

PIONEER CHARTER SCHOOL OF SCIENCE

STUDENT HANDBOOK 2011-12

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Dear Students,

Welcome to the 2011-2012 school year at Pioneer Charter School of Science (PCSS)! The PCSS team is excited about this school year, and the staff at PCSS is caring, competent, dedicated and willing to serve all students. We are working very hard to provide the best possible learning environment for our students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. Our mission is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work in harmony.

PCSS is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We expect all students to become active participants in all events and activities.

This handbook is an overview of our school's goals, services, and rules. This is an essential reference book describing school expectations and rules. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire PCSS staff and community, best wishes for a great 2011-2012 school year!

Sincerely,

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Executive Director

MISSION STATEMENT

The mission of PCSS is to provide a **learning environment** for all students through a rigorous **college preparatory** level education focusing on **mathematics, science, and technology**.

INTRODUCTION

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

STUDENT RIGHTS

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

STUDENT RESPONSIBILITIES

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

UNIFORM AND PERSONAL APPEARANCE

PCSS has a dress code policy to help create a safe and orderly environment, to instill discipline, and eliminate the competition and distractions caused by varied dress styles. You are expected to arrive in dress code every day. If at any time you do not abide by the required dress code, you will be given discipline points and a warning. After two warnings, you will be required to serve detention. Please cooperate, display modesty and neatness, and take pride in your uniforms. We rely on your common sense and your parents' and/or guardians' support in helping to maintain the dress code. Both boys and girls uniforms can be purchased from Collegiate House.

PLEASE NOTE...

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

UNIFORM FOR MIDDLE SCHOOL

Uniform Pants/Slacks

- Khaki Slacks – properly fitting
- Black Belt - properly fitting (No studded Belts)
- All **black** sneakers or shoes

Uniform Top

- Light Blue Polo T-Shirt (with logo) tucked in at the waist
- Navy Sweater Vest or V-necked Cardigan in case of cold weather.

Physical Education

- Navy Blue or Gray Sweatshirt with logo
- Navy Blue or Gray Sweatpants
- **Shorts from Collegiate House**
- White Tee Shirt with logo
- Black or White Sneakers

UNIFORM FOR HIGH SCHOOL

Uniform Pants/Slacks

- Black Slacks – properly fitting (No Jeans)
- Black Belt - properly fitting (No studded Belts)
- All **black** sneakers or shoes

Uniform Top

- Maroon OR White Polo T-Shirt (with logo) tucked in at the waist
- Grey Sweater Vest or V-necked Cardigan in case of cold weather.

Physical Education

- Navy Blue or Gray Sweatshirt with logo
- Navy Blue or Gray Sweatpants
- **Shorts from Collegiate House**
- White Tee Shirt with logo
- Black or White Sneakers

Please, be advised that only the uniform top requires the PCSS logo. Uniform tops with logo can be purchased from Collegiate House, Inc., or the logo can be purchased from the school to be ironed on the uniform.

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

ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS

In addition to making sure you are wearing the school uniform, PCSS requires that you follow these additional guidelines in terms of uniform appearance and personal appearance.

Pants and Slacks:

- Pants and slacks must fit properly, and may not be baggy, sagged, or tight fitted. Pants and slacks may not be jeans.

Footwear:

- Shoes or sneakers must be ALL black. Shoes may not have distracting colors or elements.
- No sandals, clogs, high heels, tennis shoes, hiking boots, or snow boots will be allowed. Questionable footwear should be granted permission before being worn.

Personal Appearance:

- Jewelry and accessories should be appropriate for school and not attract undue attention. Only one ring or stud on each ear is permitted. Students may not wear loop earrings at any time.
- Cosmetics should be appropriate for school and not attract undue attention. If your cosmetics are inappropriate or attract undue attention, PCSS staff will require you to remove the cosmetics prior to attending class.
- Hair color must be natural and must not attract undue attention. If hair color is deemed inappropriate, students may be sent home and not allowed to return to school until the color has been changed.

Outerwear:

- Hats, caps, and other headgear may not be worn in the building.
- Outerwear, such as windbreakers, jean jackets, or ski jackets, may not be worn inside the building.

PCSS Sweaters:

- Pioneer Charter School of Science sports sweaters/sweatshirts may only be worn on Fridays. If students violate this policy, the sweater/sweatshirt may be subject to confiscation by administration.

Dress Down Days:

- At the discretion of the school administration, PCSS may assign certain days "Dress Down Days."
- Pants, skirts, shirts, and shorts must be of appropriate length. Hats, cotton sweatpants and pajama bottoms may not be worn. Shirts must be appropriate length and may not have anything deemed inappropriate on them.
- Students that are not in compliance must change back into uniform, if they do not have one, one will be given to them.
- If students violate the dress code or Dress Down Day code multiple times, consequences will be determined on the frequency or volume of violations.

EARLY MORNING/AFTER SCHOOL

The school building opens at 7:30 a.m. Middle school students will report to the gymnasium after breakfast. High school students will report to the gymnasium at 7:45 for morning assembly. During the morning assembly, students will stand quietly and listen for school announcements or events. If a student cannot behave during the morning assembly, they will be removed from the gymnasium/cafeteria and wait in the Main Office (Room 100). Students must not congregate in the corridors/hallways between 7:30 and 7:50. After the morning announcements, the students will be escorted to their classes/lockers by the advisory teacher. The bell at 8:00 is a signal to students to report to their 1st period class. At the end of the school day students must leave the building and school grounds promptly unless they are participating in a school supervised activity. Please see the dismissal policy.

ADVISORY-1 (HOMEROOM)

The school opens at 7:30 a.m. and breakfast will be served. Students that arrive after 7:50 will be marked tardy. Students not in their assigned advisory lines by 7:50 will be marked absent. The bell at 8:00 is the signal for filing to classes. Students are allowed **THREE** minutes to walk to their next class.

ATTENDANCE

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

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

Any student that has accumulated **twenty (20) absences** in the year will fail all subjects for the year.

Any student that has accumulated **ten (10) unexcused absences** in the year will fail all subjects for the year.

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

ABSENCE

Parents/guardians must notify the school between the hours of **7:45 AM and 9:00 AM** on any day their child will be absent. If a parent does not call the school, the parent will receive a call from the school's automated dialer. Students are required to bring a note to the Main Office (Room 100) when they return to school that includes the following:

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

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

A parent note may only excuse **three (3) absences** in a school year. Further documentation will be required for any further absences.

If a student is absent for **three (3) consecutive days** due to an illness, he or she will be required to bring in a note to the Main Office (Room 100) from a **doctor or health care physician**.

If a student is absent for **five (5) consecutive days**, he or she will be required to bring in a note to the Main Office (Room 100) from a **doctor or health care physician** and require the **school nurse's approval** to return to school.

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

If a student is absent from a particular class **twenty (20) times in a year**, they will fail that class for the year.

If a student is absent unexcused from a particular class **ten (10) times in a year**, they will fail that class for the year.

- If a class is not year-long, the absences may not exceed a prorated limit.
- The average grade for the subject will be lowered to 40%.
- Teachers will notify parents/guardians and the students as absences accumulate.

Students who are absent are responsible for the work they have missed. Students are allowed **two days** for every day of absences to make up work missed. The school will count as excused the following reasons for absence from school:

- A note from a parent/guardian or physician explaining an illness or injury that prevented the student from attending school
- A death in the immediate family or other significant family crisis
- Religious holidays
- RMV required visits
- Suspension from school

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

In order to keep students from accumulating too many absences, a **three letter warning system** has been put in place to notify parents/guardians if their child has been absent too often. For each letter sent, parents may be contacted sooner in order to schedule a parent conference.

- The first warning letter will be sent if a student has accumulated between 5 and 10 absences.
- The second warning letter will be sent if a student has accumulated between 10 and 15 absences.
- The third warning letter will be sent if a student has accumulated between 15 and 20 absences.
- A fourth and final letter will be sent after a student has accumulated 20 absences notifying parent/guardians that their child will not be promoted to the next grade.

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

According to the Child In Need of Services (CHINS) petition, a petition must be filed if any student misses school on a regular basis. (Please refer the CHINS section at the end of this section).

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

School Attendance and Massachusetts General Laws:

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

Massachusetts Department of Education and Attendance

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

Chapter 76, Section 1 Regulations of School Attendance

Chapter 76, Section 1A Notification of Absence

Chapter 76, Section 2 Duties of Parents; Penalty

Chapter 76, Section 4 Inducing Absences; Penalty

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

Child In Need of Services (CHINS)

What is a CHINS?

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

- regularly runs away from home; or
- constantly disobeys the commands of a parent or legal guardian; or
- misses school on a regular basis; or
- constantly fails to follow school rules.

Who may file A CHINS?

A parent or guardian may file a CHINS petition on a child who is under 17, who runs away, does not or cannot follow the rules at home.

A school district may file a CHINS petition on a child who is under 16, who is absent a lot or misbehaves at school.

The police may file a CHINS petition on a child who is under 17 and a runaway.

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

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

<http://www.mass.gov/legis/laws/mgl/119-21.htm>

ATTENDANCE WAIVER PROCEDURES

A waiver of the attendance rule (20 absences or 10 unexcused absences for the year) may be granted by the Executive Director in extreme or unusual circumstances. It is expected that students will be in school every day and that absences will be due to illness or other serious reasons. Absences for recreational purposes will not be waived. It should be noted that absence from an individual class may differ from overall absence. For example, a student may be tardy and miss the first period. That absence from class may put a student over the limit in that one class while remaining within the limit in others.

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

- A waiver granted by the Executive Director does not mean that a student will pass any course. It means that the student must be given the opportunity to make up work missed when absent for legitimate reasons.
- Waiver requests from students will include a letter from a parent/guardian listing the dates absent with specific reasons for absences. Letters from physicians or other health care providers should be included with the waiver request.
- If a waiver is granted for a marking period, the student must make up all work within one month. If a waiver is granted for the school year, a student must make up all work before the last week of school.

TARDINESS: Students should arrive no later than 7:45 a.m. for the morning assembly. Anyone who arrives after 7:50 a.m. will be marked tardy. The Building Administrator will monitor tardiness and when necessary assign the following consequences:

- Five (5) tardies will result in after-school detention.
- Ten (10) tardies will result in Saturday detention.
- Fifteen (15) tardies will result in disciplinary action at the discretion of the administration.

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

Unexcused tardiness is not a valid excuse for make-up work. Tardiness will be excused only in **extreme circumstances**.

ANY STUDENT WHO IS TARDY AFTER 8:30 A.M. OR DISMISSED BEFORE 11:00 A.M. WILL BE MARKED ABSENT FOR THE DAY. No student is allowed in the building without following the proper procedures (see Tardy Procedures, below). Students violating this rule will be treated as trespassers.

If the student is late to his/her classes more than two times he/ she will receive detention. **If a student serves more than two detentions for tardiness**, parents will be contacted before further disciplinary actions are taken.

TARDY PROCEDURES

1. Tardy students must enter and sign in at the Cafeteria entrance. **No other door** is to be used after the 7:50 bell has rung. The warning bell is at 7:55 a.m.
2. Any student arriving **AFTER 8:30 a.m.** must have a note from a parent or guardian explaining the tardiness. The note must contain a telephone number at which the parent or guardian can be reached, and it must be brought to the Main Office (Room 100) for verification. **NOTE: The note does not excuse the tardiness.**
3. If a pattern of tardiness begins to develop, a letter will be sent home to the parent. If the tardiness continues, a parental conference will be necessary.
4. Class work missed due to unexcused tardiness cannot be made up.
5. Failure to follow tardy procedure will result in disciplinary action.
6. A tardy student must report to class within four minutes of the time in which the pass was issued.

EARLY DISMISSAL PROCEDURES

Notes are to be brought in to the Main Office (Room 100) at least **one (1) full day before** the date of dismissal. The note must contain the following:

- A legitimate reason for dismissal
- A parent's (guardian's) signature
- Telephone number where the parent/guardian may be contacted for verification during the day (home and work telephone number).
- **No student will be dismissed unless a parent/guardian is contacted.**
- **No student under sixteen (16) years of age will be dismissed unless a parent/guardian comes to PCSS at the time of dismissal.**

- Dismissal cards will be issued by the secretary before 8:00 a.m on the day of dismissal.
- Students must sign the dismissal book in secretary at the time of dismissal.
- **All students must sign out with the secretary before leaving the building, even if the nurse has granted the dismissal.**
- The student will return dismissal cards, signed by the parent/guardian, to the homeroom on the day following the dismissal.
- Students granted early dismissals must leave the PCSS complex promptly via the front door. The Alternative Study office will keep dismissal cards on file.
- Abuse of the early dismissal policy may result in the failure of particular classes for the year.

STUDENTS SHOULD NOT HAVE EARLY DISMISSALS OFTEN DURING THE SCHOOL YEAR. APPOINTMENTS ARE TO BE MADE AFTER SCHOOL UNLESS AN EMERGENCY OCCURS.

RELIGIOUS HOLIDAYS

Students observing religious holidays will be marked constructively present and will be allowed full make-up and full credit privileges. No tests or quizzes will be given on religious holidays.

NO SCHOOL ANNOUNCEMENTS

Pioneer Charter School of Science is a member of WBZ Storm Center and all “no school” announcements will be broadcast on **WBZ (channel 4)** television and **WBZ news radio 1030 A.M.** under the school’s name. Information regarding cancellation of school on a snow day can also be found on the **school’s website** at www.pioneercss.org.

MAKE-UP WORK

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

DISMISSAL

After the Period 9 teacher dismisses the students, they will retrieve their belongings from their lockers and proceed to exit the back door of the school into the PCSS Parking Lot. Students may not use cell phones or change out of uniform while in the building.

- This door can be found at the bottom of the rear stair case, near the girl's bathroom, and near Room 003 (Art).
- After students enter the parking lot, depending on their pick-up arrangements will do the following:
- Buses will be located on Argyle St. for student pickup.
- Students walking home may walk out of the parking lot to Clinton St.
- Parents/Guardians may choose to wait along the Clinton St. or Summer St. but **students will be exiting the rear door ONLY.** (Please do not park on Argyle St. as the buses will not be able to exit)
- If a student is waiting for a ride to come, they may wait in Room 102.
- Room 102, “Waiting Area,” or “Study Hall,” rules are as follows:
 - Students may leave when their ride arrives.
 - Students will work on assignments or read a book silently.
 - Students may use an electronic device to contact parents **ONLY.**
 - Students must obey the Study Hall Supervisor’s directions at all times.

Once a student exits the building he or she WILL NOT be allowed back into the building. The only exception to this is if the parent/guardian of that child contacts the school. If a student disregards these rules

and puts him, her, or others in danger, they will immediately be placed in Afterschool Detention and parents will be contacted.

- Afterschool Detention will run until 5:25 PM unless administration requests a parent come pick up their child.
- Three (3) discipline points for, "Not being in assigned location," will be issued if students are loitering in the corridors.
- In the event that a student is staying afterschool, he or she must make his or her way to his or her Club Headquarters or the Cafeteria for Academy by 3:45 PM.
- If a student arrives at either location late, they will not be eligible for the Club Attendance Reward Points and may be issued one (1) discipline point for, "Unexcused tardy to class."
- Club and Academy dismissal will be 4:25 PM.
- At 5:25 PM, the Detention Dismissal bell will ring and the Detention Supervisor will dismiss students to the Main Office (Room 100) to call their parents/guardians and exit the Front Entrance Door.
- During Dismissal, if a parent/guardian must enter the school, they will enter the Front Entrance Door only and a staff member will retrieve their child for them.
- Parents/Guardians will not be allowed into the school building without a staff escort to ensure the safety of our students and staff.

HALL PASSES

- Students who are not in their assigned rooms must have in their possession **the hall pass (clipboard)**.
- Students must check in and out with the hallway monitor whenever they leave the classroom.
- No passes should be issued during the first and the last ten minutes of any period.

HALLWAY TRANSITION

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

- During the first week of school, school staff will **teach** students the safest methods of transitioning in the hallway.
 - Students will leave morning announcements, go to their lockers, and immediately go to their Period 1 class. No loitering allowed.
 - Students will be dismissed by the teacher and not the bell.
 - For the rest of the school day, students will transition through the middle of the hallway only and line up outside of their designated classroom.
 - The rear staircase will be for traveling **DOWNSTAIRS ONLY**.
 - The front staircase will be for traveling **UPSTAIRS ONLY**.
- The teacher of your designated class or an administrator nearby will welcome students into the classroom.
 - Lines will be placed on the floors for students waiting to enter the class.
 - During transition, there should be no grouping of students, only neat orderly lines waiting to enter their designated classroom.
 - Upon entering the classroom, you will move directly to your seat **silently** and being working on the **DO NOW!**
- There will be absolutely **no running in the hallway** whatsoever.
- School staff will make an evaluation every two weeks to vote on the school's performance and vote on rewards. Ex. Dress Down Day.
- Failure to follow the above policy will result in the following discipline points and corrective actions:
 - Two (2) discipline points for "Failure to follow instruction."
 - One (1) discipline points for "Making noises in the hallway."
 - Sent to ASR for insubordination against receiving discipline points.

STUDENT IDENTIFICATION CARDS

A student ID card will be given to students after their school picture is taken. Once the ID has been given, students must have their ID cards at all times in order to identify themselves to staff. If a student loses or defaces an ID card, they will be charged \$5.00 for a replacement.

LOCKERS

Any lock will be allowed. Locks are mandatory and should be provided by the student. The lock is a personal possession of the student and may be used year after year at PCSS. The locker is not a student's personal possession. It is school property and is subject to inspection at any time. **School administrators and other school department personnel have authority to search student lockers, any personal effects found within lockers, and places of concealment within those personal effects.** Students will be held accountable for the contents of their lockers and the contents of their personal effects. Any contraband or evidence of a crime found as a result of a locker search will be turned over to the appropriate authorities. For additional information, see the section on Searches below.

Lockers may be used during the following times:

- After morning announcements/Before Period 1
- After Period 3/Before Advisory A
- Middle School Lunch
 - After Period 4/Before Period 5
 - No locker use during the lunch period
 - After Period 5/Before Period 6
- High School Lunch
 - After Period 5/Before Period 6
 - No locker use during the lunch period
 - After Period 6/Before Period 7
- After Period 8/Before Advisory B
- After Period 9/Before Clubs and Academy
- After Academy and Clubs
- After Detention
- During Special Circumstances, ex. Gym Class

If a student is using a locker at inappropriate times they will be issued discipline points without warning.

- 2 points will be issued for "Failure to follow instruction."
- If a student argues with the staff member they will be directed to the Dean of Students for insubordination.
- **If a staff member asks a student to identify themselves the student MUST identify their name and class.**

All lockers must have a lock on them by the First Friday of September.

- If you cannot purchase a lock by the First Friday of September please notify the Main Office (Room 100) or you will not receive a locker.
- If you need to purchase a lock, you may do so at any retail store or at the Main Office (Room 100).
- If you cannot afford a lock, please notify a staff member immediately.
- Once a locker has been assigned to you, it is yours and yours alone; you may not "trade" lockers with another student. Students are not allowed to store anything in another student's locker.

The Pioneer Charter School of Science is not responsible for lost or stolen items from the locker.

- Cell phones, electronics, or other valuable items should be left at home or given to your Advisory teacher by 7:55 AM.
- All items not turned in, if found, will be confiscated and given to administration.

Lockers are school property.

- If a student purposefully damages a locker, he or she will be held responsible for repair costs.
- Lockers should be clean and organized at all times.
- Students will not be excused for tardiness because of a disorganized locker.
- Please report any locker problems to the Main Office (Room 100) and plan your day by carrying sufficient books and materials.

Lockers are a privilege, not a right.

- If a student constantly violates the Locker Usage Policy, further action will be taken to limit his or her access to lockers.

Lockers may not be used during class times unless permission is given by a staff member.

- "I forgot something," is not a valid excuse, students are responsible for coming to class prepared.
- Discipline points will be issued for students that do not have their materials.

LAVATORIES

Students may use the lavatory during the following times:

- After the first 10 minutes of class.
- Before the last 10 minutes of class.
- During Advisory A and Advisory B.
- During Lunch and Recess.
- During Academy and Clubs.
- During Afterschool Detention.

Students in the Main Building will report to the Hallway Supervisor or Main Office for a lavatory key.

- Students that report to the Hallway Supervisor and state their three digit ID number and name.
- Students that report to the Main Office will record their three digit ID number, name, time in, and time out.
- Students will then submit their student ID to receive the lavatory key, it will be returned when the key is returned.
- Students that do not have their student ID will report to Dean of Student's office for a pass to use the lavatory.
 - Students without an ID will be accommodated on a case by case basis.
 - Students that regularly report to the lavatory without a student ID will have limited access to the lavatory.
- Students that do not return the key will be subject to disciplinary action.
- Students must have their Student ID at all times or be subject to disciplinary action.
- **If a staff member asks a student to identify themselves the student MUST identify their name and class.**

Students will use the lavatory in the Cafeteria or Gymnasium if their class takes place in the Cafeteria or Gymnasium.

- Students may use the lavatory after the first 10 minutes and before the last 10 minutes of class only.
- Students may only use the lavatory one at a time.

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

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

ASSEMBLIES

Students will remain standing in a designated line in the gymnasium. Absolute silence is to be maintained during assemblies. Student assemblies may take place in the cafeteria. All students are expected to bring a notebook and writing utensil to take notes. It is expected for all students to show respect to the guest or speaker at all times.

FIRE DRILL

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

LOST AND FOUND

All found items of value are to be brought to the Main Office (Room 100). If a student does not claim a lost item within two weeks, the item in question may become a charitable donation or subject to destruction.

VISITORS

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

PHONE CALLS

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

Students are not permitted - and teachers will not allow students - to make phone calls during class time from anywhere. Students are not permitted to come to the Main Office (Room 100) to use the phone unless there is an emergency. If a student comes to the Main Office (Room 100) to use the phone for any reason other than an emergency, he or she will be told to return to class.

Parents calling the school during normal school hours to speak with their child are restricted unless there is an emergency. Messages will be taken and delivered to students by last period. Messages taken after school hours will be given to the student whenever possible by paging the student to the Main Office (Room 100) to pick it up.

LUNCH PERIODS

All students are required to remain at school during the lunch period. You may buy your lunch at school from the cashier during the lunch period, or you may bring a packed lunch. There is no "Pay in Advance" available at this time. If you have any nutritional needs, you will need to meet with the Executive Director. During the lunch period, you are expected to display good manners and courtesy. You must eat your lunch only in the lunch area. You are expected to clear your place and dispose of all trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior. The cafeteria has vending machines that contain healthy food. Students are not permitted to use the vending machines at any time other than his or her designated lunch period. Students discovered using the vending machines during any time other than his or her designated lunch period will be required to turn over the food/drink to school staff. The food/drink will not be returned and you will be sent to the Alternate Study Room (ASR) for appropriate discipline. Our system will include the children eligible for free meals. Daily records will be maintained on the meals served. Our system will determine the meal counts by category and prevent the overt identification of students receiving meal benefits.

HEALTH ROOM AND HEALTH CONCERNS

Nurse

PCSS has an on-site nurse to assist students who become ill or are injured while at school. Parents will be notified, when appropriate, if a student is referred to the nurse. **A student must see the nurse prior to going home ill.** The nurse and/or Building Administrator are the only people who make the determination to send a student home.

Parents or students are invited to consult with the nurse on matters related to hygiene, nutrition, medication administration, substance abuse, depression, child abuse and neglect, or other issues of concern. If your child

has any specific health, safety or security needs, please inform both the advisory teacher and the school nurse so that appropriate accommodations can be made.

Physical Examinations

A periodic physical examination is important for all children and adolescents. Current law (M.G.L. Ch. 71 §57) requires physical examinations of school children six months before entry into school or during the first year after entrance (7th, 8th, or 9th grade) and at intervals of either three or four years thereafter (10th grade).

Students are also required to have a physical or provide proof of their physical status in order to play in individual or team sports.

Immunizations

PCSS adheres to the Massachusetts requirements for student immunizations in order to register for school. Parents must submit a doctor's record stating that their child has been immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, German measles (rubella), mumps, and hepatitis B. In addition, varicella (chickenpox) immunization is required if a child has not had chickenpox. The records must include the month, day and year when the immunizations were given.

Students must be immunized in order to participate. The school nurse, as a public health authority may obtain medical records for your child if you do not provide the information. The school nurse may also require a student to stay home if they are not properly immunized. Many immunizations are available for free at your city hall.

Medication

Many students take medication while at school. The Commonwealth of Massachusetts has policies to regulate the health and safety of children needing medicines during the school day:

1. A parental consent form must be on file in the child's health record before the nurse can administer any medicine – prescription or non-prescription – at school.
2. A signed medication order and parental consent form must be on file with the school nurse in order to administer prescription medication. The form should be taken to the child's primary care physician for completion and returned to the school nurse. No prescription medication will be distributed without a signed medication order and parental consent form.
3. The parent should deliver medication to the school in a pharmacy or manufacturer-labeled container. Ask the pharmacy to provide separate bottles for school and home. No more than a 30-day supply of the medicine should be delivered to school.

When the child needs medication to be given during the school day, please act promptly and follow these policies so we may begin to give the medicine as soon as possible. Students are not allowed to carry any medication on them at any time; parents must submit the medication to the school nurse or secretary. It is the parent's responsibility to see that the prescription is renewed so the child does not run out of his/her medication.

Inhaler Use

Students may carry prescription inhalers during the school day provided the school nurse receives written notification from the parent/guardian and a written medication order signed by the student's licensed prescriber is on file in the student's health record.

Accidents

The nurse or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact person will be notified immediately by phone whenever medical treatment is administered to a student, and an incident report will be kept in the student's permanent file. **The school must have working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable.** Please keep this information updated.

Religious Objections

If parents have any objections on the basis of their religion to routine physical examinations, first aid in emergencies, or other medical procedures that might occur in school, it is important that they contact the school in writing so that information may be recorded. Notwithstanding the receipt of such notice, if school personnel believe that the student is experiencing a medical emergency, they will contact 911 for assistance.

NOTE: Students and their parents or guardians are responsible for picking up their medications at the end of the school day/year; medications will be discarded if they are not retrieved. See nurse for questions/concerns.

GRADING SCALE

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

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

IMPORTANT: 60% of a student's final grade in all major subjects will be based on mid-term and final exams.

HOMEWORK POLICY

Homework is an essential part of your successful educational program at PCSS. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. If you or your parents have questions about homework, immediately contact the teacher who assigned it. If the student fails to complete and/or turn in a homework assignment he/she will be issued detention the following day until 5:30. Students that continue to not turn in or complete homework will be subject to the following disciplinary action:

- One (1) missed homework assignment will result in after-school detention.
- Five (5) missed homework assignments in a quarter will result in Saturday detention.
- Ten (10) or more missed homework assignments in a quarter will result in disciplinary action at the discretion of administration.

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

GRADE PROMOTION POLICY

The 7th – 8th grade promotion from one grade to another in PCSS shall be based on the following criteria:

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

- If a student in grade 7 or grade 8 receives final marks of “F” in any of the four core courses English, Math, Science or Social Studies and if the average is **0-49** the student will repeat the grade, if the average is **50-59** the student must attend Summer school to be promoted to Grade 8 or Grade 9.
- If a student in grade 7 or grade 8 receives final marks of “F” in any of the courses listed below that are the equal of (2) Full Credit Value (C/V), he/she cannot be promoted to Grade 8 or Grade 9.

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

1. If a student fails two (**2**) core subjects he/she has to repeat the grade or if a student receives final marks of “F” in any of the courses listed above that are the equal to a total of (3) Full Credit Value (CV), he/she cannot be promoted to the next grade.
2. If a student receives final marks of “F” in any of the four core courses English, Math, Science or Social Studies and if the average is **0-49** he/she will repeat the grade, if the average is **50-59** he/she can attend Summer school to be promoted to the next grade.

Subjects	Middle School	High School
English Language	1 CV	1 CV
Mathematics	1 CV	1 CV
Science	1 CV	1 CV
Social Studies	1 CV	1 CV
Character Education	1/2 CV	N/A
Computer Science	1/3 CV	1 CV
Foreign Language	1/3 CV	1 CV
Ph Ed	1/3 CV	1/2 CV
Music/Art	1/3 CV	1/2 CV
* CV for the Electives is determined by the subject matter.		

PROGRESS REPORTS

Progress Reports will be mailed or handed out once in every quarter. Progress Reports are available at the Main Office (Room 100) at any time. Progress Reports are also available on the school database at all times.

SUMMER SCHOOL

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

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

1. The student must have obtained an average of no less than 50 in the course for which they are seeking to regain credit.
2. The student must receive approval to attend summer school from the teacher whose course he/she has failed and wishes to regain credit.
3. The failure of the course for which the student wishes to regain credit was not a result of excessive unexcused absences.

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

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

Grading guidelines for summer school courses include:

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

VOCATIONAL EDUCATION OPPORTUNITIES

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

ADVANCED PLACEMENT COURSE POLICY

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

PCSS HONOR CODE AND CONSEQUENCES FOR VIOLATIONS

CLARIFICATION OF TERMS:

Cheating includes, but is not limited to:

- Using materials unauthorized by the teacher during a test;
- Sharing test answers or questions with another student;
- Copying any other person's work/homework/class work;
- Using unauthorized study aids;
- Making unauthorized grade alterations;
- Turning in work done by any other person (e.g. parents, other students, etc.)

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

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

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

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

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

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

CONSEQUENCES FOR VIOLATING THE HONOR CODE:

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

- Give the student a zero on the assignment or test (in the case of cheating);
- Notify the parents;

- Notify the advisory teacher and alternative study supervisor;
- Request that the student be subject to discipline by PCSS administration.

EXTRACURRICULAR ACTIVITIES

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

INTERSCHOLASTIC ATHLETIC ELIGIBILITY RULES

The violation of any eligibility rule may result in forfeiture of a game won. A violation could spoil a good season's record. If in your opinion there is any doubt concerning your eligibility, consult the Executive Director or Athletic Director. The rules apply to all teams, varsity, junior varsity, sophomores and freshmen, all grades and to both girls and boys sports. The Committee on Athletics of the Massachusetts Interscholastic Athletic Association is the final arbiter.

YOU ARE NOT ELIGIBLE:

1. If you have a grade less than C in four major subjects of your class and if you do not meet the attendance requirements indicated in the Student Handbook. This policy governs all extracurricular activities and competitions, including sports, clubs, academic teams, drama and music.
2. If your 19th birthday came before September 1 of the present school year. (You may no longer participate in the high school sports.)
3. If you are absent the day of a game or practice.
4. If you are transferred from any school to an MIAA high school. Transfers are ineligible to participate in any interscholastic athletic contest at any level for a period of one year in all sports in which that student participated at the varsity level during the one-year period immediately preceding his/her transfer. For the purpose of this rule, no transfer will be deemed to have taken place if a student returns to his/her former school on or before the eleventh school day from the date of last attendance there.
5. If you are suspended or expelled (See School-Based Disciplinary Rules, pp. 36-42).

POLICY FOR NETWORKS, INTERNET AND CYBERBULLYING

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

A responsible network user will:

- Use language that is considered appropriate at all times.
- Send only information that other users will not find offensive.
- Conform to copyright laws.
- Never reveal personal information about themselves or any user such as address, telephone number, credit card numbers, social security number, etc.
- Not tamper with the system or alter, copy, delete or destroy any files or data that are not theirs.
- Not attempt to gain access to any PCSS computer, resources or files that are beyond their authorized access.
- Not download or install any programs on PCSS computers without written permission from the Executive Director.
- Report immediately any suspicious activity or suspected security breaches to a teacher or administrator.

- Never plagiarize material found on the Internet. Plagiarism is taking someone's words or ideas and presenting them as if they were your own work.
- Not disrupt the network, spread computer viruses or practice computer "hacking" of any kind.

A responsible network user must be aware that:

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

CYBERBULLYING

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

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

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

CELLULAR PHONE USAGE / ELECTRONIC DEVICES

Students may carry cell phones for use before and after school hours. All phones must be turned off prior to entering the building and must be given to the advisors during morning assembly. Students may retrieve their cell phones from the advisor during the last advisory period. Subject to the policy outlined above, students will be permitted to use the school phone if needed.

The possession and/or use of any electronic device, including cell phones, while at school is prohibited. Any electronic device seen or heard in school at any time (lunch, recess, after-school, etc.) will be confiscated and given to PCSS administration. Electronic devices capable of recording sound or video will be confiscated and all media captured that is deemed inappropriate will be deleted. The parent will have to pick up the device in the Main Office (Room 100).

GRAFFITI

- Painting, marking, tagging, etc., of buildings by anyone, regardless of age, is illegal, without permission of the owner;

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

PHYSICAL RESTRAINT OF STUDENTS

The Massachusetts Department of Education has developed regulations (603 C.M.R. §46.02) to “ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint.” Each school system is required to develop a policy that provides a description and explanation of the school’s method of physical restraint, a description of the school’s training, reporting and follow-up procedures, and a process for receiving and investigating complaints regarding restraint practices. It is PCSS policy and procedure to act in accordance with the regulations governing physical restraint in Massachusetts. A complete copy of these regulations is available in the Main Office (Room 100).

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

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

The following definitions appear in the state regulations:

- Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
- Physical Escort: Touching or holding a student without the use of force for the purpose of directing the student.
- Physical Restraint: The use of bodily force to limit a student’s freedom of movement.
- The Executive Director or his/her designee shall:
- Identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an appropriate training program.

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

PUBLIC DISPLAY OF AFFECTION (PDA) POLICY

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

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

DISCIPLINE CODES

I) POLICY / PROCEDURE AND RULES

The proper atmosphere for learning is developed through application of self discipline, as well as adherence to the rules and regulations of the school. Striving toward this goal will result in a smoothly functioning school

atmosphere conducive to a maximum learning process. Any student causing disruption impedes the learning process.

Students from in Grades 7 through 12 are expected to comply with the following basic rules:

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

A. CLASSROOM PROCEDURES

1. At the end of a period, students must await dismissal by the teacher.
2. Students will not adjust shades or windows without the teacher's permission.
3. All objectionable and permanent markings in books will be reported. Students must pay for lost or damaged textbooks before new books are issued.
4. A student tardy to class must have a pass from the teacher who detained him or her, or the student will be given discipline points for tardiness.
5. Students may expect a test in each subject weekly.
6. A student who misses more than half a class period is considered to have been absent from that class.
7. The PCSS policy and state law recognize a student's right to use textbooks, on a loan basis, without charge. Students will be required to pay for textbooks and other school-owned materials that they lose or damage.

B. SCHOOL-WIDE BEHAVIOR EXPECTATIONS

1. Transition in the hallway orderly and at a whisper.
 2. Enter your classroom silently.
 3. Stay seated unless otherwise directed.
 4. Bring pencils, pens, paper, books, and other required materials to class.
 5. Place unnecessary items in your drawstring bag underneath your desk or out of the aisles.
 6. Once items are put away, take out your textbook, notebook, and begin the Do Now!
 7. Raise your hand for permission to speak.
 8. Avoid any behavior that disrupts or keeps the classroom from functioning.
 9. Follow directions the first time they are given.
- Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers.
 - All behavioral rules and expectations apply and will be enforced during all advisory periods and after school class periods.

C. CAFETERIA CONDUCT

- Dispose of plates and utensils in garbage bins.
- Keep tables, seats, and floors clean.
- Observe reasonable quietness so as not to disturb others.
- Keep cafeteria lines orderly: no pushing, running, horse playing or cutting in lines.
- No loitering in the cafeteria and hallways during lunch. Be seated unless otherwise instructed.
- Keep hands, feet, personal belongings and food to yourself.
- No backpacks are allowed in the lunch area.
- Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- Appropriate language is to be used at all times.
- Ordering food from outside without an approval from the administration is not allowed.
- Eating outside the dining hall is not permitted. **Food or drink will be confiscated.**

- Polite behavior is expected of students at all times in the dining hall.

D. HALLWAY, STAIRWELLS, AND LAVATORIES CONDUCT

- Polite behavior is expected of students at all times in the hallways.
- No loitering or littering.
- No horse playing.
- Complete order is mandated at all times in the hallway and stairways. If a student violates the hallway transition policy, he or she will be issued discipline points.
- Appropriate language is to be used at all times. The slightest indication of possible use of inappropriate language will be taken seriously.
- No eating, drinking or chewing gum.
- No running.
- Do not leave belongings on the floor outside your locker.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- Do not roughhouse, push, or wrestle.

E. LUNCH DETENTION POLICY

For students that have 10 or more discipline points, they will report to a designated room for lunch and recess.

- Middle School will report to the cafeteria for lunch and recess.
- High School will report to the cafeteria for lunch and recess.

By Period 4, the Lunch Detention List will be posted in a public area.

Lunch Detention Code of Conduct

- Students that are in Lunch Detention will be required to follow the following rules:
 - Students will enter the room silently and take the first available seat.
 - Students will remain silent for the duration of their lunch and recess period.
 - Students will eat their lunch and clean up their desk 5 minutes before the lunch period ends.
 - Students will listen to and follow the direction of the Lunch Detention Supervisor.
 - Students will be sent to the Dean of Students office and serve time in ASR for misbehaving in Lunch Detention.
 - Students that are misbehaving at Lunch or Recess will be sent to Lunch Detention along with the attending Dean of Students.

F. ASR AND DETENTION CODE OF CONDUCT

Students who reach ten (10) or more discipline points, have been sent out of class, and did not hand in a homework assignment will serve detention in Room 108 until 5:25 PM the following day.

- The following rules apply to the Detention Code of Conduct:
 - Students will find their names posted in the Gymnasium during morning announcements to find out if they are serving Detention.
 - Students will bring their materials to Detention and will not be allowed to go to their lockers.
 - Students will be in full uniform while serving Detention.
 - Students will line up outside of Room 108 and will be welcomed into the room by the Detention Supervisor or Administrator.
 - Students will make up any assignments they missed, complete any homework they owe the following day, study for upcoming assessments, and/or read a book.
 - If the subject is not made up to the teacher, the student will be subject to discipline points for not completing the assigned task.

- Students will not be allowed to speak or leave their seat without raising their hand and receiving permission.
- Students will follow the directions of the Detention Supervisor at all times.
- Students serving detention for receiving ten (10) or more discipline points will be given an assignment to complete.
- Students that skip detention will serve in the ASR the following school day.

Students who reach twenty (20) or more discipline points or commit an infraction listed under the Major Infractions in the Student Handbook will serve in the ASR the day of and/or the following day.

- The following rules apply to the ASR Code of Conduct:
 - Students will hear their name during morning announcements and be asked to stay behind.
 - Students will be escorted to their lockers to gather their necessary materials for the ASR and will not be allowed out of the ASR without an escort.
 - Students will be in full uniform while serving in the ASR.
 - Students will make up any assignments they missed, complete any homework they owe the same or following day, study for upcoming assessments, and/or read a book.
 - Students will not be allowed to speak or leave their seat without raising their hand and receiving permission.
 - Students will follow the directions of the ASR Supervisor at all times.
 - Students serving in the ASR will be given an additional assignment to complete.
 - Students that skip the ASR will serve Saturday Detention the following Saturday and the ASR when they return.
 - Students that are not serving in the ASR will not be allowed into the ASR; administrators will deal with interactions between the ASR and out of the ASR.

G. SCHOOL BUS BEHAVIOR

Transportation to and from school is a privilege and not a legal right, and as such, the privilege may be withheld by the school under certain circumstances. Students will be permitted to ride the buses provided by PCSS/MBTA as long as they conduct themselves properly and obey the following regulations, as well as any other rules or instructions provided by the bus driver:

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

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

Students who choose not to follow the behavioral expectations will be reported to the school and the parent will be notified. Students who continue to have a problem behaving on the bus may be suspended from taking the bus temporarily or permanently, and transportation will become the responsibility of the parent.

II) CORRECTIVE ACTIONS

Discipline problems have been classified as minor and major infractions. In an effort to insure uniformity in the discipline code, the guidelines on the following pages have been developed are consistent with Massachusetts Law.

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

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

1) MAJOR CORRECTIVE ACTIONS

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

A. EXPULSION/NON-NEGOTIABLE BEHAVIORS:

The following cases will result in expulsion.

- Possession of firearms, knives, guns, mock guns, studded belts or bracelets, or other weapons prohibited by state law.
- Possession of a dangerous object.
- Threatening to harm or harming another person with a weapon.
- Harming or attempting to harm another person with a weapon or dangerous.
- Using a mock gun in a threatening manner.
- Possessing, using or selling any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- Sexually assaulting or attempting to assault a faculty or a student (whether verbal or physical).
- Committing assault, including sexual assault, or assault and battery on another person.
- Conviction/charge of a felony or felony delinquency, or upon adjudication or admission in court of guilt (see M.G.L. Ch. 71 §37H½ below);
- Engaging in acts of harassment related to sexual orientation;
- Assaulting or threatening to assault any staff member or visitor during school or a school activity;
- Intentionally burning or attempting to burn property.
- Cyberbullying.

B) SUSPENSION/POSSIBLE EXPULSION/NON-NEGOTIABLE BEHAVIORS

The following cases will result in suspension and possibly expulsion.

- Causing or threatening physical injury to another person;
- Endangering the physical safety of another person by the use of force or threats of force (including hazing);
- Using any object in a dangerous or threatening manner;
- Endangering the safety of others by setting fire;
- Failing to attend or consistently attend counseling when it is required;
- Violating the civil rights of others;
- Using racial or ethnic slurs, profanity, or obscene language in a persistent and/or abusive manner;

- Substantially disrupting school or classroom activity in a repeated, aggravated, or flagrant manner;
- Occupying any school building, school grounds, or part, and in doing so depriving others of its use;
- Blocking the entrance or exit of any school building, corridor, or room, depriving others of lawful access or egress;
- Preventing or attempting to prevent by physical act the safe functioning of a part of the school;
- Continuously and intentionally making noise or otherwise seriously preventing the teaching of other students;
- Making a bomb threat or pulling/reporting a false alarm;
- Repeatedly committing one or more of the offenses for which expulsion or suspension may be imposed;
- Using tobacco products;
- Attempting by force or threat of force to steal private property;
- Causing damage to or stealing school or private property;
- Refusing to identify self on the reasonable request of staff or giving false identification;
- Persistently being present in a part of the school building or grounds off limit to students;
- Leaving the school building without permission;
- Cutting classes;
- Violating the cell phone policy;
- Using a beeper, portable telephone or other communication or electronic device;
- Unauthorized using of the elevator;
- Possessing of materials deemed obscene by PCSS administration;
- Smoking and/or possessing or using of any tobacco products;
- Verbally assaulting a staff person or using profanity/vulgar language toward a school staff/visitor;
- Gambling;
- Using unauthorized translations or published notes;
- Defacing/destroying school property;
- Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety;
- Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession, or coming to school under the influence of alcohol or drugs;
- Fighting or hitting another person in the school;
- Cyberbullying;
- Helping unauthorized visitors to get into the school or around the school with ANY intentions ESPECIALLY FOR harming an individual or the entire school;
- Engaging in sexual contact of any kind with or without mutual consent;
- Verbally or physically threatening to injure or harm any school staff member;
- Forcibly entering a school building locker, classroom, or secured enclosure.
- Displaying or indicating signs of burning or setting the school on fire. (Drawing pictures, joking around or etc.)
- Spreading rumors (false or uncertain claims, accusation, and etc.) around

MAJOR INFRACTIONS

The following infractions among others will be considered major and subject to detention, alternative study room, or suspension. It should be noted that students will be given hearings to guard their substantive and procedural rights in these matters.

- Truancy
- Cutting class
- Cheating

- Accumulation of misdemeanor marks
- Lying
- Insolence to the school staff
- Creating a disturbance of school routine
- Leaving class without proper permission
- Serious and repeated violation of school rules
- Malicious damage to property of others
- Disruption of classes
- Forgery
- Posting or distributing materials on school property that causes a disruption to the educational process
- Using abusive or profane language (including name calling/racial slurs)
- Intentionally participating in or initiating actions that result in the disruption of the entire school
- Vandalism and/or distraction of the property
- Pushing another student
- Trespassing, including entering a school to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission from the Executive Director or intentionally participating in hazing activities
- Engaging in an activity that may create a condition that is unsafe or unhealthy to others
- Bringing inappropriate materials

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

2) MINOR CORRECTIVE ACTION PLAN

Minor infractions of the PCSS Discipline Code may result in:

- Discipline Points
- Alternative Study Room (ASR)
- Re-contract (Behavior Improvement Plan)
- Lunch/Recess Detention
- After-School Detention
- Parental Consultation/follow up sheet
- Saturday Detention
- Suspension
- Expulsion

1. A **Discipline Point** is the notification by the issuing teacher to the student of a minor infraction of the rules. Accumulation of discipline points during a given week, marking period and/or year will result in a failing grade in conduct and further disciplinary action. Discipline points may be issued anywhere in the school building. (SEE DISCIPLINE POINT SYSTEM CHART FOR FURTHER INFO)

MISDEMEANOR MARK CONVERSION TABLE

0-10 points.....	A
11-20 points.....	B
21-30 points.....	C
31-40 points.....	D
41-100 or over	F

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

3. **Re-contract** is when a student has either reached 30 discipline points or has misbehaved seriously enough that requires being addressed immediately. The student will be invited to a parent/guardian-student-teacher conference to discuss the behavior(s). At this time, the misbehavior(s) will be presented to the student and parent/guardian. The team will put together a number of solutions to be put into effect immediately and a date to be reviewed.

4. **After-school Detention, Saturday Detention, and Lunch/Recess Detention** is held daily after-school, on Saturdays, or during the day as a penalty for minor infractions. Detention takes precedence over extracurricular activities including sports and work. **NOTE: Detentions will be held in an alternative study room and the rules will be posted on the wall.** Failure to report to after-school detention will result in Saturday detention. Failure to attend Saturday detention will result in out-of-school suspension for up to 3 days.

5. **Parental Consultation** is a meeting with the parent to discuss corrective action plans.

6. **Suspension** is the exclusion of a student from all classes, from school, and from school activities for a specified time. As part of the process a parent/guardian conference must occur. A student who is suspended is prohibited from participating in the next regularly scheduled interscholastic activity or competition in which he/she is involved and is barred from all extracurricular activities for up to two weeks.

7. **Expulsion** is the permanent removal of a student from PCSS.

STUDENT SEARCHES AND INTERROGATIONS

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

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

NON-NEGOTIABLE BEHAVIORS

PCSS has established “Zero Tolerance” regarding violent behavior and threats of physical harm by students. When it is determined that a threat was made with intent, students will be subject to disciplinary action. As dictated by law with certain types of threats authorities will be notified. Students will be financially responsible for any damages that occur as a result of any violent behavior. Any reporting of false threats (bomb threat, fire, etc..) is a crime that is punishable by law. Instructional time lost due to any false report or hoax must be made up. Any object brought to school that is considered to be a potential cause of danger to others will be confiscated and disciplinary action will occur. Penalties for bringing a weapon to school range from short term suspension to expulsion, and the proper authorities will be notified.

Students who violate the following rules on school premises or at school-sponsored or school-related events including athletic games, or on the way to or from school or such events as named above, whether on foot, on school-provided transportation, on public transportation, or on private transportation, or while waiting for any form of transportation, will be **SUSPENDED** or, in some cases, **EXPELLED**. Expulsion means the loss of a seat at PCSS.

Students are **NOT** allowed to bring to school dangerous objects of no reasonable use to a student in school, such as knives, guns, mock guns, studded belts or bracelets, or other weapons prohibited by state law.

DUE PROCESS PROCEDURES

Due process refers to the rights of a student to notice and a hearing before being suspended or expelled from school. Specific due process procedures apply for disciplining students with disabilities (see section below entitled "Discipline of Students with Special Needs").

I. Suspensions of Ten Days or Less

In the event of a suspension of one to ten days, the student will be given an opportunity to offer his/her explanation of the behavior in question, and the student and parent(s) or guardian(s) will be provided with written notice of the suspension. Suspensions of ten days or less are not appealable.

II. Long Term Suspension

A long term suspension is a suspension of more than ten days. Suspensions of more than ten days may be appealed to the Board of Trustees. Long term suspensions imposed pursuant to M.G.L. Ch. 71 §§37H and 37H½ may be appealed pursuant to the provisions of those laws. Long term suspensions remain in effect prior to any appeal hearing. In any case when a student has committed an expellable offense, the Executive Director or Board of Trustees may offer, in his/her/its sole discretion and in lieu of expulsion, a long term suspension together with conditions that must be fulfilled by the student prior to his or her re-entry into school.

III. Expulsion and Expulsion Pursuant to M.G.L. Ch. 71 §37H

Expulsions pursuant to M.G.L. Ch. 71 §§37H and 37H½ may be appealed pursuant to the provisions of those laws.

Any student charged with an expellable offense shall be notified in writing of an opportunity for a hearing before the Executive Director. At the hearing, the student may have representation at his or her own expense, and may present witnesses and evidence. After the hearing, the Executive Director may, in his discretion, decide to suspend rather than expel the student. Following any such appeal hearing, the Executive Director will notify the student of her or his decision in writing within five school days.

Any decision by the Executive Director to expel a student may be appealed to the Board of Trustees. In order to appeal to the Head of School, the expelled student must notify the Board of Trustees of her or his appeal in writing within ten days of her or his receipt of the Executive Director's decision. At the hearing, the student may have representation at his or her own expense, and may present witnesses and evidence. The subject matter of the appeal will not be limited solely to a factual determination of whether the student has violated a law or rule.

Long term suspensions remain in effect prior to any appeal hearing.

IV. Suspension and/or Expulsion Pursuant to M.G.L. Ch. 71 §37H½

Students who are expelled by the Executive Director pursuant to M.G.L. Ch. 71 §37H½ will receive written notification of the charges and the reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The student will also receive written notice of the right to appeal and the process for appealing the suspension or expulsion. The suspension or expulsion will remain in effect prior to any appeal hearing conducted by the Board of Trustees.

The student has the right to appeal a suspension or expulsion pursuant to M.G.L. Ch. 71 §37H½ to the Board of Trustees. The student must notify the Board of Trustees in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Board of Trustees shall hold a hearing with the student and the student's parent(s) or guardian(s) within three calendar days of the student's request for an appeal. At the hearing, the student has the right to present oral and written testimony on his behalf, and has the right to counsel at his or her own expense. The Board of Trustees has the authority to overturn or alter the decision of the Executive Director, including recommending an alternate educational program for the student. The Board of Trustees shall render a decision on the appeal within five calendar days of the hearing. The decision of the Board of Trustees is the final decision of PCSS with regard to the suspension or expulsion pursuant to M.G.L. Ch. 71 §37H½.

DISCIPLINE POINT SYSTEM (DPS)

Discipline point system is applied for the minor infractions only.

Besides the established disciplinary procedure, PCSS implements a discipline point system (DPS) in which students are issued points for unacceptable behaviors. Each teacher and staff issues discipline points to students and the administration has the discretion to implement certain consequences for students who have earned points above a set limit.

1. Every unwanted behavior has a numerical point. (See Discipline Point Case File)
2. Every school staff person has the right to issue discipline points to any student.
3. The discipline points are recorded in student files and the school database. Accumulation of discipline points has consequences. (see the following items)
4. A teacher can issue points only once for the same incidence in a period of class. If the same case continues, the teacher shall send the student to the alternative study room (ASR) for further consequences.
5. The earned reward points cancel the discipline points. (See the reward point system)

PIONEER CHARTER SCHOOL OF SCIENCE

DISCIPLINE POINT SYSTEM (DPS)

Discipline Point		Consequence	Duration	Corrective Action
1	10 points	After-School Detention (No lunch recess)	50 min	Student Conference (Code of Conduct Review)
2	20 points	Alternative Study (ASR) (No lunch recess)	1 day	Parent Conference -1 (Code of Conduct Review)
3	30 points	Saturday Detention (No lunch recess)	180 min	Parent Conference -2 Mandatory Counselor Session
4	40 points	Out-of-School Suspension	1 day	Parent Conference -3 Warning Letter-I
5	60 points	Out-of-School Suspension	3 Days	Parent Conference -4 Warning Letter-II
6	80 points	Out-of-School Suspension	10 Days	Parent Conference -5 Warning Letter-III
7	100 points	Expulsion process begins		

NOTE: Detentions and ASR require doing additional assignments. Failure to do the assignments or follow the instructions or not attending the consequence session will result in the next level of consequence.

DISCIPLINE POINT CASES

DESCRIPTION	POINT VALUE	DESCRIPTION	POINT VALUE
Using profanity	4	Excessive talking	2
Electronic device violation	4	Eating/drinking in class	2
Failure to follow instruction during emergency drill	4	Horse-playing	2
Throwing things in class/hallway/cafeteria	3	Passing notes during class	2
Not being in assigned location	3	Talking back to teacher	2
Dress code violation	3	Causing disruption	2
Gossiping/spreading tale	3	Failure to follow instruction	2
Dangerous horse-playing	3	Playing around	2
Humming/Singing/making noises	3	Inappropriate cafeteria behavior	2
Leaving the classroom without permission	3	Un-tucked shirt	1
Chewing gum	3	Failure to carry hall pass	1
Vulgarity/rudeness	2	Making loud noises in the hallway	1
Bringing food or drink to class	2	Littering/Leaving paper/trash on the floor	1
Inappropriate behavior to another student	2	Tapping	1
Sleeping in class	2	Lack of materials	1
Running in the hallway	2	Not working on assigned tasks	1
Not sitting properly	2	Unexcused tardy to class	1
Antagonistic behavior	2	Lack of cooperation	1
PDA Violation	2	Back-pack in the classroom	1

**PIONEER CHARTER SCHOOL OF SCIENCE
RECOGNITION AND REWARD POINT SYSTEM (RPS)**

The students who demonstrate proper behavior and academically perform well are rewarded by the school staff. Reward Points are divided into daily, weekly, monthly and quarterly award systems. Reward Points will be given to students based on school staff evaluation. During weekly administration meetings, administrators will review the reward points given to ensure students are not taking advantage of the system. The awards and reward points are as follows:

	Daily Award	Description	Point Value
1	Good Deed (Teacher)	If one student helps another and is recognized by school staff for their act of selfless humanity. The following are examples of humanity: assisting a student with crutches; helping a new student become familiar with school; and peer tutoring.	- 1
2	Test Excellence (Dean of Academics)	Scoring a 100 or above on a test or exam. (ONLY tests, midterm exams , and final exams) The Dean of Academics will be consulted before being issued.	-1
3	Club Attendance (Dean of Students)	Attending both club meetings and actively participating in an appropriate way. Determination will be based on proper conduct in a club meeting.	-1
4	Academy Attendance (Dean of Academics)	Attending both Academy sessions and actively participating in an appropriate way. Determination will be based on proper conduct in Academy.	-1
5	Citizenship (Administration)	Notifying the Main Office (Room 100) or administrator of serious problems at the school. Examples: Graffiti, Bullying, Broken Equipment, or Safety Concerns. All claims will be investigated and taken seriously; if a false claim is made there will be consequences involved.	-2
6	Athletic Excellence (Athletic Director)	Showing extreme sportsmanship in an athletic activity in or off school grounds. This award will be given based off recommendations from coaches, physical education teachers, and student athletes.	-2
7	Leadership (Teacher)	Determination will be based on being a role model for others, promoting positive school culture, ensuring the safety of others and putting other's needs above your own. School staff must recognize the student while he or she is leading other students in a school activity.	-2
11	Pledge of Allegiance (Administration)	After meeting with administration, a student may schedule themselves to lead the school in the pledge of allegiance during morning announcements.	-2
12	Administrative Recognition (Administration)	During the school day, if an administrator sees a student behaving exceptionally they may receive reward points.	-2

	Weekly Award	Description	Point Value
1	Teacher Assistance (Teacher)	Actively seeking a teacher to help with classroom activities, cleaning, or organization. Students must spend one week assisting teacher to receive a reward point.	-1
2	Classroom Excellence (Teacher)	This award will go to students based on a weeklong record of actively participating, completing all assignments, and assisting the teacher in his or her classroom activities effectively. (Limit one per class)	-2
3	Receiving 0 (ZERO) Discipline Points in a Week (Administration)	For good behavior in a week. Students will receive 2 reward points for not receiving any discipline points.	-2
4	Best Homework Ticket (Teacher)	A Best Homework Ticket assignment will be given by the teacher and for the student with the highest grade or best work will receive this award.	-3

The students that show extraordinary effort in promoting a positive school culture through respect, professionalism, academics, and leadership will be awarded each month. The winners of these awards will be announced in the morning announcements, school newsletter, and on the school website. The winners of these awards will also be put into the running for the class superlative of the same name at the End of the Year Ceremony and then into the PCSS Hall of Fame. Each grade will have its own set of awards. These awards will not be given if a student does not meet all criteria for the award. Each quarter, a pizza party will be thrown for the students that receive a Student of the Month Award.

	Monthly Award	Description	Point Value
1	Academic Improvement (Dean of Academics)	This award will be given to students based on the Dean of Academics review of student report cards. Students MUST improve on at least one grade level in at least TWO core subjects to receive the award.	-2
2	Behavior Improvement (Deans of Students)	This award will be given to the students based on the Deans of Students review of discipline records. Student MUST reduce discipline points by at least TEN points to receive the award.	-2
3	Professional Award (Grade Level)	This award will be given to one student during the Grade Meeting. In order to receive this award, the student must consistently show professional behavior, profession attire (dressed well), and punctuality (attending school and class on time).	-3
4	Respect Award (Grade Level)	This award will be given to one student during the Grade Meeting. In order to receive this award, the student must consistently show respect to his or her peers, school staff, and school community. The student must also promote the same respect they show on a daily basis.	-3
5	Academic Award (Grade Level)	This award will be given to one student during the Grade Meeting. In order to receive this award, the student must consistently show great academic progress, maintain high-levels of academic progress, and assist other students that may need help with their subjects.	-3
6	Leadership Award (Grade Level)	This award will be given to one student during the Grade Meeting. In order to receive this award, the student must consistently take initiative in school activities, being active in class discussion or group work, and leading peers toward a positive school culture.	-3

At the end of the marking period for each quarter, the Dean of Academics and Executive Director will create a list of students that achieve honor roll and high honor roll. When a student receives remarkable grades on their report card he or she will be eligible to receive the following:

	Quarterly Award	Description	Point Value
1	Honor Roll (Administration)	Receiving an A or a B in all classes.	-4
2	High Honor Roll (Administration)	Receiving an A in all classes.	-8
3	Principal's Award (Principal)	This award will be given to one student by the Executive Director. In order to receive this award, the student must achieve High Honor Roll, receive one of the Monthly Awards, and exceed PCSS expectations on a regular basis.	-4

Occasional, students will forget their homework or make a mistake that will leave them in the Alternate Study Room (ASR). In order to award students who have been behaving excellently while in Detention or ASR, the follow awards have been created to give students a chance to make up for their past mistakes.

	Reconciliation	Description	Point Value
1	ASR Compliance (ASR Supervisor)	While assigned to ASR, students must: remain silent, follow all directions given by the ASR Supervisor, complete all tasks assigned, and remain in ASR for the duration of their punishment.	-2
2	Saturday Detention Compliance (Saturday Supervisor)	While assigned to Afterschool Detention, students must arrive on time, remain silent, and follow all direction given by the Detention Supervisor,	-4

There will be awards for students that show exemplary behavior and achieve a certain number of reward points. Rewards and cutoff dates will be placed on a Rewards Calendar that will be placed in the school, announced in the morning, posted on the school website, and distributed in the newsletter. The following rewards for a certain number of reward points are as follows:

	Rewards	Reward Points
1	Quarterly Phone Call Home to Thank Parents and Students.	10
2	Quarterly Recognition Certificate Given During Morning Announcements.	20
3	Quarterly Gift of One Dress Down Certificate	30
4	Quarterly Pizza Party	40
5	Quarterly Gift of Two Dress Down Certificates	50
6	Fourth Quarter Gift of Two Movie Passes	60
7	Fourth Quarter Breakfast with Executive Director	70
8	Fourth Quarter Field Trip	80
9	Place in Fourth Quarter Raffle for an iPod©	90
10	Acknowledgement in the End of the Year Ceremony and a place in the running for Student of the Year and their place in the PCSS Hall of Fame	100

**** As the year progresses teachers and administrators will closely examine the actions of the students who consistently receive discipline points (regardless of the total reward points a student might have). They have the right to decide on rolling over the discipline points only to the next academic year.**

BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. Parts of the law (M.G.L. c. 71, § 37O) that are important for students and parents or guardians to know are described below.

These requirements are included in the school's or district's Bullying Prevention and Intervention Plan ("the Plan"). The Plan includes the requirements of the law, and also information about the policies and procedures that PCSS will follow to prevent bullying and retaliation, or to respond to it when it occurs.

Definitions

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

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

Cyberbullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment 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 the student's education.

Target is a student against whom bullying, cyberbullying, or retaliation is directed.

Retaliation is 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.

Prohibition Against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
- at any program or location that is not school-related, or through the use of personal technology or electronic devices
- if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

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

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously.

Reporting bullying or retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing by said staff member. A school or district staff member is required to report immediately to the Dean of Students any instance of bullying or retaliation the staff member becomes aware of or witnesses.

Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. For this purpose, PCSS has made available an Incident Reporting Form that may be sent to reportbullying@pioneerccss.org. Use of an Incident Reporting Form is not required as a condition of making a report.

A copy of the Incident Reporting Form will be provided in the beginning of the year packets for students and parents or guardians; available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the Dean of Students; and posted on the school's website.

Reporting by Students, Parents or Guardians, and Others

PCSS expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the Dean of Students immediately. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the Dean of Students.

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, 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; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

Professional Development for School and District Staff

Schools and districts must provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying. The content of such professional development is to include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyberbullying; and (vi) Internet safety issues as they relate to cyberbullying.

A full and complete copy of PCSS's Bullying Prevention and Intervention Plan is available at www.pioneerccss.org, and hard copies are available in the office.

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

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

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

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

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

1. Statement

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

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

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

2. Commitment to Prevention

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

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

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

Harassment: PCSS prohibits all unwelcome behavior that interferes with school performance and creates an intimidating, hostile, and or offense environment. Any student who engages in physical, sexual, or verbal harassment is subject to an out-of-school suspension for up to 10 days to permanent exclusion from School. Physical harassment includes pushing, hitting punching or other unwanted contact between students. It also includes any case of a student not permitting another student freedom of movement by blocking the way or otherwise hampering passage.

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

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

- Display or circulation of written materials or pictures derogatory to a gender or sexual orientation.
- Writings or drawings placed on school properties.
- Uninvited remarks and gestures.
- Unwanted sexual comments.
- Spreading sexual gossip.
- Pressure for sexual activity.
- Unwanted physical contact such as touching, pinching, patting, rubbing, etc.
- Homophobic behavior, e.g. gay and lesbian harassment.

4. Designation of Civil Rights Administrator

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

5. Identification of Prohibited Conduct

a. Definitions

- **Bias Incident** means any act, including conduct or speech, directed at or which occurs to a person or property because of actual or perceived race, religion, color, ethnicity, disability, gender, or sexual orientation. A bias incident may or may not be a criminal act.
- **Bias Indicators** are objective facts and circumstances, which suggest that an action was motivated in whole or in part by a particular type of bias.
- **Bias Motives** recognized by Massachusetts's law as causing hate crimes include prejudice based on race, religion, color, ethnicity, disability, gender, and sexual orientation.
- **Civil Rights Violations** involve interfering by threats, intimidation, or coercion, with someone's enjoyment of constitutional or statutory rights. Rights protected against interference include non-discrimination in access to advantages and privileges of a public school education. The term "civil rights violation" also covers bias-related and sexual harassment and bias crimes, so the term is applied generically to any civil or criminal law infractions.
- **Discrimination** consists of actions taken against another or others, which treat them unequally because of race, religion, color, national origin, disability, sexual orientation, or gender bias.
- **Harassment** consists of unwelcome verbal, written or physical conduct targeting specific person(s), which is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, humiliating, or offensive school environment, or substantially interfere with the progress of a student's education.
 - **Bias-Related Harassment** will present bias indicators, most commonly epithets: name-calling derogatory to a particular racial, religious, or sexual orientation group;
 - **Sexual Harassment** covers instances of physical or verbal conduct of a sexual nature, not limited to but including sexual advances, which foster a hostile educational environment for the victim.
 - **Hate Crimes** include any criminal acts to which recognized types of bias motives are an evident contributing factor. Criminal bias-motivated conduct entails, at a minimum, threats. Criminal conduct includes acts putting someone in fear of immediate physical harm (assaults), and actual physical violence (assault and battery), and grows most serious if a victim suffers any bodily injury. Repeated threatening or menacing actions like following someone can amount to the crime of stalking.
- **Hostile Environment** exists when a person has been or is subjected to threats, intimidation, or coercion by another (or others) or is reasonably in fear for his or her safety. Whether a school environment has become hostile must be evaluated based on the totality of the circumstances. Repeated instances of bias-related and sexual harassment create a hostile environment for the victim. A single act of harassment can also create a hostile or intimidating environment if sufficiently severe. A hostile environment does not necessarily entail that a student exhibits quantifiable harm, such as a drop in grades.
- **Stalking** is a felony, consists of intentional conduct involving 1) two or more acts directed at a specific person, 2) which would cause an average person substantial distress, 3) where the perpetrator has made threats causing the targeted person fear of death or injury.

b. Common Bias Indicators

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

c. Examples of Civil Rights Violations and Bias Incidents

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

d. Scope of Information

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

6. Procedures for Responding to and Investigating Incidents

- a.** Whenever a staff person witnesses, or some third party reports, a possible civil rights violation, the Dean of Students must be notified. The Dean of Students in conjunction with school safety personnel and the Building Administrator should immediately begin an investigation. In an emergency, 911 must be called.
- b.** If a student believes that he or she has been harassed or the subject of a civil rights violation, he or she should bring such violation to the attention of any PCSS staff person. A student coming forward to report a civil rights violation s/he has experienced should be directed to the Dean of Students, after any emergency needs are attended. Consideration should be given to whether any immediate or interim steps are necessary to ensure the safety of and avert retaliation against the complainant. Mrs. Jonuz, in conjunction with school safety personnel and the Building Administrator, should immediately begin an investigation. In an emergency, 911 must be called.
- c.** The investigation must determine whether a civil rights violation has in fact occurred. An immediate aim of the investigation should be preservation and gathering of evidence from the scene of an incident. Bias-related graffiti should be photographed then removed. The investigator should seek to interview all victims and witnesses at the scene, or as soon thereafter as possible, and then interview others who may have relevant knowledge as well. The investigation may also consist of any other methods and documents deemed relevant and useful.

- d. All the circumstances as found should be carefully evaluated for the presence of bias indicators that would characterize the matter as a civil rights violation. The investigation should make a finding as to whether civil rights infraction in violation of this policy has occurred based on the definitions of wrongful conduct supplied at Section 6.

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

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

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

a. Non-disciplinary Corrective Actions

Potential civil rights violations can be addressed with steps that are not punitive in character, without the necessity of disciplinary proceedings. These steps generally lie within the ordinary discretion of principals and school officials. Examples of non-disciplinary actions that may be appropriate in some instances include counseling, assignment to participate in a diversity awareness training program, separating offender and victim, parent conferences, and special work assignments such as a composition on a civil rights-related subject.

b. Disciplinary Proceedings

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

c. Failure to Act by Administrators and Teachers

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

8. Commitment to Non-Retaliation

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

9. Referral to Law Enforcement

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

10. Documentation Requirements

a. Record keeping

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

b. Monitoring and Tracking to Identify Patterns

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

11. Dissemination of Information and Training

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

12. Additional Information: SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, PCSS has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the School system. *Please be aware that the Dean of Academics is our SECTION 504 ADMINISTRATOR/TITLE-IX COORDINATOR.*

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

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

Questions should be directed to the designated Civil Rights Administrator (Dean of Students).

13. Additional Information: Notice of Non Discrimination

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

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

- Recruitment, advertising, job application, and employment procedures;
- Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and re-hiring;
- Job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists;
- Leave of absence, sick leave, or any other leave;
- Fringe benefits available by virtue of employment, whether or not administered by the covered entity;
- Selection and financial support for training including apprenticeships, professional meetings, conferences, and other related activities and selection for leaves of absence to pursue training;
- Activities sponsored by a covered entity including social and recreational programs; and
- Any other term, condition, or privilege of employment.

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

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

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

APPENDICES TO POLICY

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

1. All Personnel and Students

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

2. Teachers Only

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

3. School Staff Specifically

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

4. Civil Rights Designees Specifically

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

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

- Title VI, 42 U.S.C. Sec. 2000 et seq. (prohibition of discrimination based on race, color, or national origin)
- Title IX, 20 U.S.C. Sec. 168 et seq. (prohibition of discrimination based on sex or gender)

- Title II of the Americans with Disabilities Act, 42 U.S.C. Sec. 12134 (prohibition of discrimination based on disability)
- M.G.L. c. 71, Sec. 37H (student handbooks required to state disciplinary measures applicable to “violations of other students’ civil rights”)
- M.G.L. c. 76, Sec. 5 (prohibition of discrimination “on account of race, color, sex, religion, national origin or sexual orientation,” in access to “advantages, privileges and courses of study of [local] public school “)
- M.G.L. c. 151C (Fair Education Practices Act, includes prohibition of sexual harassment)
- M.G.L. c. 214 Sec. 1B (right of privacy)
- M.G.L. c. 214 Sec. 1c (right of freedom from sexual harassment)
- M.G.L. c. 12, Secs. 11H and 11I (prohibition of threats, intimidation, or coercion interfering with someone’s legal rights)
- M.G.L. c. 265 Sec. 37 (criminal penalties for the use of force or threats to interfere with someone’s legal rights)
- M.G.L. c. 265, Sec. 39 (increasing penalties for assaults, batteries and property damage motivated by bias on grounds of race, religion, ethnicity disability and sexual orientation)
- M.G.L. c. 266, Sec. 127A (criminal penalties for vandalism of a school)

IMPORTANT LAWS THAT IMPACT DISCIPLINE AND DUE PROCESS

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

M.G.L. Ch. 71 §37H. Policies relative to conduct of teachers or students; student handbooks

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

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

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

M.G.L. Ch. 71 §37H½. Felony complaint or conviction of student; suspension; expulsion; right to appeal

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

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The

superintendent shall have the authority to overturn or alter the decision of the Building Principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the school district with regard to the suspension.

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

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

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

DISCIPLINE OF SPECIAL NEEDS STUDENTS

SPECIAL EDUCATION STAFF MUST BE DIRECTLY INVOLVED WHEN EXCLUSIONARY DISCIPLINE IS BEING CONSIDERED FOR SPECIAL EDUCATION STUDENTS.

The Code of Conduct applies to all students. There are specific procedures, however for disciplining students with disabilities, including students on IEPs and Section 504 Accommodation Plans.

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

The Individualized Education Plan (IEP) for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modifications will be described in the IEP.

The Building Administrator will notify the Special Education Case Manager of the suspendable offense of a special needs student, and a record will be kept of the offense.

When it is known that the suspension of a special needs student will accumulate to more than ten days in a school year, a review of the IEP will be held to determine the appropriateness of the student's placement or program. The Special Education Team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition.

If the student's conduct is related to his/her special needs or the plan is inappropriate, the IEP will be amended or steps will be taken to fully implement the current IEP. Any new program will be immediately implemented with parental consent. Any dispute regarding the IEP will be resolved through the special education mediation and hearing process. If a hearing is requested, the student must stay in his/her current program unless a court determines otherwise.

If the student's conduct is not related to his/her special needs or to an inappropriate IEP, a suspension may be imposed and a plan for alternative service will be forwarded to the Department of Education for approval. Parents will be notified of the suspension, the reasons therefore, and the alternative plan. If a hearing is requested, the student must stay in his/her current program unless a court determines otherwise.

If a student carries a weapon to school or to a school function, or if the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the Building Administrator may order a change of placement for 45 days. The placement will be determined by the Special Education Team.

In cases where a special needs student's conduct presents a danger to other students, staff, or the student himself/herself, the Board of Trustees will immediately seek court approval to suspend or exclude the student from the school premises.

In general, if a child with an IEP or Section 504 Accommodation Plan has violated the school's disciplinary code, the school may suspend or remove the child from his or her current educational placement for a period not to exceed ten (10) consecutive school days in any school year. If the child possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event or carries a weapon to school or a school function, the school district may place the child in an interim alternative educational setting for up to 45 calendar days. If the child has been placed in an interim alternative education setting as a result of a disciplinary action, the child may remain in the interim setting for a period not to exceed 45 days. Thereafter, the child will return to the previously agreed upon educational placement unless either a hearing officer orders another placement or the parent and the school agree to another placement.

Anytime the school wishes to remove your child from his or her current educational placement for more than ten (10) consecutive school days in any school year, or for more than ten cumulative days when a pattern of removal is occurring, this constitutes a "change of placement." A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include the following:

(a) Prior to any removal that constitutes a change in placement; the school district must convene a Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the problematic behavior. If a behavior intervention plan has been previously developed, the Team shall review its implementation and modify it if necessary.

(b) Prior to any removal that constitutes a change in placement; the school district must send the parents a full statement of their procedural rights and inform them that the Team will consider whether or not the behavior that forms the basis for the removal is related to the student's disability. This consideration is called a "manifestation determination." Parents always have the right to participate as a member of the Team.

Consideration of whether the behavior is a manifestation of the student's disability:

The law provides that the Team must consider evaluation information, the student's IEP and placement, and must determine whether the behavior prompting disciplinary removal was a manifestation of the student's disability. The Team considers if the student understood the impact and consequences of the behavior, and further considers if the student's disability impaired the student's ability to control his or her behavior.

If the Team determines that the behavior was related to the child's disability, and then the child may not be removed from the current educational placement (except in the case of weapon or drug possession or use) until, the IEP Team develops a new IEP and decides upon a new placement and the parents accept that new IEP and placement.

If the team determines the behavior was not related to the child's disability, then the school may suspend or otherwise discipline the child according to the school's code of student conduct, except that for any period of removal exceeding ten days, the school district must provide the child with a Free Appropriate Public Education (FAPE). The school district must determine the educational services necessary for FAPE and the manner and location for providing those services.

In the case of a disagreement with the Team's determination: If a parent disagrees with the Team's decision on the "manifestation determination" or with the decision relating to placement of the child in an interim alternative educational setting or any other disciplinary action, the parent has the right to request an expedited due process hearing from the Bureau of Special Education Appeals.

M.G.L. Ch. 71 §37H. ... Student handbooks.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions: (a) Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal. (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal. (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b). (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

M.G.L. Ch. 269 §§17-19. ...Hazing.

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

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

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

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

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

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

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

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

STUDENT CONTRACT

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

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

Student Signature: _____

Date: _____

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

Parent/Guardian as Witness: _____

Date: _____

All contracts will be kept on file with the advisory teacher (mandatory).

Parents as Partners

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

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

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

Parent's name _____

Parent's signature _____ Date: _____

IMPORTANT:

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