



Central MA Collaborative

Student Policies Handbook

2017-2018

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SCHOOL CALENDAR

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REGISTRATION

1. STUDENT ADMISSION

DESCRIPTION:

New students for a Central Massachusetts Collaborative program are referred by the student’s home school district. Each school under the CMC domain has developed its own referral/in-take protocol. These schools have also developed a list of the documentation required to appropriately register new students prior to their admittance.

In order to properly enroll a student at any of the CMC schools, the following documentation must be provided by the sending school district and/or parent/guardian:

1. Verification of date of birth
2. Legal guardianship (adults other than parent providing shelter to a child must have a temporary order for guardianship issued by the Probate Court)
3. State mandated immunizations (see chart below)
4. Physical Examinations by primary care physician – required for grades K, 4, 7 & 9
5. Academic records from previous schools
6. Discipline records from previous schools
7. Psychological and Academic Assessment
8. Other pertinent documentations required by individual schools

2. STATE IMMUNIZATION CHART

	K-Preschool	Grades 1-6	Grades 7-12
Hepatitis B	3 doses	3 doses	3 doses
DTaP/DTP/ DT/Td	5 doses DTaP/DTP	>4 doses DTap/DTP or >3 doses Td	4 doses or >3 doses Td plus 1Td booster If more than 5 years since last DTP
Polio	4 doses	>3 doses	>3 doses
MMR	2 doses measles, 1 mumps, 1 rubella	2 doses measles, 1 mumps, 1 rubella	2 doses measles, 1 mumps, 1 rubella
Varicella	1 dose	1 dose	<13 yrs – 1 dose >13 yrs – 2 doses
Meningococcal	-	-	1 dose for all new students (residential schools only)

The requirement for school immunizations and records may be temporarily waived for students who qualify as homeless under the McKinney Vento Homeless Assistance Act.

PROCEDURES:

1. The sending school district will contact the director of the school and will submit a package including pertinent information of prospective student.
2. The director of the school will analyze the package, schedule a visit to interview the student at his/her current placement (when applicable), and if the student's needs can be met at the proposed placement, the director will schedule an in-take meeting with all stakeholders, including the student and his/her parents/guardians.
3. During the in-take meeting, the director of the school will discuss the enrollment process and school rules, regulations, and expectations. At this time, the student handbook will be given to the student and parents/guardians. However, upon request, parents/guardian may request in advance, or at any time, a copy of the school's policies and procedures.

LEGAL POLICIES

1. DUE PROCESS

Respect is at the heart of Central Massachusetts Collaborative, respect for yourself, respect for the staff, and respect for your school. Every student has a right to an education in a safe, secure and supportive environment, and every teacher has a right to expect respectful, prepared students in his/her classroom. The administration will treat all students consistently and equitably, and will respect the rights of all students to an education in a safe and healthy environment. It is the policy of the Central Massachusetts Collaborative to ensure fair and effective disciplinary practices. Accordingly, the following rules and regulations will be administered fairly and consistently to all students:

The Code of Conduct of CMC is administered within the framework of the United States Constitution and state laws and regulations with regard to due process for students. The Code of Conduct is intended to be administered for disciplinary infractions that occur on school grounds or at school-sponsored events (on and off school grounds) OR for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize his/her discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her inappropriate behavior and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

ELIGIBILITY TO PARTICIPATE IN SCHOOL ACTIVITIES AND EVENTS

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at CMC and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at CMC is limited to students who are currently enrolled in and attending CMC in good standing. Students not meeting these expectations may be excluded at the discretion of the director or his/her designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H ³/₄ (Director's Hearing). [The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.](#)

SUSPENSIONS

CMC adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 37H, 37H1/2 and 37 H ³/₄ and 603 CMR 53.00 et seq.

IN-SCHOOL SUSPENSION PROCEDURES:

A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

Notice of In-School Suspension:

The school director or his/her designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the director or his/her designee determines that the student committed the disciplinary offense, the director or his/her designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the director or his/her designee shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the director or his/her designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent including the reason and the length of the in-school suspension, and inviting the parent to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

Parent Meeting:

The director or his designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the director or his/her designee is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

No Right to Appeal:

The decision of the director or his/her designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

OUT-OF-SCHOOL SUSPENSION PROCEDURES:

Due Process Procedures for Out-of-School Suspensions:

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. The director or his/her designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the director or his/her designee shall afford the student, additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

Notice for Any Out-of-School Suspension:

Prior to suspending a student, the director or his/her designee will provide the student and the Parent oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the Parent(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than English as identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the director or his designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the director:
 - 1. the rights set forth in 603 CMR 53.08(3)(b) ; and
 - 2. the right to appeal the director's decision to the Executive Director.

The director or his/her designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the Director or his/her designee will document reasonable efforts to include the parent. The director or his/her designee is presumed to have made reasonable efforts if the director or his/her designee has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the director and parent.

Emergency Removal of Student:

Under certain emergency circumstances, it may not be practical for the director or his/her designee to provide prior oral and written notice before removing a student from school. The director or his/her designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the director's (or his/her designee) judgment, there is no alternative available to alleviate the danger or disruption. The director or his/her designee will immediately notify the Executive Director in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the director shall:

- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR 53.08(3)(b);
- (b) Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);
- (c) Provide the student an opportunity for a hearing with the director or his/her designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the director, student, and parent.
- (d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

A director will not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

SHORT-TERM SUSPENSION PROCEDURES:

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The director, or his/her designee, may, in his or her discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the director or his/her designee with the following process:

Director Hearing - Short-term Suspension:

- (a) The purpose of the hearing with the director or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the director or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the director or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The director or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the director should consider in determining consequences for the student.
- (b) Based on the available information, including mitigating circumstances, the director or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
- (c) The Director or his/her designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.
- (d) If the student is in a public preschool program or in grades K through 3, the director shall send a copy of the written determination to the executive director and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

No Right to Appeal:

The decision of the director or his/her designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

LONG-TERM SUSPENSION PROCEDURES:

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The director or his/her designee, may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the director or his/her designee with the following process

Director Hearing - Long-term Suspension:

(a) The purpose of the hearing with the director or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the director or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the director should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The director or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the director should consider in determining consequences for the student.

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

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

(c) The director or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the director should consider in determining consequences for the student.

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

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the director;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;

5. Inform the student of the right to appeal the director's decision to the Executive Director or designee, but only if the director has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:

- a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Executive Director within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the executive director an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Executive Director decides to reverse the director's determination on appeal.

- (d) If the student is in grades K through 3, the director shall send a copy of the written determination to the Executive Director and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

Executive Director's Appeal Hearing:

- (1) A student who is placed on long-term suspension following a hearing with the director shall have the right to appeal the director's decision to the Executive Director.
- (2) The student or parent shall file a notice of appeal with the Executive Director within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the executive director an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the executive director may deny the appeal, or may allow the appeal in his or her discretion, for good cause.
- (3) The Executive Director shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the executive director shall grant the extension.
- (4) The Executive Director shall make a good faith effort to include the parent in the hearing. The Executive Director shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Executive Director to participate. The Executive Director shall send written notice to the parent of the date, time, and location of the hearing.
- (5) The Executive Director shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Executive Director shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Executive Director shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- (6) The student shall have all the rights afforded the student at the director's hearing for long-term suspension.
- (7) The Executive Director shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the Executive Director determines that the

student committed the disciplinary offense, the Executive Director may impose the same or a lesser consequence than the director, but shall not impose a suspension greater than that imposed by the director's decision.

(8) The decision of the Executive Director shall be the final decision of the school district, with regard to the suspension.

A parent conference (re-entry meeting) with the Director or his/her designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.

LONG-TERM SUSPENSION/EXPULSION PROCEDURES FOR SPECIAL CIRCUMSTANCES:

The long-term suspension or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H. The grounds for long term suspension or expulsion include but are not limited to the following:

1. 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, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to long-term suspension or expulsion from the school by the director or his/her designee.
2. Any student who assaults a director, assistant director, 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 long-term suspension or expulsion from the school or school district by the director or his/her designee.

Due process for a student who is subject to an expulsion or a long-term suspension as a result of possessing drugs/weapons or assaulting school staff includes:

- a. A student shall receive written notice before the expulsion or a long-term suspension takes place and written notice of the right to appeal.
- b. The student shall be given an opportunity for a hearing and the opportunity to present witnesses and evidence. The student may have an attorney at their own expense.
- c. Following the hearing, the director or his/her designee may, in his/her discretion, decide to suspend rather than expel the student.
- d. The student may appeal the expulsion or long-term suspension to the Executive Director provided the appeal is requested in writing, within ten (10) calendar days following the long-term suspension or expulsion.
- e. At the appeal hearing the student may be represented by an attorney and may present oral and written testimony.
- f. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of MGL c. 71 Section 37H.
- g. The Executive Director's decision is final.
- h. Any student who is suspended or expelled for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

PROCEDURES FOR STUDENTS WITH FELONY COMPLAINT OR CONVICTION:

In accordance with Massachusetts General Laws Chapter 71 (§37 H ½), directors have the authority to suspend students charged with a felony and expel or issue a long-term suspension to students convicted or adjudicated of committing a felony if the director has determined that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Due process for a student who is subject to suspension as a result of a felony charge includes:

- a. The student shall receive written notice before the suspension takes effect and written notice of the right to appeal.
- b. The student shall be given an opportunity to respond to the charges before the suspension takes effect.
- c. The student may appeal the suspension to the Executive Director, provided the appeal is requested in writing within five (5) calendar days following the suspension.
- d. The Executive Director must hold the appeal hearing within three (3) calendar days of the request.
- e. At the appeal hearing the student may be represented by an attorney. The student has the right to present oral or written testimony on his/her behalf.
- f. The Executive Director must render a decision within five (5) calendar days.
- g. The Executive Director's decision is final.
- h. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers and other school work as needed to make academic progress during the period of his/her removal.
- i. Any student who is suspended or expelled for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

Due process for a student who is subject to an expulsion or a long-term suspension as a result of a felony conviction includes:

- a. A student shall receive written notice before the expulsion or a long-term suspension takes place and written notice of the right to appeal.
- b. The student shall be given an opportunity to respond to the charges.
- c. The student may appeal the expulsion or long-term suspension to the Executive Director provided the appeal is requested in writing, within five (5) calendar days following the expulsion.
- d. The Executive Director must hold the appeal hearing within three (3) calendar days of the request.
- e. At the appeal hearing the student may be represented by an attorney and may present oral and written testimony.
- f. The Executive Director must render a decision within five (5) calendar days.
- g. The Executive Director's decision is final. Any student who is suspended or expelled for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H 3/4:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The director shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

CMC will collaborate with sending districts on the provision of education services and ensuring students make academic progress during school exclusions.

2. SEXUAL HARASSMENT

DESCRIPTION:

It is the policy of the CMC, as well as state and federal law, that sexual harassment of a student, present or prospective employee, or visitor shall not be tolerated.

Sexual harassment is defined as including, but not limited to, unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is either made explicitly or implicitly a term or condition of an individual's study, work or employment, in the CMC sites.
2. submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual.
3. such conduct has the purpose or effect of substantially interfering with the educational performance or work of an individual with reasonable sensitivity.

Sexual harassment is not limited to prohibited conduct by a male toward a female, by a supervisory employee toward a non-supervisory employee or by a teacher toward a student, by a student toward a teacher, or by a student toward a student. The CMC's view of sexual harassment includes, but is not limited to, the following considerations:

- a. A male, as well as a female, may be the victim of sexual harassment and a female, as well as a male, may be the harasser.
- b. The harasser does not have to be the victim's superior.
- c. The victim may be the same or opposite sex as the harasser.
- d. The victim does not have to be the person to whom the unwelcome sexual conduct is directed. The victim may also be someone who is affected by such conduct when it is directed toward another person. For example, inappropriate attempts at humor or sexual harassment of one female/male may create an intimidating, hostile or offensive environment for another female/male or may unreasonably interfere with an individual's educational or work performance.
- e. Sexual harassment does not depend on the victim's having suffered an educational or economic consequence as a result of the harasser's conduct.

Violations of this policy and of the law, if proven, will result in disciplinary action, or, in appropriate circumstances, notification of law enforcement or other state agencies. Any person who believes that he/she has been the victim of sexual harassment may seek redress through the CMC's Sexual Harassment Grievance Procedures.

PROCEDURES:

A formal grievance may be filed at any time by a student, employee, administrator, and/or applicant who believes that his/her rights as outlined in the sexual harassment policy have been violated. Each student, faculty member, administrator, or staff member has an obligation to make every effort to resolve problems informally as they arise. All members of the CMC community are urged to resolve problems fairly and informally so that they do not become sources of grievances to be pursued formally through the grievance procedure.

Provisions

1. Grievance procedures for all employees and students regarding any matter follow a standard process, but can vary to accommodate the sensitivity of the charges, as well as the grievant or the individual, against whom the grievance is made.
2. Grievants are not limited to a formal grievance procedure, but may seek relief from other agencies, including the Equal Employment Opportunity Commission, the Massachusetts Commission against Discrimination, or the Office for Civil Rights of the Department of Elementary and Secondary Education.
3. Any retaliatory action of any kind taken by an employee or student of the CMC schools against any other employee or student of the CMC schools as a result of that person's seeking redress under these procedures, cooperating in an investigation, or otherwise participating in any proceeding under these procedures, is prohibited, and shall be regarded as a separate and distinct grievable matter.
4. Whenever a grievance involves issues of sexual harassment of any kind, the CMC Executive Director shall be notified in writing by the grievant, or by the administrators or agents of the CMC schools to whom the grievance is brought.
5. All grievance proceedings, informal and formal, will to the greatest feasible extent, be held in confidence by all persons directly or indirectly involved with in them.
6. Failure of the grievant to meet the time specifications acknowledges the grievant acceptance of the decision of the previous step. He/she forfeits the right to pursue the grievance further.

Remedial actions will depend on the severity of the incident. Due to the private nature of incidents involving sexual harassment and the emotional and moral complexities surrounding such issues, every effort will be made to resolve problems on an informal basis. When a grievance is resolved informally only a short summary of the incident will be maintained on file.

Any admission of guilt, an acknowledgment of the verbal warning, a promise not to commit such abuse again, and action taken to provide appropriate relief may be a sufficient resolution. At the informal stage, we hoped to sensitize the person at fault to the effects of such behavior, to be constructive and not unduly punitive in the disciplinary action.

If informal resolutions are not adhered to, or if no resolution can be agreed to at the formal stage, the Board of Directors may deem it necessary to take appropriate action that can include formal letters of reprimand, suspension, or a recommendation of dismissal.

3. ATTENDANCE/TRUANCY POLICY

DESCRIPTION:

The CMC schools have adopted an Attendance/Truancy Policy which includes standards of attendance for grades K-12 and is aligned with the accountability requirements of the No Child Left Behind Act, the Massachusetts Department of Elementary and Secondary Education and M.G.L. chapter 76, s. 1B. Inherent in the standards is an understanding that parents and the school need to work together in encouraging pupil attendance on each day that school is in session. Parents must emphasize that punctuality and regularity of

attendance are important to the child from the very first day of school. Individual CMC schools may enhance/modify the CMC attendance and truancy procedures in order to adjust them to their specific student population.

PROCEDURES:

Attendance

1. A student shall not be repeatedly absent from school without legitimate cause. A student enrolled is expected to be present and punctual each day school is in session. Parents will report each absence by telephone prior to the absence or by written note within two (2) days.
2. Fourteen (14) absences per year will be considered excessive and may result in retention.
3. After five (5) unexcused absences, the director (or designee) will notify the parent or guardian in writing and request a meeting with parent(s)/guardian(s) to discuss the student's attendance and to develop action steps for student attendance. The school will also notify the sending school district of the student's absences. The District will make reasonable efforts to meet with the parent or guardian to discuss the absences and may include the sending school and/or state agencies, as appropriate.
4. The school shall notify the parent or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year and reasonable efforts will be made to meet with the parent or guardian to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school director, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.
5. Each school will develop and announce to parents its procedures for improving the attendance of those students who have more than three (3) unexcused absences during the school year. The school procedures may include, as needed: parent conference(s), referral to social service agencies, petition to the court, a mandated behavior modification plan, demerits, and/or detention.
6. When a student accumulates seven (7) or more unexcused absences, the director (or his/her designee) may file an appropriate action with the Juvenile Court or contact other state agencies.

The school will exercise judgment in justification for illness, extended hospitalization, or placement out of the home during which school attendance is not reasonably expected.

Absences for religious holy days and for a death in the student's immediate family require a note from the student's parent or guardian. Notes are due within two (2) school days of the absence. Upon receipt of the appropriate note from the parent or guardian, these absences will not count toward the fourteen (14) days. All other absences will count towards a loss of academic credit.

Family vacations taken during school time are absences. Families should plan their vacations during the regularly scheduled school vacations and make appointments after school hours.

Tardiness

1. A student who is not in his/her seat at the start of homeroom or class will be considered tardy. A student who is absent for more than one-half (1/2) of a class period will be considered absent from the class.
2. Three (3) unexcused tardiness to a class in any semester will equal one (1) absence in that class.

Dismissals

1. A student who misses more than one-half (1/2) of a class period due to dismissal will be considered absent for that class.
2. A student who misses less than one-half (1/2) of a class period will be considered dismissed for that class.
3. Four (4) unexcused dismissals from a class in any semester will equal one (1) absence in that class.

Notification to Students and Their Parents/Guardians

Parents and/or guardians are responsible for monitoring their child's attendance in class and in school.

1. Interim progress reports (at five (5) weeks into each marking period)
2. Report Cards (every ten (10) weeks). The high school report card shows students' absences from each class and student's' total absences from school.
3. Written notification of students' five (5) unexcused absences.
4. Written notification of students' fourteen (14) unexcused absences and possible loss of credit.

The failure of parents/guardians to receive these notifications does not change the facts or consequences regarding a student's absences.

Absences not Resulting in a Loss of Credit

The following is a list of absences which will not count toward the loss of credit:

1. Religious holy days. The student's religion must require that the student does not attend school on the specific holy day or that school attendance would interfere with required religious observances. The parent/guardian must notify the school in writing within two (2) school days before or after the absence.
2. Death in the immediate family: Up to five (5) consecutive days for bereavement due to the death of a member of the student's immediate family: mother, father, sister, brother or any other member of the immediate household. One (1) day to attend the funeral of grandparents, aunts, uncles, cousins, nieces or nephews. The parent/guardian must notify the school in writing within five (5) school days after the absence(s) occurred.
3. Court appearance. The student must have been subpoenaed to appear in a court of law. The student must be a witness, plaintiff, or defendant in a court proceeding. Within five (5) school days before the required court appearance, the parent/guardian must notify the school in writing and provide documentation from the court.
4. Extended hospitalization. The parent/guardian must submit to the school release papers from the hospital documenting the student's extended hospitalization. Because of a serious illness documented in writing by a doctor, any student who will be out of school for fourteen (14) consecutive days or for a chronic illness of less than fourteen (14) days for each occurrence will receive home or hospital instruction upon the receipt of a Physician's Statement for Temporary Home or Hospital Education pursuant to 603 CMR §28.03(3)(C).

Days out of school because of out-of-school suspensions are absences which do not count towards a loss of academic credit. Students who are absent because of out-of school suspensions must make up missed assignments, homework, and/or tests and will otherwise be given the opportunity to make academic progress.

The director has the right to require and seek additional medical opinions and diagnosis regarding a student's absence(s) due to illness. The director can determine that other extenuating circumstances justify absences which do not merit a loss of academic credit.

4. STUDENT RECORDS

DESCRIPTION:

The school director or designee is responsible for the privacy and security of all student records maintained in the school. The student's record consists of the transcript and the temporary record, including all information, regardless of form or characteristics, concerning a student that is organized on the basis of the student's name or in a way such student may be individually identified.

Transcript

Minimum administrative records required:

- Name (student and parent/guardian)
- Address (student and parent/guardian)
- Telephone number (student and parent/guardian)
- Date of birth
- Course titles
- Grades or equivalent
- Course credit
- Grade level completed
- Year completed

Temporary Record

This information may include:

- Standardized test results (including MCAS results)*
- Class rank
- Extracurricular activities
- Evaluations
- Educational plans
- IEP, 504, General Education Accommodation and Behavior Support Plans
- Student Support Process Reports
- Psychological testing
- Medical Records – if applicable
- Discharge Summaries from previous placements
- Individual Student Success Plans
- Health records
- Attendance
- Incident reports involving student suspension or the violation of criminal acts
- School Discipline Records

Section 37L of the Education Reform Act of 1993 requires that any incident report involving student suspension or the violation of criminal acts must be included in the student's record. This includes reports in which the "student" was charged with any suspended act. If a student transfers to a new school system, this information must be included as part of the student record, as the new school system must be provided with this information.

Teacher's notes and similar information that are not accessible to authorized school personnel or third parties are not included in the student record. Any information added to the temporary record shall include the name, signature and position of the person entering the information, date of entry, and shall be limited to that which is relevant to the educational needs of the student.

Student's' records shall be destroyed no earlier than seven (7) years after the student transfers, graduates, or withdraws from the CMC. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation or withdrawal.

During the time a student is enrolled in a school, the director or designee shall periodically review and destroy misleading, outdated or irrelevant information contained in the temporary record. The CMC hereby gives notice on an annual basis that temporary records are so reviewed and destroyed at the end of each school year as deemed appropriate. Parents/guardians wanting an opportunity to receive the information or a copy prior to its destruction should contact the director by June 1st of the school year.

Access to Student Records

The following personnel have access to students' records in the performance of their official duties:

- School administrators, teachers, counselors and support personnel who are providing services to the student and a service provider who work directly with the students.
- Administrative office staff and clerical personnel who process information for the students' records. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- The Evaluation Team, from sending districts, which evaluates children pursuant to Chapter 71B of the Massachusetts General Laws.
- School health personnel and local and state health department personnel in the performance of official duties.
- The following persons serving in a parental role shall have access to a student's records:
 - a. The custodial parent(s) (parent with physical custody)
 - b. The student's guardian
 - c. A person or agency legally authorized to act on behalf of or in conjunction with the student's father, mother or guardian, assuming this father, mother or guardian has physical custody.
 - d. A non-custodial parent is eligible to obtain access to the student record unless:
 - a. the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 - b. the parent has been denied visitation or has been ordered to supervised visitation, or
 - c. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

In order to obtain access, the non-custodial parent must submit a written request for the student record to the director annually. The initial request must include the following:

1. a certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07 (5) (a), or a certified copy of a court order specifically ordering that the student's records be made available to the non-custodial parent, and
2. an affidavit from the non-custodial parent that said court order or judgment remains in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.

The non-custodial parent must submit a written request for access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).

Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the director with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).

The school must delete the address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

- e. When applicable, the student, if age fourteen (14) or upon entering grade nine (9).
- f. Authorized school administrative personnel may examine records for administrative reasons even if they are not providing direct service to the student.
- g. Federal, state and local education officials, and their authorized agents, as necessary, in connection with the enforcement of federal and state education laws. Personally identifiable data shall be protected and destroyed when no longer needed for enforcement purposes.
- h. CMC schools will forward student records to authorized school personnel of the school to which a student transfers or seeks to enroll [603 CMR 23.07 (4) (f)].
- i. Upon the receipt of a court order or lawfully issued subpoena, provided that the eligible student or parent is notified in reasonable time that (s)he may seek to have the process questioned, as required by Massachusetts General Laws Chapter 66A, § 2(k).
- j. The Department of Children and Families.
- k. A probation officer.
- l. A justice of any court.
- m. The Department of Youth Services.
- n. Bureau of Special Investigation on Welfare Fraud may inspect enrollment and attendance records of any student who is being investigated for welfare fraud. The law prohibits the Bureau from obtaining access to academic, medical and evaluative records.
- o. Appropriate parties, including the local police department and the Department of Children and Families, in connection with a health or safety emergency, including weapon reports, if knowledge of the information may be necessary to protect the health or safety of the student or other individuals.
- p. Schools are required by state law to “flag” or mark the student record of a child who has been reported missing and should notify the police whenever there is an inquiry regarding the records.
- q. In line with federal regulations a school may release a student’s name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletics teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent. This serves as the CMC public notice of the types of information it may release. Eligible students and parents/guardians who do not want this information disclosed to any third party must submit a written request to the director of the school.

Access of other third parties requires the written consent of the eligible student or parent except for the provisions specified under 23.07 (4) of the regulations. When granting consent, the eligible student or parent

shall have the right to designate which parts of the student's record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent.

The CMC schools do not request original student files from the sending school district. Although we maintain a student filing system, the sending school district is responsible for maintenance and upkeep of students' original files for future use, guidance, and reference.

5. CHANGE OF STUDENT'S LEGAL STATUS

DESCRIPTION:

The CMC school, in compliance with 603 CMR 18.05(4)(b), requires all parents, guardians, and social agencies legally responsible for the student enrolled at the CMC schools to inform the school administrator of any changes in the student's legal status. We also request that the child's legal guardian inform the school administrator of the results of all judicial and administrative proceedings concerning the student.

PROCEDURES:

In the event of a change in the student's legal status, the child's legal guardian shall:

1. Contact the school administrator and inform him/her of the change. The legal guardian must provide written evidence of the change.
2. Contact the school administrator and inform him/her of the results of all judicial and administrative proceedings concerning the student.

6. NOTIFICATION OF CHANGES IN POLICIES AND PROCEDURES

DESCRIPTION:

The CMC, in compliance with the special education regulations 603 CMR 28.09 (5)(c), devised the following procedures regarding the notification of the development of new policies and procedures and/or changes in current policies and procedures to the Department of Education, parents/guardians, and school districts.

PROCEDURES:

1. Manual containing policies and procedures approved by the Department of Elementary and Secondary Education (DESE) will be distributed to every parent and school district at the beginning of each academic year.
2. If substantial changes to the current policies and procedures are proposed, the CMC will notify the DESE (Form 1) with ample time for review, response, and approval of proposed changes.

3. The CMC will also notify the DESE (Form 1) of any sudden and/or unexpected changes to the current policies and procedures that might impact the overall school functioning.
4. Upon approval, an addendum to the current manual will be sent to parents/guardians and school districts as part of the notification process. Changes will be incorporated into the revised manual for the next academic year's dissemination.
5. In the event of such changes, the Executive Director of CMC or designee (i.e. school director) will be responsible for notifying the DESE, parents/guardian, and school districts of changes.

7. IMMEDIATE NOTIFICATION OF INCIDENTS

DESCRIPTION:

The CMC school directors (or designee) must immediately notify (verbally and, subsequently in writing) parents, guardians, executive director, special education administrator of sending school districts, agency(ies) involved with the child, and the MA Department of Elementary and Secondary Education (Form 2) the occurrence of any of the following incidents:

1. Death of a student
2. Hospitalization of a student, including outpatient emergency room visits, due to physical injury at school or previously unidentified illness, accident or disorder which occurs while the student is in the school or program
3. Injury of a student in a motor vehicle accident
4. A medication error
5. Any action taken by a federal, state, or local agency that might jeopardize the school's approval with the Department of Elementary and Secondary Education
6. Any legal proceeding brought against the school or its employee(s) arising out of circumstances related to the care or education of any of its students regardless of state of residency

8. PARENT CONSENT

DESCRIPTION:

In order to comply with 603 CMR 18:05 regulations concerning parent consent agreements, the CMC schools follow specific guidelines to ensure that our schools and the sending school districts collaboratively involve parents and obtain necessary parental consent, whenever applicable, on behalf of the students enrolled in the CMC schools.

PROCEDURES:

Prior to student admittance:

1. During the in-take meeting, the school director or designee will request parents, guardians, and/or any social agency legally responsible for the student to sign several forms and disclaimers to formalize the student's registration to the school.
2. Matters requiring parental consent include, but are not limited to, the following:
 - a. In coordination with responsible school districts, any evaluations of the student and/or acceptance of the student's IEP
 - b. Emergency medical care

- c. Authorization for the school nurse to dispense prescribed medication during school hours
- d. School's policy and procedures on the use of time-out
- e. School's policy and procedures on restraint
- f. School's policy on research, experimentation, fundraising, publicity, and observation
- g. In coordination with responsible school districts, the Parental Notification Law pursuant to Chapter 71, § 32A concerning curriculum that primarily involves human sexual education or human sexuality issues
- h. Receipt of CMC and school's policy and procedures handbook

9. SUPERVISION OF STUDENTS

DESCRIPTION:

The CMC schools, in compliance to 603 CMR 18.00 standards, provide appropriate supervision of all students engaged in activities, on or off school grounds, in each of our day schools. Each school is comprised of a specific student population (i.e. age, grade) which requires different levels of supervision. Our schools maintain a maximum student/teacher ratio of 10:1. The student supervision ratio diminishes by additional support personnel in each school, such as instructional assistants, clinicians, and administrative personnel.

10. STUDENT TERMINATION

DESCRIPTION:

The CMC is committed to providing quality education and support services to every student admitted into our schools. In the event of a student termination, we will try every available means to maintain the student's placement until the sending school district has had sufficient time to search for an alternative placement.

PROCEDURES:

In case of a planned termination:

- a) The school will notify the sending school district of the need for an IEP review meeting. The school district will arrange a team meeting and will provide all parties including the parent, and student if appropriate, notice of this meeting ten days in advance of the intended date of the meeting. The meeting will be held for the purpose of planning and developing a written termination plan for the student.
- b) The plan shall describe the student's specific program needs, the short and long-term educational goals of the program, and recommendations for the follow-up and/or transitional services.
- c) The team chair shall thoroughly explain termination procedures to the student, the parents, and other stakeholders.
- d) The written termination plan shall be implemented in no less than thirty days unless the team agrees to an earlier termination date.

In case of an emergency termination which shall be defined as circumstances in which the student presents a clear and present threat to the health and safety of him/herself or others, the sending school district shall follow the procedures under 603 CMR 28.09 (12).

- a) The school will immediately notify the sending school district and the Department of Education of the circumstances in which the student needs to be terminated.

- b) The sending school district is expected to take responsibility for the student and to immediately convene an emergency team meeting to address an appropriate course of action and new placement for the student prior to termination.

11. RESEARCH, EXPERIMENTATION, FUNDRAISING, PUBLICITY, AND OBSERVATION

DESCRIPTION:

The CMC schools will not conduct or allow anyone to conduct any research, experimentation, fundraising, observation and/or publicity of any student without prior written authorization from the parent or legal guardian or the student if he or she is 18 years of age.

PROCEDURES:

1. The sending school district responsible for the student, state agencies involved in the student's care, and the Massachusetts Department of Elementary and Secondary Education may observe the student on site.
2. CMC schools may develop or implement fundraising mechanisms to support the school's programs, special projects, extracurricular activities, etc. Students however will not be part of the fundraising process.
3. If a research project involving students and/or a student observation is requested, a written plan of the research project, including observation of student(s) must be submitted to the CMC Executive Director for approval. Upon approval, written parental consent will be collected. Student(s) whose parents have denied consent to participation in the project will be excluded from the study.

INSTRUCTIONAL POLICIES

1. STATE AND DISTRICT-WIDE ASSESSMENT

DESCRIPTION:

In compliance with the special education law 603 CMR 28.09, all students enrolled at schools under the CMC domain participate in state assessment programs in accordance with the information provided on the student's IEP. In addition, students at CMC will receive testing accommodations and/or alternate assessment as determined by the team and as it is outlined in the student's IEP.

CMC schools have aligned the school curriculum with the state curriculum frameworks, surrounding school districts and used this information to revise the curriculum and to help prepare students for the standardized tests.

PROCEDURES:

MCAS (Massachusetts Comprehensive Assessment System)

All students enrolled in the CMC schools will participate in the MCAS tests in the Fall (Retests) and Spring of each year.

The schedule for the 2015-2016 school year is:

Grade 3	ELA Reading Comprehension, Math
Grade 4	ELA Reading Comprehension, ELA Long Composition, Math
Grade 5	ELA Reading Comprehension, Math, Science and Technology/Engineering
Grade 6	ELA Reading Comprehension, Math
Grade 7	ELA Reading Comprehension, Math, ELA Long Composition
Grade 8	ELA Reading Comprehension, Math, Science & Technology/Engineering
High School	Students in grades 9 through 12 taking a high school science course in biology, chemistry, introductory physics or technology/engineering must take the appropriate test.
Grade 10	ELA Reading Comprehension, ELA Long Composition, Math, Biology

ACCESS for ELLs Test

For all English Language Learner students enrolled in the CMC schools, the schedule for participation in the ACCESS for ELL tests is:

Grade	Test	Dates	# Sessions	Session Length
Kindergarten	Listening, Speaking, Writing, Reading	Jan. 7 - Feb. 10	1	45 minutes (individually administered)
1 – 12	Listening	Jan. 7 - Feb. 10	1	25 minutes
1 – 12	Reading	Jan. 7 - Feb. 10	1	35 minutes
1 – 12	Writing	Jan. 7 - Feb. 10	1	35-65 minutes (depending on student’s English proficiency)
1 – 12	Speaking	Jan. 7 - Feb. 10	1	15 minutes

2. LIMITED ENGLISH PROFICIENCY (LEP) SERVICES

DESCRIPTION:

The CMC adopts the suggested guidelines and scheduling for support of English language learners devised by our member districts, Worcester and Webster, and adapts these guidelines to fit the needs of ELL students referred and accepted to the CMC.

All schools under the CMC domain are developed as small learning settings and student/teacher ratio varies from 8:1 to 10:1. These small learning settings are favorable to the language acquisition and learning process of all ELL students enrolled at each individual school. ELL students are immersed in regularly scheduled classes and receive additional support as needed. In addition, 1:1 instruction or ESL support services may be available depending upon the student’s specific language needs. In such instances, the CMC will follow the ESL support scheduling prescribed in the student’s IEP.

PROCEDURES:

Identification:

Sending school districts generally identify students as English Language Learners based on a multiple assessment process, and may include:

- a home language survey given to the parent or guardian of children when they enter the district
- an oral test to measure children's understanding of English when listening or speaking
- a test of the child's writing and reading for 3rd grade and higher (Language Assessment Scale: LAS)
- a sample of each child's writing in the child's native language (for children in the 3rd grade and higher)

Upon determination of the child's need for ELL services, the district will convene a team meeting to revise and update the IEP to reflect the additional support services. If a student is already placed at any CMC schools, the school director will work closely with the sending school district to facilitate the identification process.

Program Evaluation Procedures and Outcomes:

The CMC is committed to providing educational services to ELL students and to improve their language acquisition. The CMC has adopted an evaluation procedure in which results from MEPA, MELA-O, MCAS, student portfolios, classroom formal and informal assessments are utilized to describe program performance. The data generated from these assessment tools help teachers and administrators to review and revise program efficacy and to strategize possible course of action to improve program performance.

In addition, the teaching staff at the CMC is actively participating in the Sheltered English Immersion professional development offerings. These training sessions provide teachers with specialized strategies and classroom techniques in sheltered content instruction that will enhance ELL students' learning, language acquisition, and classroom performance.

Student Performance Data:

The CMC will work with public school districts to follow guidelines for monitoring and assessing English language learner students. The CMC will monitor ELL students' language development and progress through ACCESS for ELL's Test, MCAS scores, teacher observations and assessment, and parents/guardians input.

Transition and Termination of ELL services:

Decisions regarding student transition and/or termination of ELL services are made at the IEP's annual review meeting. The team considers the student performance data collected and determines whether the ELL student is adequately prepared to be successful in a classroom with no ELL services. If the team decides that the ELL student is ready to transition, he/she will continue to be monitored for the next two years after transition to assure successful academic progress.

3. PROMOTION POLICY

DESCRIPTION:

The director is the final authority in promotion at the building level and for good cause may override the passing of promotional subject requirements. In all such cases, the director must file a statement with the Executive Director stating the reason(s) for such promotion(s) and the steps that will be taken to provide the necessary remediation at the next level.

PROCEDURES:

Elementary (K-6) - Promotional Subjects

Grade 1
English Language Arts:
(Reading, Language and Writing)

Grades 2-6
English Language Arts:
(Reading, Language and Writing)
Mathematics

Students are expected to meet all subject area requirements and must show considerable progress toward attaining their IEP's goals and benchmarks.

Middle School (7 & 8) - Promotional Subjects

Middle school students must complete core academic subjects and enrichment courses that are unique to each school. All middle school students participate in physical education as required by state law (M.G.L. Chapter 71, Section 3).

Core Academic Courses (full year)

- English Language Arts
- Mathematics
- Science and Technology/Engineering
- History and Social Sciences
- Reading

Enrichment Courses (semester)

- Art
- Music
- Computer Literacy
- Industrial Arts
- Health/Physical Education
- Family/Consumer Science

For students to pass from grade 7 to 8 and from grade 8 to 9, they must pass all assigned core academic courses and must show considerable progress toward attaining their IEP's goals and benchmarks.

High School (9 – 12)

All students at the high school level must attain 24 credits to meet graduation requirements. The CMC adopts the course selection criteria established by our member districts Webster Public Schools and Worcester Public Schools. In the event that a student from a non-member school district requires a different credit/course selection, the student's specific needs will be discussed with the school director during the in-take meeting.

In addition to meeting the requirements necessary for graduation, high school students must:

- Receive a proficient score of 240 or above on both the English Language Arts (ELA) and Mathematics sections of the Grade 10 Massachusetts Comprehensive Assessment System (MCAS) **or** receive a passing score of 220 on both the ELA and Mathematics sections of the MCAS test and complete an Educational Proficiency Plan (EPP), in accordance with the guidelines set forth by the Department of Elementary and Secondary Education (DESE).
- Receive a passing score of 220 on a science section of the Massachusetts Comprehensive Assessment System in one of the following: Biology, Chemistry, Engineering/Technology, or Physics.

4. PARENTAL NOTIFICATION OF SEXUALITY EDUCATION

DESCRIPTION:

In accordance with General Laws Chapter 71, Section 32A, the CMC has adopted the following policy relating to the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

The CMC affords parents or guardians the flexibility to exempt their children from that portion of the curriculum that specifically involves human sexual education or human sexuality issues. Parents must request the exemption in writing to the school director. No child so exempted shall be penalized by reason of exemption.

Students who are exempted from that portion of the curriculum specifically involving human sexual education or human sexuality issues will be assigned related course work and material to occupy the exempted curricular time. Students will be responsible for course materials and performance criteria as determined by state mandated assessments.

At the beginning of the course the school will inform parents/guardians, in writing, about curriculum that primarily involves human sexual education or human sexuality issues. This notice will include the topics covered in the course as well as the course requirements, expectations and methods of assessment. Parents/guardians will be required to sign the notice and return it to their child's teacher as part of that course's requirements.

To the extent practicable, program instruction materials of said curricula will be made reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review.

5. ACADEMIC DISHONESTY

DESCRIPTION:

Cheating, plagiarism and forgery are considered to be academic dishonesty. A failing grade of zero (0) will be recorded for any work containing any information improperly submitted as one's own, or completed by means of academic dishonesty or deception, including information obtained from the Internet and not properly cited. In addition, violation of this policy may result in suspension under Rule 2.

6. AWARD OF HIGH SCHOOL DIPLOMAS

DESCRIPTION:

Under the special education law, a student with disability who requires special education is entitled to receive special education services until he/she turns twenty-two or attains a high school diploma whichever comes first.

PROCEDURES:

1. At least one year in advance of a probable graduation date, a Team meeting will be convened to review the IEP. At this meeting, the CMC will indicate to parents/guardians and sending school district whether the student is expected to meet school graduation standards.

2. If the student completes all graduation requirements and meets the state MCAS competency determination standards, a diploma will be awarded by the CMC school from which he/she graduated. Upon request, the student is entitled to receive a diploma from the sending school district indicating that the student met stated and local graduation standards under the auspices of the school district.
3. If a student does not complete all graduation requirements described above, he/she will receive a certificate in which the student is recognized for their achievement, attendance, course completion, or participation. Such student is entitled to continue receiving publicly funded special education services as long as the student continues to meet the eligibility criteria for such services.

SPECIAL EDUCATION POLICIES

1. IEP PROGRESS REPORTS

DESCRIPTION:

Parents of all students enrolled at the CMC schools will receive written progress reports on a quarterly basis in accordance with Special Education law 603 CMR 28.07(3). These reports will indicate student's progress toward the annual goals in the IEP. In addition, parents should expect written mid-term reviews of their child's progress.

Progress reports will be sent to parents/guardians, school districts, and involved agencies.

2. PARTICIPATION IN TEAM MEETINGS

DESCRIPTION:

The CMC schools and the sending school districts must designate a qualified person to represent the institution in key meetings where review and/or revision of the student's IEP are involved. Team meetings shall be composed of, but is not limited to, parents, guardians, student (when applicable), school representative(s), sending school district chairperson or designee, support personnel (when applicable), and support agencies (when applicable).

3. UNSIGNED IEP

DESCRIPTION:

In the event that a parent/guardian refuses to sign the proposed IEP, and after all mediation attempts to resolve the issue have been exhausted, the school district accountable for the programmatic aspect of the IEP is responsible to file a petition with the Bureau of Special Education Appeal to resolve the issue.

4. LESS RESTRICTIVE PLACEMENT

DESCRIPTION:

Students are referred and accepted at the CMC schools as a result of a team meeting and evaluation process. Students currently enrolled at the CMC schools are receiving educational and support services to guide them toward the attainment of the specific goals outlined in their IEPs.

Team decisions are guided by the student's rights to be educated in a least restrictive environment. As the student demonstrates progress toward achieving his/her particular IEP goals, the team may discuss possible opportunities for the individual student to return to a less restrictive educational setting. Such opportunities may include, but are not limited to, participation in sending school's sport teams, participation in extra-curricular activities at the sending school, community service programs, and part-time attendance at a less restrictive setting as part of the re-integration process.

5. STUDENT TRANSITION AND AGE OF MAJORITY LAW

DESCRIPTION:

In compliance with the Student Transitional Planning and Student Transitional Services regulations, the CMC schools shall schedule, at appropriate times, IEP team meetings to address student's individual needs regarding transitional planning and services.

PROCEDURES:

Beginning with the IEP for students who are reaching the age of 14, the school director, in coordination with the sending school district, shall schedule a team meeting to discuss the student's transitional needs. The team will identify, when appropriate, services related to training, post-secondary education, employment, and independent living skills. The team should also identify the need for continuing services from adult human services agencies if the student is approaching graduation or the age of twenty-two.

AGE OF MAJORITY

Special Education regulations mandate that school districts inform parents and students that as of age 18 (in MA), decision-making rights in relation to special education programs and services will transfer to the student. CMC will work with the sending school district, the student and his/her family during the discussion and fulfillment of this requirement.

CODE OF CONDUCT

1. MGL POLICIES

DESCRIPTION:

Pursuant to the Massachusetts General Laws, the CMC develops and implements the following code of conduct for students and teachers.

PROCEDURES:

Tobacco Use

An Act Prohibiting the Use of Tobacco in the Public Schools (G.L. c. 71, § 2A)

It shall be unlawful for any student, enrolled in either primary or secondary public schools in the Commonwealth, to possess, use, or distribute tobacco products of any type on school premises or at any school sponsored activity. Each school committee shall establish a policy dealing with students who violate this act. This policy may include, but is not limited to, mandatory education classes on the hazards of tobacco use.

Weapons Carrying

An Act Relative to Weapons Carried on School Grounds (G.L. c. 269, § 10)

Whoever, not being a law enforcement officer and not withstanding any license obtained by him/her under the provisions of chapter one hundred and forty, carries on his/her person a firearm as hereinafter defined loaded or unloaded or other dangerous weapon in any building or on the ground of any elementary or secondary school, college or university, without the written authorization of the board or officer in charge of such elementary or secondary school, college or university, shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university, or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.

Anti-hazing Law (G.L. c. 269, § § 17-19)

Section 17: Hazing; organizing or participating; hazing defined

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

The term "hazing" as used in this section and in sections eighteen and nineteen shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18 Failure to report hazing

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

Chapter 269: section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Each secondary school and public and private or college shall issue to every group, team or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy

of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received said copy of sections seventeen and eighteen.

Bullying 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. Aspects of the law (M.G.L. c. 71, § 37O) that are important for students and parents or guardians to know are described below.

Definitions

Aggressor is any student or staff member 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.

Vulnerable Students

CMC recognizes and plans for the potential that certain students may be more vulnerable to become a target of bullying and harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. CMC also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, age or disability. Further, CMC will also not tolerate retaliation against persons who report an incident(s) of bullying and/or harassment.

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 director or another staff member, or reports may be made anonymously. Each school has available at its office a form to be utilized upon request of a complaining party to initiate an investigation of the incident. A report may be made anonymously, from the CMC home page www.cmasscollaborative.org.

School staff members must report immediately to the director 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 director or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school director 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 director 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.

CMC's approved Bullying Prevention and Intervention Plan is available at your child's school and on the CMC Home page www.cmasscollaborative.org.

Acts of bullying can result in any one, or combination of, the following legal charges:

- a) Assault (GL c.265, § 13A). The act or an instance of unlawfully threatening or attempting to injure another.
- b) Assault & Battery (GL c.265, § 13A). An assault upon a victim that is carried out by striking the victim, knocking the victim down, or otherwise doing violence to the victim.
- c) Criminal Harassment (GL c.265, § 43A). Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at the specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress.
- d) Harassing/Annoying Phone Calls (GL c.269, § 43A). Whoever telephones another person, or causes any person to be telephoned, repeatedly, for the sole purpose of harassing, annoying or molesting such person or his family, whether or not conversation ensues, or whoever telephones a person repeatedly, and uses indecent or obscene language to such a person.
- e) Threats (GL c.275, § 4) (GL c.209A, § 7). An expression of intention and an ability in circumstances that would justify apprehension on the part of the recipient.
- f) Disruption of School Assembly (GL c.272, § 40). Whoever willfully interrupts or disturbs a school or other assembly of people met for a lawful purpose.
- g) Civil Rights Violation (GL c.265, § 37 & 38). No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate or interfere with, or attempt to injure, intimidate or interfere with, or oppress or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him by the constitution or laws of the Commonwealth or by the constitution or laws of the United States.
- h) Malicious Destruction of Property (GL c.266, § 127). Whoever destroys or injures the personal property, dwelling house or building of another.

2. DISCIPLINE CODE

DESCRIPTION:

A strong school community emerges as a result of high expectations and commitment from all stakeholders. Students, parents, guardians, teachers, support staff, and administrators must recognize their roles within the school community; maintain high levels of expectations, and ensure that everyone adheres to the school's rules and regulations. Respect to the rules ensures a safe, healthy, and productive school environment in which students acquire and develop social skills to become productive members of our society.

To support such school climate, all staff members of the CMC expect and encourage high levels of expectations as it relates to students' behavior and social conduct while on school grounds, school bus, and school functions.

All students are expected to meet the requirements for behavior established in this manual. The M.G.L. 71B requires that additional provisions be made for special education students and whose programs are described in the Individualized Educational Plan (IEP). Such provisions will also be made, when appropriate, for students with a disability who are receiving accommodations or related services under a 504 plan (see Discipline of Students with Special Needs section).

PROCEDURES:

Disruptive Conduct

Violation of any of the following rules is grounds for discipline, and pertains to actions while on or off school grounds during school or school-related situations.

Rule 1 – Damage or Destruction of School Property

A student shall not steal or cause damage to school property, nor make such attempts. The CMC administration may file criminal complaints against, and seek restitution from, any student who violates this rule.

Rule 2 – Damage or Destruction of Private Property, Cheating, Forgery, Plagiarism

A student shall not steal or cause damage to private property nor make such attempts during school situations on or off school grounds or at any school-related situations including, but not limited to, travel to and from the situation. A student shall not cheat, forge or plagiarize any work submitted for academic credit or documentation.

Rule 3 – Physical Assault on a School Employee

A student shall not cause or attempt to cause physical injury to a school employee on or off the school grounds or during school situations or school-related situations, including but not limited to, travel to and from the situation. Any student who assaults any school employee, who assaults a director, teacher, instructional assistant, or any other support staff on school premises or at school-related events, may be subject to expulsion or a long-term suspension from the school by the school director.

Any student charged with a violation of this rule 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 the hearing before the director.

Rule 4 – Physical Assault on a Student or Other Person not employed by the School

A student shall not cause or attempt physical injury to another student or any other person on or off school grounds at any school-related situation including, but not limited to, travel to and from the situation.

Rule 5 – Verbal Assault on a School Employee

A student shall not assault verbally any school employee on or off school grounds at any school-related situation including, but not limited to, travel to and from the situation. Verbal assault means defiance, insolence, rudeness, obscenity, or abusive language. Abusive language shall include but not be limited to, derogatory statements concerning race, sexual orientation, gender identity, color, gender, age, religion, national origin, or disability.

Rule 5A – Threatening a School Employee

A student shall not threaten on school grounds or at a school sponsored event any teacher, administrator or other school employee with physical harm so as to place such school employee in reasonable apprehension that force will be used to inflict such physical harm. The director of the school shall investigate any allegation

that the student has threatened a school employee with physical harm and shall make an initial determination whether or not the matter should be recommended to the CMC Executive Director. The Director may impose a long-term suspension or other consequences upon any student found to have threatened a school employee with such physical harm after affording such student all due process rights specified in this manual. In determining the response of the CMC, any fact-finder, or reviewing authority will have discussions with the student and the school employee(s) involved in the incident. This shall include the employee that is the subject of the alleged threat, others who may have witnessed it, as well as other administrators of the school. In determining whether an apprehension of anticipated physical force is reasonable, any fact-finder or reviewing authority will look to the actions and words of the student in light of the intended circumstances.

Rule 6 – Verbal Assault on, or Threat to, a Student or Non-employee of School

A student shall not assault verbally any person on or off school grounds at any school-related situation including, but not limited to, travel to and from the situation. Verbal assault means defiance, insolence, rudeness, obscenity, or abusive language. Abusive language shall include but not be limited to, derogatory statements concerning race, sexual orientation, color, gender, gender identity, age, religion, national origin, or disability.

Rule 6A – Written Assault or Threat on a Student or Non-employee of School

A student shall not threaten, intimidate or bully in writing, any person on or off school grounds at any school-related situation including, but not limited to, travel to and from the situation. Written threats mean any messages including e-mail, text messaging or any other cyber-related forms of communication; e.g. chat rooms.

Rule 7 – Policy on Possession or Use of Weapons

If any device which may be considered a weapon under this policy is distributed by a teacher, for used in the classroom, then no student receiving such device shall be charged with an offense under Rule 7 provided the device remains in the classroom and provided the device is only used for classroom purposes.

A student shall not possess, use, or attempt to use any weapon on school premises or at a school-related situation, including but not limited to travel to and from the situation.

In order to protect the students of the CMC, any student who is found on school premises or at school sponsored or school-related events, in possession of a dangerous weapon, including but not limited to, a gun or a knife may be subject to expulsion or long-term suspension from the school by the director regardless of the size of the knife.

For purposes of this policy, a dangerous “weapon” includes but is not limited to a gun (any kind or caliber), knife, slingshot, blowgun, blackjack, metallic knuckles including a ring intended to be worn on more than one finger or knuckles or any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather, a shuriken or any similar pointed star-like object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar material weighted with metal or other substance and worn on the hand, or a manrikigusari or similar length of chain having weighted ends. Any other device or object used or attempted to be used to inflict bodily harm on a person may be considered a weapon.

Rule 8 – Policy on Possession or Use of Drugs or Alcohol

- a) Any student who distributes or possesses, with intent to distribute, any controlled substance as defined in Massachusetts General Laws Chapter 94C, including, but not limited to, marijuana, cocaine, or

heroin, on school premises or at a school sponsored activity, may be expelled or have a long-term suspension imposed by the CMC school director.

- b) Any student who uses or possesses any controlled substance as defined in Massachusetts General Laws Chapter 94C, including, but not limited to, marijuana, cocaine or heroin, or is under the influence of such substance on school premises or at a school sponsored activity may be subject to expulsion or a long-term suspension from school by the school director.
- c) Possession or use of alcohol on the premises of the CMC schools is forbidden. Any student who uses or possesses alcohol on school premises, or at a school sponsored activity, or is under the influence of alcohol on school premises, or a school sponsored activity, may be expelled or have a long-term suspension imposed from the CMC board of directors.
- d) Possession or use of drugs or controlled substances which are medically prescribed is not a violation of this policy (all prescribed medication will be administered to students by authorized personnel and will be kept in a secure location). However, any student who distributes or possesses with intent to distribute controlled substances which are medically prescribed on school premises or at a school sponsored activity, may be expelled or have a long-term suspension imposed by the CMC Board of Directors.

Rule 9 – Excessive Tardiness

A student shall not be repeatedly tardy from school or to class without legitimate cause.

Rule 10 – Repeated School Violations

A student shall not repeatedly fail to comply with directions and reasonable requests of any authorized school personnel during any period of time he/she is under such authority.

Rule 11 – Search and Seizure

School officials may legally search a student; the locker assigned to the student and its contents, and confiscate property provided:

- a) There are reasonable grounds to suspect a search will turn up evidence tending to show that the student has violated or is violating the law or the school's rules.
- b) The search as conducted is reasonably related in scope to the circumstances that justified the search in the first place.

Rule 12 – Hazing

A student shall not organize or participate in hazing. A student with knowledge of any hazing activity must report the incident to the school administrator.

Rule 13 – Sounding False Alarms

A student shall not, without reasonable cause, by outcry, bells, or otherwise cause a false alarm of fire (Such action shall be reported under Massachusetts General Laws Chapter 269, Section 13). No student shall set a fire in a school building or at a school-sponsored site or situation.

Rule 14 – Smoking and Tobacco Products

Smoking, possession, use, or distribution of tobacco or tobacco products within school buildings, school facilities, school grounds, on school buses or at a school sponsored activity by any person are prohibited. Any student who violates this rule may be suspended.

Rule 15 – Cellular Telephones, Beepers, and Laser Pointing Devices

A student shall not possess a beeper, pager, digital camera, or any device with a digital camera, other mobile telecommunications or two-way radio communication device of any type, on school premises or at a school-sponsored situation. However, if a student brings a cell phone into school, it must be in the student's locker or turned into the office where it will be secured and returned at the end of the school day. Any such device found in a locker may be considered to be in the possession of the student assigned to the locker for purposes of disciplinary action. CMC schools are not responsible for lost or stolen property. Cell phones may not be used during school hours. Cell phones may not be used at any time on school grounds for text messaging, photos, or other functions.

Parents may call the school office at any time they wish to speak with their child during school.

A student shall not possess a laser pointing device of any type on school premises or at a school sponsored situation. Use of a laser pointing device against the face, eyes, or head of another person on school premises or at a school sponsored situation may be considered use of a weapon for disciplinary purposes including the possibility of expulsion.

Rule 16 – Policy on Gangs and Obscene Clothing

- a) No student on school property or at any school sponsored function shall wear any article of clothing (including hats, bandanas, scarves, and sweatbands), jewelry, emblem, badge, symbol or sign which has wording, or designs that are reasonably deemed by the school administration to be obscene, lewd, or vulgar.
- b) No student on school property or at any school sponsored function shall wear any article of clothing (including hats), jewelry, emblem, badge, symbol or sign, which displays, evidences and advertises alcoholic beverages, tobacco products, illegal drugs, or other controlled substances illegal under Massachusetts law.
- c) No student on school property or at any school sponsored function shall wear any article of clothing (including hats), jewelry, emblem, badge, symbol or sign which the school administration reasonably deems to be evidence of membership or affiliation in any gang. As defined in this policy a “gang” is any group of two or more individuals affiliated together, either formally or informally, whose purposes include the commission of illegal acts or who in concert commit illegal acts.

Rule 17 – Students Charged with or Convicted of a Felony

In accordance with Massachusetts General Laws Chapter 71 (37H ½) principals have the authority to suspend students charged with a felony and expel or impose a long-term suspension for students convicted or adjudicated of committing a felony if the principal has determined that the student's continued presence would have a substantial detrimental effect on the general welfare of the school.

Rule 18 – Disruption of School

- a) In addition to complying with Rules 1 through 18 stated above, a student shall not use violence, force, threat, fear, passive resistance or any other conduct in order to cause the disruption or obstruction of any lawful mission, process, or function in school.
- b) Students are not permitted in any area of the school building/grounds without supervision by a staff member of the CMC schools before, during and after normal school hours. Students are not permitted access to the school building/grounds until 30 minutes before the official start of the school day or when personnel of the CMC schools are available for supervision.

Rule 19 – Bomb Threats

No student shall communicate or cause to be communicated any information in any form whatsoever that a bomb or any type of explosive device is located in or on any building or property under the control of the CMC or is at any school sponsored situation, including but not limited to transportation provided by the CMC

or school districts, either directly or by contracted services. Any student found in violation of the provisions of this rule will be subject to long-term suspension or other appropriate consequences in accordance with the due process procedures found in this manual.

3. BEHAVIOR MANAGEMENT AND STUDENT DISCIPLINE

DESCRIPTION:

All schools under the CMC domain utilize a level/point system devised to monitor and manage students' behavior. However, these schools have developed differentiated behavioral management procedures tailored to address the needs of their specific student population.

PROCEDURES:

To guide each school in the development of their behavioral management system, the following guidelines are observed:

1. Positive Points and/or Level System Rubric
2. PBIS Based Student Accountability and Consequences:
 - a. Verbal warnings
 - b. Written warnings (unearned points, comments)
 - i. Call to parent/guardian (if applicable)
 - c. Temporary exclusion from peers/group (referral to office or clinician)
 - i. Call to parent/guardian (if applicable)
 - d. Time-out (voluntary time-out/take space, non-voluntary time-out)
 - i. Call to parent/guardian (if applicable)
 - e. Extended time-out (remainder of scheduled period, remainder of day, in-house suspension)
 - i. Call to parent/guardian to discuss behavioral issue and to inform of follow-up forms to be signed by the student and parent(s)
 - f. Out-of-School suspension (1+ days) pursuant to due process procedures.
3. Student Separation Procedures:
 - a. Student separation duration will be based upon the severity of offense and/or student ability to regain control and return to his/her scheduled group/class
 - b. Teacher will inform school administrator or designee of student separation need
 - c. Teacher or designee will be responsible for the implementation of proper Time-Out procedures when a student is voluntarily or involuntarily removed from the learning activity for the purposes of calming
 - d. Any Time-Out exceeding 30 minutes must be authorized by the administrator or designee
 - e. A student in a Time-Out area will be monitored by a designated staff member at all times. The student will be visible at all times within the time-out area and staff should be accessible at all times
 - f. Time-out procedure will be fully documented and records should include reason for implementation, length and time of implementation, persons who: a) authorized and b) monitored the implementation, location of implementation, and outcome/follow-up steps
 - g. Designated Time-Out areas must be physically safe, unlocked, and appropriate for student population

SAFETY

1. REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

DESCRIPTION:

Massachusetts General Laws (MGL) Chapter 119, Section 51, A & B governs the reporting of suspected child abuse and neglect and requires all CMC employees to report suspected cases of abuse and neglect to the Department of Children and Family Services.

MGL Chapter 19 C governs the reporting of suspected abuse and neglect of student ages 18 and over, and requires all CMC employees to report suspected cases of abuse to the Disabled Persons Protection Commission.

PROCEDURES:

1. The CMC policy requires personnel to inform parents and/or guardians when there is an indication of a student's self-destructive behavior. The purpose of this is to alert the parents/guardians about the student's possible need for additional support and/or treatment.
2. A report will be filed by school authorities (with appropriate agency) when a parent ignores the school staff's efforts to involve the parents in a perceived need of the child requiring special education services, counseling, or emergency medical treatment.

AGENCIES:

1. Department of Children and Families (DCF)
Reporting Line: (508) 929-2000
2. Disabled Persons Protection Commission (DPPC)
Reporting Line: 1-800-426-9009

2. PHYSICAL RESTRAINTS

DESCRIPTION:

The Board of Education adopted new regulations on the use of physical restraint in public education programs. The regulations (603 CMR 46.00) are meant to promote safety for all students. Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances. Mechanical restraints, medications and seclusion are prohibited in all public education programs.

The amended regulations were approved by the Board of Elementary and Secondary Education on December 16, 2014, and take effect on January 1, 2016. 603

CMR 46.00 may be found at <http://www.doe.mass.edu/lawsregs/603cmr46.html>.

TRAINING:

All staff will receive a general training in restraint prevention, district behavior support policies, and requirements for the use of restraint. This training will occur within the first month of each school year (or within the first month of employment for staff hired after September).

Building administrators designate additional staff members that will receive “in-depth training” in the use of restraint to assist in the proper administration of physical restraint within their school building

The CMC adopts and provides annual “in-depth” training to all staff members with direct responsibility for students on the Nonviolent Crisis Intervention program created by the Crisis Prevention Institute, Inc. (CPI).

The philosophy of the CPI training program is to provide the best possible care, welfare, safety, and security to all stakeholders involved in a crisis situation.

The objectives of the CPI training program are *(taken directly from CPI's Participant Workbook)*:

1. **Prevention and Deceleration Strategies** in order to identify behavior that indicates an escalation toward aggressive and violent behavior and take appropriate measures to avoid, decelerate, and/or de-escalate crisis situations.
2. **Decision Making** to assess the level of risk associated with crisis behavior and make appropriate decisions related to the management of such risks.
3. **Managing Behavioral Risk Using Disengagement and/or Holding Skills** to use suitable and accepted physical interventions to reduce or manage risk behavior.
4. **Postvention Approaches** to identify the impact of crisis events and describe post-crisis responses which can be used for personal and organizational support and learning.

These skills are designed to teach and guide staff members on how to resolve disruptive and dangerous situations effectively and in a safe and respectful manner.

PROCEDURES:

Physical Restraint is an emergency procedure of last resort, prohibited except when:

1. The student's behavior poses a threat of assault or imminent, serious, physical danger to self and/or others; and
2. The student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

If a student requires physical management, the following guidelines will be observed:

1. Physical restraint must terminate as soon as student is no longer an immediate danger to self or others, or the student indicates that he/she cannot breathe, or if the student is observed to be in severe distress, such as having difficulty breathing, or sustained or prolonged coughing or crying.
2. If student is restrained beyond 20 minutes, staff must obtain approval of the administrator or designee. Approval must be based upon student's continued agitation justifying need for continued restraint.

3. All physical restraints must be recorded and reported.
 - a. Staff must immediately verbally inform administrator or designee; submit a detailed written report within 24hrs.
 - b. Administrator or designee must verbally inform student's parent immediately; send a detailed written report within 3 school days.
 - c. The detailed written report must include the following information:
 - i. Names and titles of all involved in administration of restraint, including the recorder
 - ii. Name of administrator verbally informed of restraint
 - iii. Description of incident, including antecedents, triggers, efforts made to de-escalate situation, and justification for initiating physical restraint
 - iv. Description of restraint, including holds used, student's actions and reactions during the restraint, how the restraint ended, and specific documentation of injury to the student and/or staff during the restraint
 - v. Any need for medical care
 - vi. Information regarding any further action(s) that the school has taken or may take, including disciplinary sanctions that may be imposed on the student
4. If a restraint has resulted in a serious injury to a student or staff member, the school shall provide a copy of the written report to the Department of Elementary and Secondary Education within 3 school working days of the administration of the restraint.
5. Student, staff and parents must have an opportunity to process the incident, restraint and any disciplinary sanctions that may be imposed on the student.
6. The school administrator will complete weekly individual student reviews and monthly school-wide reviews of physical restraints.
7. The school administrator or designee shall maintain an on-going record of all instances of physical restraint and report them to DESE annually.

3. EVACUATION AND EMERGENCY PROCEDURES

DESCRIPTION:

The CMC schools, in compliance with 603 CMR 18.00 and Chapter 159 of the Acts of 2000, section 363, have developed and implemented a building Evacuation Plan.

PROCEDURES:

The evacuation plan follows the following guidelines:

1. Each building shall have a crisis response team.
2. Each building shall have an evacuation binder, to be taken by a designated person from the crisis response team at the time of the evacuation. The binder should contain, but it is not limited to:
 - a. Evacuation routes
 - b. List of all personnel and building visitors
 - c. List of all students in attendance
 - d. List of parents addresses and phone numbers, including emergency numbers
 - e. Transportation list, including phone number of transportation providers
3. Each building shall have a designated rally point where student attendance and count will take place.

4. Each school shall have a designated evacuation sheltered area in which students and staff may access in case of inclement weather conditions.
5. Each building shall perform eight evacuation drills each school year.
6. Each evacuation drill shall be registered in the evacuation log, which includes date, time, time elapsed, number of participants (students and staff), witnesses (i.e. fire department), and performance. Results of the evacuation drills will assist building administrators in evaluating the effectiveness of emergency plans and procedures.
7. All staff members shall participate in the evacuation training each year. The crisis response team shall have their assignment and responsibilities prior to the first evacuation drill.

4. RUNAWAY STUDENTS

DESCRIPTION:

The CMC schools are all public day schools with student grade levels ranging from kindergarten through grade twelve. The student population, age, and grade levels may vary according to the focus of each school. A runaway student is defined as a student who a) leaves the school without permission from a parent, guardian, or school administration during the scheduled school day, b) appears to be emotionally unstable as determined by the school administration and/or support personnel, and c) is under the age of 16 and has not returned to the school during the school's operational hours.

PROCEDURES:

In the event that a student leaves the school without permission the following protocol will be employed:

1. The director will be notified immediately by the supervising staff or assistant director when the student has left the building.
2. The parent/guardian will be notified immediately.
3. The director will determine, in conjunction with parents and support personnel, whether the student is at risk. Consideration to the student's age, cognitive ability, and emotional state when he/she left the building will determine whether the police should be notified.
4. The director or designee will notify the sending school district and the Executive Director.
5. If a student meets the runaway criteria as defined above, an incident report will be filed with all appropriate agencies, including the Massachusetts Department of Elementary and Secondary Education.

5. RIDING SCHOOL BUS

DESCRIPTION:

Transportation providers contracted by the CMSC and/or the sending school district devise and employ their own rules and regulations regarding safety and student behavior. The following safety and behavior rules for pupils riding school buses are published as a guideline for students entitled to transportation by the CMC and/or by the sending school district.

PROCEDURES:

A breach of these rules may result in disciplinary actions and possible loss of busing privileges.

1. Only pupils and school personnel assigned to the bus shall be allowed to ride in a school bus unless permission is granted by the CMSC or by the sending district.
2. Students should be at the pick-up point at the time designated and prepared to get on the bus with the least possible delay in order to keep the bus on schedule.
3. While at a bus pick-up point, students must:
 - Conduct themselves in an orderly manner
 - Stay out of the street
 - Respect nearby private property rights
 - Remain at least eight (8) feet from the bus when it stops to pick up, and move toward the bus only when the door opens
4. Students should ride only the bus to which they are regularly assigned.
5. Students should take seats promptly after boarding the bus and remain in their seats while the bus is in motion.
6. Students shall not open or close windows or emergency doors except when asked to do so by the driver or the bus monitor. Students must keep arms and heads inside the bus.
7. While a passenger on a bus, a student must not:
 - Smoke
 - Throw any objects on the bus or out the windows
 - Disturb the driver or other students
 - Litter
 - Make loud or unnecessary noises
 - Eat food or drink
 - Transport items which may endanger the health or safety of any other passengers
 - Damage or deface any part of the bus
8. Students must remain quiet when approaching a railroad crossing.
9. Students who exit from the bus should pass ten (10) feet in front of the bus and look in both directions before crossing.
10. In the event of a road emergency, students are to remain on the bus unless requested to leave by the driver of the bus.
11. After exiting the bus, students should enter the school directly for safety purposes.
12. A student who has been issued an identification card by school authorities should carry such card with him/her at all times and show it when requested.
13. Bus drivers/monitors must report violations of the above rules and regulations to the school official on Bus Conduct Forms. When applicable, riding the bus is a privilege that can be denied temporarily or permanently when the student's behavior warrants it.

6. STUDENT LOCKERS

DESCRIPTION:

All lockers available to students are the property of the CMC and students should not have an expectation of privacy in their lockers or contents therein. Use of lockers by students is regulated by the school administration and all lockers are subject to inspection by the school administration when deemed appropriate. Students must store all cell phones, book bags, gym bags and outerwear (coats and jackets) in their lockers during the school day.

For security reasons, students will not be permitted to wear outerwear or carry large book/gym bags with them throughout the school day.

Any weapon and/or drugs or other prohibited items or substances found in a locker in violation of school policy may be considered to be the property of the student assigned to the locker for purposes of disciplinary action under this code.

7. VISITORS AND ACCESS TO STUDENTS DURING SCHOOL HOURS

DESCRIPTION:

All CMC schools are posted with signs requiring that all visitors must report to the Main Office. This insures that the school administration knows who is visiting in the building, the reason for the visit, and if the timing of the visit is appropriate. Visitors are permitted at the sole discretion of the director.

Any other entry into a school building by visitors will be considered trespassing. Intruders into the building are immediately asked to leave, and if they refuse to do so, local law enforcement officials are contacted for assistance. Trespassing laws will be enforced in accordance with this policy.

To ensure safety of all students during school hours, access to students is limited to custodial parents and authorized personnel only. For further information, contact the building director.

PROCEDURES:

The following persons may be granted access to students during school hours:

1. The custodial parent (the parent with physical custody) or guardian or personnel or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. According to Massachusetts General Laws Chapter 71, section 34H, the non-custodial parent must submit a written request to the school director for such access.
2. When appropriate, a student age 14, or upon entering grade 9, may consent to meet with an individual.

The following personnel may be granted access to students in the performance of their official duties:

1. School administrator, teachers and counselors who work directly with the students.
2. Administrative office staff and clerical personnel who process information for the student's records.
3. The Evaluation Team from sending districts which evaluates the students.
4. School health personnel when such access is required in the performance of official duties.
5. Appropriate parties including the local police department, and the Department of Social Services in connection with a health or safety emergency, including weapons reports, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
6. Employees of the Department of Social Services who are investigating child abuse cases may be allowed to interview a child without parental consent if it appears that the child may be placed at risk of further abuse by parental notification. This interview may take place in the presence of a teacher or other school professional to provide help and reassurance to the child.
7. Probation Department employees, Department of Youth Services employees, or an employee from the Bureau of Special Investigation on welfare fraud.

If you have any Court restrictions regarding your child, it is imperative that the CMC schools have a copy on record so that we can implement the wishes of the court.

8. USE OF MOTOR VEHICLES

DESCRIPTION:

Students are extended the privilege of bringing automobiles to school as long as they respect the safety of others and obey basic rules. Failure to comply with the safety rules set forth in this policy handbook or specific directives from the building administration may result in denial of use of motor vehicles on school grounds.

PROCEDURES:

1. Automobiles must be parked in the assigned parking areas.
2. Students who leave the campus in motor vehicles during the schools hours without following established dismissal procedures will be suspended.
3. Students must drive slowly and carefully on or near school grounds, always remembering that pedestrians have the right of way.
4. Students must not drive other students to and from school.
5. Cars may not be visited during the school day except with the approval of an administrator.
6. Parking privileges will be revoked or suspended for the following reasons:
 - a. Speed in excess of 15 m.p.h.
 - b. Any act endangering life or property while on school grounds.
 - c. Parking in prohibited areas.
 - d. Parking privileges will not be available without an appropriate school registration and parking permit.

9. ACCEPTABLE USE FOR COMPUTER NETWORKS AND INTERNET ACCESS

DESCRIPTION:

The CMC recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. CMC encourages the responsible use of computers; computer networks, including the internet; and other electronic resources in support of CMC mission and goals.

It is the policy of the CMC to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. The CMC system certifies that its schools have adopted and are enforcing Internet safety policies as part of Protecting Children in the 21st Century Act. Children's Internet Protection Act (CIPA) as amended in the Broadband Data Improvement Act S. 1492 to include educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Internet Safety

The CMC is in compliance with the Children’s Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA) and the Children’s Online Privacy Protection Act (COPPA). CMC will comply with any additional state and federal regulations that pertain to technology use within CMC and through use of the CMC network infrastructure and servers that is forthcoming from the local, state and federal regulatory agencies.

A third party filtering system is in place that prevents accessing web pages that are 1) obscene, 2) pornographic, or 3) deemed harmful to minors. CMC will monitor the online activities of users. The staff and students are advised never to access, keep or send anything that they would not want made public. While some pages are blocked by human intervention, other sites are blocked based on an algorithm that attempts to discern inappropriate sites. Best efforts are made to make the filtering as accurate as possible given the vast number of websites on the Internet. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

PROCEDURES:

Inappropriate Network Usage

Staff and students should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. The Internet is to be used for constructive educational purposes only. Drives and files may be reviewed by network administrators occasionally to maintain system integrity.

To the extent practical, steps shall be taken to promote the safety and security of users of the CMC online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: a) unauthorized access, including so-called “hacking,” and other unlawful activities; and b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Unacceptable Uses

The activities listed below are not permitted. The list of activities described below is not meant to be comprehensive. CMC reserves the right to make judgments both as to what constitutes inappropriate behavior and the consequences that apply.

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo without permission from teacher and parent or guardian
- Harassing, insulting or attacking others (cyber-bullying)
- Damaging or modifying computers, computer systems or network resources, whether physically or through use of software means such as deletion, formatting, viruses, hacking, phishing, cracking
- Violating copyright laws
- Using others’ passwords
- Trespassing in others’ folders, work or files
- Intentionally wasting limited resources

- Installing any software, shareware or freeware without director approval and installation by on-site contact person
- Employing the network for commercial purposes, financial gain or fraud
- The network, wired and wireless, is for educational uses only. Any non CMC device on the CMC network shall be used for educational purposes only. Non educational use is prohibited.

Penalties

Violation of any terms set forth in this policy may result in the loss of CMC computer network privileges, disciplinary action and/or appropriate legal action.

10. PARENT/GUARDIAN INVOLVEMENT

DESCRIPTION:

The CMC schools shall invite parents or guardians, annually, to form and/or to participate in a Parents' Advisory Group. The Parents' Advisory Group shall advise the school on matters that pertain to the education, health, and safety of the students enrolled in the school.

PROCEDURES:

The school administrator shall:

1. Send a letter to all parents and guardians inviting them to participate in the Parents' Advisory Group. This invitation should be sent to all parents/guardians by October 1st of each school year.
2. Designate a staff person to support the Parent's Advisory Group.
3. Create a meeting schedule for the year, after the initial advisory group meeting. An invitation to these meetings shall be sent to all parents/guardians two weeks prior to the scheduled date.
4. Request that a copy of the agenda for the Parents' Advisory Group meetings be kept by the staff person responsible for the organization of such meetings.

11. REGISTERING COMPLAINTS AND GRIEVANCES

DESCRIPTION:

The CMC is an educational institution that stands on principles of non-discriminatory practices as it relates to all stakeholders. We firmly believe in providing students, parents, and employees opportunities to register and communicate complaints regarding disputed or unresolved matters. We strive to provide students, parents, and employees prompt and equitable resolution of complaints. The CMC fully adopts the policy of non-discrimination based on race, color, national origin, gender, religion, sexual orientation, and disability.

PROCEDURES:

In order to resolve school-related problems, parents and students shall follow this process in case a problem arises:

1. Contact the student's teacher – if not resolved:
2. Contact the building director – if not resolved:
3. Contact the CMC Executive Director at (508) 538-9100 – if not resolved:
4. Petition, in writing, the CMC Board of Directors

In order to resolve employee-related matters, employees shall follow this process in case a problem arises:

1. Contact building director – if not resolved:
2. Contact the Executive Director – if not resolved:
3. Petition, in writing, to meet with the CMC Board of Directors. The Executive Director, once a written request for a meeting with the Board of Directors has been received, shall place the employee on the agenda of the next Board of Directors meeting. The Board of Directors will meet with the employee and attempt to resolve the complaint. Action by the Board of Directors will be the final administrative step.

12. STUDENT EMPLOYMENT INFORMATION

DESCRIPTION:

Employment Permits (14-18 years of age) are issued at school. Effective January 3, 2007, anyone under 18 years of age must obtain a work permit before starting a new job (M.G.L. c. 149 sections 86-89). Applications for work permits and complete information on legal limits of work hours and conditions of employment are available on the Massachusetts Department of Labor's Division of Occupational Safety website at: www.mass.gov/dos/youth/index.htm

13. NON-DISCRIMINATION / EQUAL ACCESS

DESCRIPTION:

The CMC provides all students with equal access to services, facilities, activities, and benefits regardless of race, color, gender, religion, national origin, sexual orientation, gender identity, disability or homelessness. The schools do not discriminate/exclude students from any program, extracurricular activity, or event sponsored by the CMC.

Central Massachusetts Collaborative
www.cmasscollaborative.org

Administration Office
14 New Bond Street
Worcester, MA 01606
Tel. (508) 538-9100
Fax (508) 854-1689

Central MA Academy
20 Rockdale Street
Worcester, MA 01606
Tel. (508) 459-5426
Fax (508) 459-5448

Robert H. Goddard Academy
14 New Bond Street
Worcester, MA 01606
Tel. (508) 538-9101
Fax (508) 854-1689

Central MA Prep
14 New Bond Street
Worcester, MA 01606
Tel. (508) 538-9103
Fax (508) 854-1689

Woodward Day School
190 Fremont Street
Worcester, MA 01603
Tel. (508) 799-3513
Fax (508) 799-3486

Hartwell Learning Center
14 New Bond Street
Worcester, MA 01606
Tel. (508) 538-9104
Fax (508) 854-1689

Woodward Day School
11 McKeon Road
Worcester, Ma 01610
Tel. (508) 792-9373
Fax (508) 792-9374

Recovery High School
14 New Bond Street
Worcester, MA 01606
Tel. (508) 538-9102
Fax (508) 854-1689

CMC Board of Directors

Ms. Maureen Binienda
Superintendent, Worcester Public Schools

Ms. Ruthann Goguen
Superintendent, Webster Public Schools

Central Massachusetts Collaborative 2017 - 2018


AUGUST							SEPTEMBER							OCTOBER							
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NOVEMBER							DECEMBER							JANUARY							
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First Day of school for students: Monday, August 28, 2017
 Last day of school for seniors: Wednesday, May 23, 2018*
 Last day of school: Monday, June 11, 2018*

*This date may change in response to the number of snow days used during the school year.

End of marking quarters:

1. November 3, 2017
2. January 19, 2018
3. April 6, 2018
4. June 11, 2018 or last day



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= **DAYS WHEN SCHOOL IS NOT IN SESSION FOR STUDENTS**

2017	2018
August 24 – Teacher/Staff Reporting Day	January 1 – New Year’s Day
August 25 – Staff Development	January 15 – Martin Luther King
August 28 – First Day of School	February 19 – Presidents’ Day
September 4 – Labor Day	February 20-23 – Winter Vacation
October 6 – Staff Development	March 30 – Non-School Day
October 9 – Columbus Day	April 16 – Patriots’ Day
November 10 – Veterans’ Day	April 17-20 – Spring Vacation
November 22-24 – Thanksgiving	May 28 – Memorial Day
December 25-29 – Holiday Vacation	June 11 – Last Day of School

To All Parents and Guardians:

The Central Massachusetts Collaborative (CMC) considers the violation of the Weapons Policy found in this handbook to be a serious matter. Please spend some time discussing this policy, as well as other policies located within this booklet with your children.

The policies in this handbook pertain to student actions either on or off the school grounds during school and school-related situations (including transportation to and from school). In addition to the academic year, the policies set forth in the handbook apply to all after-school and summer programs.

The Board of Directors requires that all parents/guardians of students enrolled in the CMC schools sign the statement below acknowledging receipt of this handbook and return it to their child's school.

As a parent/guardian of a student within the Central Massachusetts Collaborative, I acknowledge receipt of the 2017-2018 Policies Handbook for the Central Massachusetts Collaborative.

Student's Name

School

Parent/Guardian Signature

Date

Central Massachusetts Collaborative students enrolled in secondary schools are also required to sign below, acknowledging receipt of this handbook and knowledge of the policies contained in this handbook.

Student Signature

Date