean of Students.
- The Dean of Students will notify: (a) The Director of Safety and Security, (b) the Principal of CRLS, (c) the parent(s)/guardian(s) by telephone, with a follow-up letter, and, if necessary, by certified mail.
- The Director of Safety and Security will notify the Principal and the Deputy Superintendent; a copy of the incident report will be forwarded to the Principal and to the Deputy Superintendent by the end of the school day.
- The student will be removed from school grounds after the parent(s)/guardian(s) has been contacted.
- In the case of a “legally dangerous” weapon, the Director of Safety and Security will notify the Cambridge Police Department and file a complaint with the Middlesex County Court, and, if necessary, take other appropriate action.
- The Dean of Students will conduct an informal suspension hearing at the school to determine if the weapons policy has been violated. The hearing may be delayed on (1) day at the parent’s/guardian’s request to allow him or her to be present.

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The hearing will include the student, the parents/ guardians, the Principal or designee, and the staff member who reported the incident. At the hearing, the student will be told the reason for the suspension and will be given a chance to explain to the Dean of Students if he or she believes that the suspension is not deserved.

- If the Dean of Students finds the student to be in violation of the weapons policy, the Dean of Students will **IMMEDIATELY SUSPEND THE STUDENT FOR UP TO (10) DAYS** and further disciplinary action may be taken, as stipulated below. Copies of the suspension letter will be sent to the Deputy Superintendent, Principal, Director of Safety and Security, and counselor.
- During the ten-day (10) suspension period, the student and parent(s)/ guardian(s) will be notified in writing of an opportunity to have a hearing with the Principal of Cambridge Rindge and Latin School to discuss whether or not the student's actions warrant expulsion according to Chapter 71 Section 37H, of the Massachusetts General Laws. Further, the student shall have the right to representation at the hearing, along with the opportunity to present evidence and witnesses. If, after the hearing, the Principal decides to expel the student based on the evidence presented, the expelled student will be informed that he/she shall have the right to appeal the decision to the Superintendent of Schools. The expelled student shall have ten days from the date of the expulsion to notify the Superintendent of Schools of his/her appeal. The student has the right to counsel at a hearing before the Superintendent or her designee. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this policy.
- When a student is expelled under the provisions of this policy and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

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VANDALISM / DESTRUCTION OF SCHOOL PROPERTY

No one is to injure, destroy, deface or trespass on school property. All students and staff are urged to treat the building with care and respect. Parent(s)/Guardian(s) are responsible for paying for any damage done to the building by their child. The Cambridge Public Schools will take the parents/guardians to court.

People with any information about damage done to the building or its contents shall report it to the Office of Safety and Security. Writing or spraying inappropriately on or around campus (graffiti), carving on a desk, mishandling a book, malicious use of glass bottles, breaking a window, destroying equipment or damaging materials are all infringements on the right of the CRLS community to have a clean environment. Students and the parent(s)/guardian(s) of students who have perpetrated such vandalism will be held responsible.

Depending on the severity of the damages, a one to ten day out of school suspension and possible expulsion hearing will occur. Damages will be assessed and restitution will be made, a criminal complaint may be filed, and police may be notified.

RIGHTS AND PRIVILEGES

Chapter 76, section 5 of the Massachusetts General Laws provides, in pertinent part, that: “[n]o person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.”

Cambridge Public Schools and CRLS are committed to providing an atmosphere in which all students can learn and participate in all activities pertaining to their education. Corporal punishment in any form is expressly forbidden. Moreover, any behaviors that insult the dignity of others, interfere with their freedom to learn is unacceptable, or creates a hostile academic environment in unacceptable and shall result in disciplinary action being taken. Additionally, any intimidation, threats, harassment, degradation, humiliation or other retaliatory conduct of students will not be tolerated and shall result in disciplinary action being taken. School staff will not attempt to impede or discourage students or their parents/guardians from reporting such conduct to school officials. Any such interference should be reported immediately to the principal. Additionally, reports can be made to the Superintendent of Schools, Deputy Superintendent of Teaching and Learning or Affirmative Action Officer. Further details on the reporting process are set forth below.

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NON-DISCRIMINATION POLICY AND PROHIBITION AGAINST SEXUAL HARASSMENT

The Cambridge Public Schools, including Cambridge Rindge and Latin School, are committed to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, religious beliefs, disability, genetic information or age are not tolerated and where any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable.

The Cambridge Public Schools strictly enforce a prohibition against harassment and discrimination, sexual or otherwise, of any of its students or employees by anyone, including any fellow student, teacher, supervisor, coworker, vendor, or other third party, as such conduct is contrary to the mission of the Cambridge Public Schools and its commitment to equal opportunity in education and employment.

Discrimination and harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, religion, age, disability, veteran status, marital status, genetic information, gender identity or sexual orientation. "Sexual harassment" is defined as unwelcome conduct of a sexual nature. It includes sexual advances, requests for sexual favors, and verbal, nonverbal or physical conduct of a sexual nature when:

Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly as a term and condition of employment, academic standing, school-related opportunities or as a basis for employment decisions

Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating intimidating, hostile, humiliating, or sexually offensive work or educational environment. Sexual harassment includes acts of sexual violence, including without limitation, physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or is unable to give consent due to an intellectual impairment or other disability. A number of different acts fall into the category of sexual violence. All such acts of sexual violence are forms of sexual harassment covered under Title IX, a federal non-discrimination statute.

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The Cambridge Public Schools will not tolerate harassing or discriminatory conduct that affects employment or educational conditions, that interferes unreasonably with an individual's school or work performance, or that creates an intimidating, hostile, or offensive work or school environment. Discrimination and/or harassment of employees or students occurring in the schools or workplace is prohibited by law and will not be tolerated by the Cambridge Public Schools. For purposes of this policy, "workplace" or "school" includes school-sponsored social events, trips, sports events, work related travel or similar events connected with school or employment, including without limitation, extracurricular and athletic activities and programs, traveling to and from school or on a school sponsored field trip. Further, any retaliation against an individual who has complained about discrimination, harassment or retaliation; or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint is similarly unlawful and will not be tolerated.

The Cambridge Public Schools takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Where it is determined that inappropriate conduct has occurred, the Cambridge Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include termination of employment or school-related discipline, up to and including suspension and/or expulsion/exclusion of a student from school.

A student can raise complaints regarding alleged discriminatory practices may be raised informally with a student's teacher, principal or dean, Affirmative Action Officer or Deputy Superintendent. An employee can raise complaints with his/her supervisor, the Affirmative Action Officer or the Executive Director of Human Resources. The offices of the Affirmative Action Officer and Deputy Superintendent both are located at 159 Thorndike Street, Cambridge, Massachusetts. The telephone number for the Affirmative Action Officer is 617-349-6456, the telephone number for the Deputy Superintendent is 617-349-6418, and the telephone number for the Executive Director of Human Resources is 617-349-6438. The Affirmative Action Officer also handles formal complaints regarding alleged discriminatory practices. In some cases, the conduct complained of may constitute sexual harassment under Title IX and criminal activity. If you believe that the conduct also constitutes a crime you have a right to file a criminal complaint at any time, including during or after the school's investigation into your complaint.

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A complete copy of the school district's nondiscrimination policy and prohibition against sexual harassment can be obtained on-line at www.cpsd.us or ask the principal or dean for a copy of the document.

The Cambridge Public Schools is an equal opportunity employer and is committed to the provision of quality educational programs for all students. CPS does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender identity, sexual orientation, disability, genetic information, age, veteran or marital status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.