



The City on a Hill

Student and Family Handbook

2009-2010

At City on a Hill we prepare all of our students to succeed in college and to exercise their rights and responsibilities as American citizens.

City on a Hill Charter Public School

58 Circuit Street

Roxbury, MA 02119-1925

Phone: (617) 445-1515

Fax: (617) 445-9153

<http://www.cityonahill.org>

City on a Hill

Quick Contact Guide

The telephone number for the school is **617-445-1515**.

- ▶ For attendance information or to report your child's absence, dial extension 100 for the Main Office.
- ▶ To have your child dismissed from school, dial extension 100 for the Main Office.
- ▶ For assistance in Spanish and Portuguese, dial extension 205 for Ms. Christine Rebelo.
- ▶ Para la ayuda en español, llame por favor a Christine Rebelo en 617-445-1515 X 205.
- ▶ Para a ajuda no português, chame por favor Christine Rebelo em 617-445-1515 X 205.
- ▶ For assistance in French, dial extension 120 for Ms. Emma Lichtenstein.
- ▶ Pour l'aide en français, appelez svp Emma Lichtenstein à 617-445-1515 X 120
- ▶ For general information or concerns, dial extension 100 for the Main Office.
- ▶ For all other non-emergency concerns, please leave a message for your child's advisor at his or her extension (found on page 28 of this handbook).

City on a Hill Charter Public School, in accordance with its non-discriminatory policy, does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of race, color, age, disability, sex, religion, national origin, or sexual orientation, and does not tolerate any form of discrimination, intimidation, threat, coercion, and/or harassment that insults the dignity of others by interfering with their freedom to learn and to work.

City on a Hill Charter Public School is an Equal Opportunity Employer.

The effective date of this handbook update is August 13, 2009.

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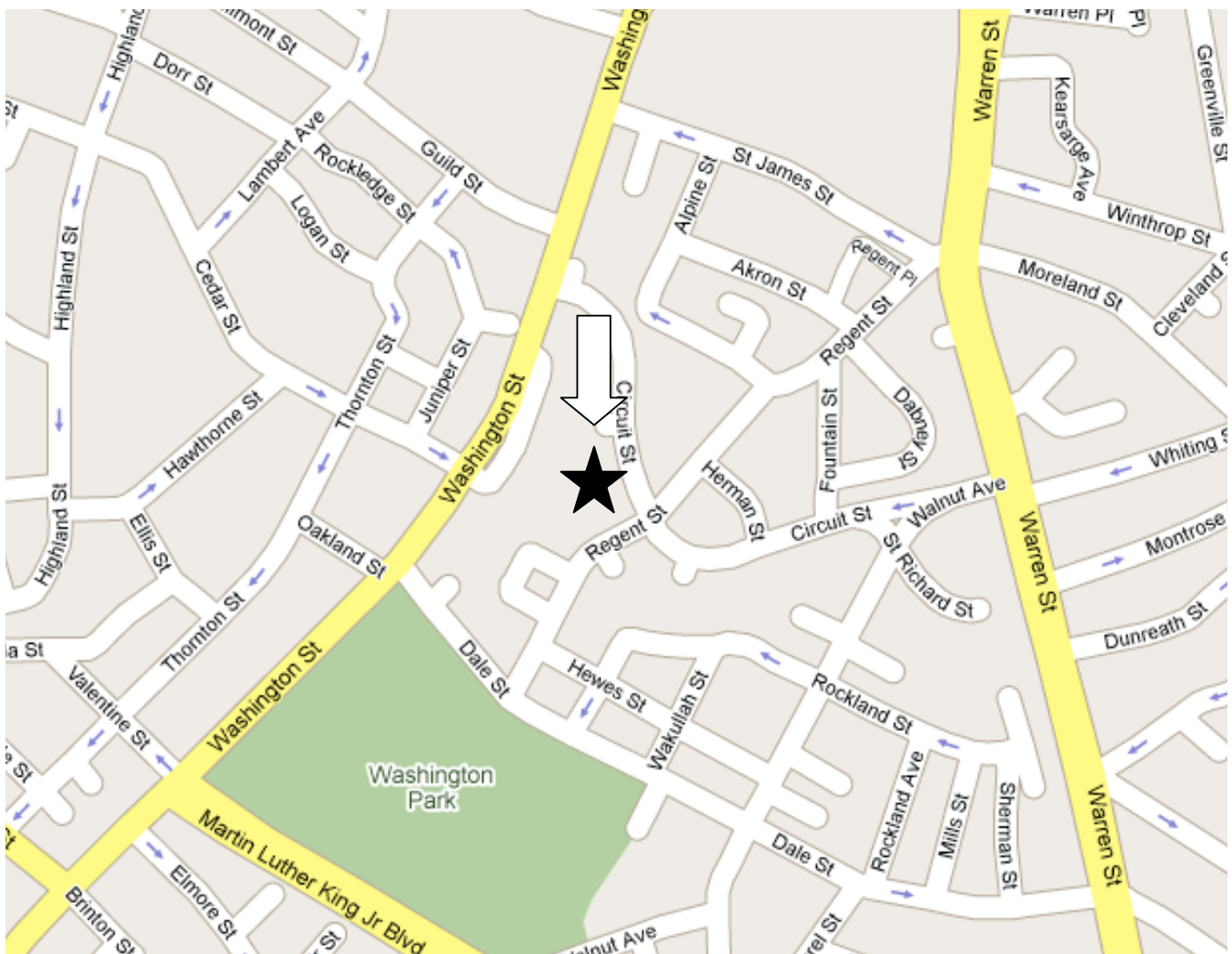
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City on a Hill Public Charter School



OVERVIEW

City on a Hill is a small school community. In order to ensure that every member of our school can do his/her best, can accept challenges, can help others, and can learn from his/her mistakes, we must all work hard to maintain a serious and joyful, safe and respectful school environment. As a young school, it is especially important that we remember to conduct ourselves as representatives of an institution that we are helping to build and maintain. We are making history; let us think about what we say and do, hold ourselves and each other to high standards of performance and behavior, and be proud of our individual and collective efforts. **The expectations contained in this handbook do not cover every possible situation; they provide a framework for maintaining a community of cooperation and learning.**

City on a Hill Charter School is a public school with a charter from the Commonwealth of Massachusetts under the 1993 Education Reform Act. We are a public high school in Boston, independent of the Boston Public Schools. We operate on public funds based on our enrollment; capital needs are supported through private resources. We have a five-year contract with the Commonwealth of Massachusetts, renewable if we are succeeding by our students.

OUR MISSION

City on a Hill graduates responsible, resourceful, and respectful democratic citizens prepared to advance community, culture, and commerce, and to compete in the 21st century. We do so by emphasizing:

- **Academic Achievement.** Academic achievement means that we strive to maintain high academic standards and ensure results. It means we acknowledge our students' competition and seek to find additional resources to prepare our students to compete.
- **Citizenship.** Citizenship means we strive to maintain standards of civility, promote our students' civic engagement and participation, and link our school to the best of Boston.
- **Teacher Leadership.** Teacher leadership means teachers take responsibility for the performance of students and of our school. It means teachers drive decision-making in doing, building, and growing City on a Hill. It means teachers are reflective practitioners and managers. It means that teachers contribute to urban public school reform in our city, state and nation.
- **Public Accountability.** Public accountability means that City on a Hill expects to show the tax-payer results and to invite the public in to ensure that we are delivering on our promise to educate our students.

OUR VISION

City on a Hill prepares students to exercise their rights and responsibilities as American citizens. We foster in Boston youth a curiosity for life-long learning, the habits of hard work and a commitment to public service. City on a Hill emphasizes the responsibility of educated citizens to question, to act, and to avoid complacency.

To nurture curiosity in our students, we make accessible to them the best of human thought and endeavor. We teach the traditions and important documents of our democracy and encourage students to advance and build on those traditions. We seek to ensure that our own conclusions are never our students' starting points but rather, that their skills and questions are honed so that they can go forward and imagine, ask, wonder, and contribute in ways we cannot yet know.

We strive to make our classes, our assessment strategies, and the experiences we offer students as authentic as possible--preparing them to meet the challenges and standards of the real world. To make learning authentic for our students, our school must be a learning organization with mechanisms to take and use feedback. We learn from our successes and failures. We maintain intimate learning environments with classes averaging eighteen students. The process of establishing and building City on a Hill is not a distraction from the City on a Hill education; it is integral to it.

It is the responsibility of parents/guardians, teachers, and the community to work together to nurture the potential of every student. Students are active partners in their learning and ultimately responsible for their own education. At City on a Hill, we seek to connect our teaching to students' experiences and to teach them with a faculty that is representative of their backgrounds. In order to fulfill our civics mission, we believe our faculty should reflect Boston's diversity.

Hard work is important for all members of the City on a Hill community. It means that we teach students to value effort as an essential but not sole component of excellence, and that there are standards to which we must all hold ourselves accountable. Hard work also means that students deserve the experience of accomplishing things they thought they couldn't do. And most important, it means that City on a Hill students earn their diplomas for what they know and can do, and that they are prepared to succeed in college and the workforce. For teachers, hard work means that we practice what we demand of students. Within all this hard work, we remember to be joyful.

To promote public service, we make the City of Boston an extended classroom. Its institutions, neighborhoods, and citizens are important resources accessible to students. Our students learn to value their whole city. City on a Hill graduates citizens who will vote.

As a public charter school, City on a Hill does not ignore the crisis in public education. We disseminate what we learn, and are open to observers. We seek to balance our duties to our own students with our commitment to sustained systemic change in public education.

Student Life at City on a Hill

SCHEDULE AND CALENDAR

Daily Schedule

Monday-Thursday		Friday	
Breakfast	7:15 – 7:50	Breakfast	7:15 – 7:50
Block 1	8:00 – 9:05	Block 1	8:00 – 8:45
Block 2	9:10 – 10:15	Block 2	8:50 – 9:35
Block 3: SSR	10:20 – 10:45	Block 3	9:40 – 10:25
Block 4	10:50 – 11:55	Block 4	10:30 – 11:15
Block 5: Lunch 1/Advisory	12:00 – 12:25	Block 5	11:20 - 12:05
Block 6: Lunch 2/Advisory	12:30 – 12:55	Block 6: Town Meeting	12:10 – 1:00
Block 7	1:00 – 2:05	Block 7: Advisory Check	1:00 – 1:05
Block 8	2:10 – 3:15	Block 8: Lunch	1:05 – 1:30
Block 9: Advisory Check	3:20 – 3:25	Block 9: Detention/ Homework Club	1:30 – 3:30
Block 10: Academic Support/ Test Prep/ Detention/Homework Club**	3:30 – 4:30		
Block 11: Electives	4:30 – 5:30		

* SSR – Sustained Silent Reading

** Homework Club and Detention are scheduled daily Monday-Thursday 3:30-4:30. Homework Club and Detention are scheduled Friday 1:30-3:30. Teacher Office Hours occur daily Monday-Thursday 3:30-4:00.

SATURDAY SCHOOL: 9th, 10th, and 11th students are required to attend SAT, MCAS, or other test preparation and assessment classes one **Saturday** morning of every month.

BLOCKS 10 AND 11: The last periods of the day Monday–Thursday are Blocks 10 and 11. These periods include Academic Support/Test Prep, Homework Club, detention, and extracurricular activities. If a student is not assigned to a class, tutorial, detention and/or Homework Club, she or he may be dismissed early at 3:30. She or he can then choose to work with a teacher, attend an extracurricular activity, or choose to go home.

BLOCK 9 (on Friday): The last period of the day on Friday is Block 9. This period includes Homework Club and detention. If a student is not assigned to Homework Club or detention she or he may be dismissed early at 1:05.

JOBS, APPOINTMENTS, AND OTHER ACTIVITIES: Families should not schedule other activities, appointments, or student employment until after 4:30 p.m. Monday-Thursday or 3:00 p.m. on Friday.

Important Dates* for the 2009-2010 School Year

Sept. 8:	Returning student orientation – 8 am	Mar. 31:	Parent Council Cultural Night
Sept. 9:	First day of regular classes	Apr. 2:	No School – Good Friday
Sept. 12:	Parent Council Meeting – 10 am	Apr. 9:	Awards/Extracurriculars Night -6 pm
Sept. 17:	Back to School Night – 6 pm	Apr. 10:	Parent Council Meeting – 10 am
Oct. 9:	No Students – Professional Day	Apr. 14:	Parent/Advisor Night – 5-7 pm
Oct. 12:	No School – Columbus Day	Apr. 16:	Early Release Day – 1:30 pm
Oct. 23:	Fall Dance – 6 pm	Apr. 19-23:	No School – Spring Recess
Nov. 14:	Parent Council Meeting – 10am	May 8:	Parent Council Meeting – 10 am
Nov. 25:	Early Release Day -1:30 pm	May 21:	Seniors’ Last Day of Regular Classes
Nov. 26-27:	No School - Thanksgiving Recess	May 24-26:	Senior Proficiencies
Dec. 12:	Parent Council Meeting	May 28:	Early Release Day – 1:30 pm
Dec. 17:	CoaH Talent Show	May 31:	No School – Memorial Day
Dec. 23:	Early Release Day - 1:30 pm	Jun. 10:	Graduation – 6-8pm
Dec 24- 31:	No School – Winter Recess	Jun. 12:	Parent Council Meeting – 10 am
Jan. 1:	No School – New Year’s Day	Jun. 16:	Last Day of Regular Classes; Final Town Meeting
Jan. 4:	No Students – Professional Day	Jun. 17-23:	Proficiencies and Juries
Jan. 11-15:	Midterm Proficiencies	Jun. 30:	Parent/Advisor Night: 4-6 pm
Jan. 18:	No School – MLK Day		
Feb. 3:	Parent/Advisor Night – 5-7 pm		
Feb. 15-19:	No School – February Recess		
Feb. 27:	Parent Council Meeting – 10am		
Mar. 13:	Parent Council Meeting – 10am		

*Please see the monthly calendar for more detailed calendar information.

NOTE: City on a Hill does not *always* follow the Boston Public School calendar. Confirm all holidays with the City on a Hill calendar.

Snow Days/School Cancellation

City on a Hill *does* follow Boston Public Schools with respect to snow days. When Boston cancels school, so do we. Look for an announcement on television and radio.

Attendance

Attendance is recorded daily and during every class period. Students should report to school fifteen minutes before their first class. Students must enter through the main lobby. A student who has been absent must bring written verification from a parent or guardian to the front office on the day of return to school. If no verification is received the absence is marked “unexcused-skip” and may result in suspension. Parents are notified regularly of absences through personal or automated phone calls. Please note that even though a parent verifies an absence, it is not automatically an “excused” absence.

Excused absences are very rare and are only designated in the following circumstances:

1. Emergency Medical – (student is hospitalized or kept at home under doctor’s orders – requires a doctor’s note)
2. Death in the immediate family (written verification from parent required)
3. Religious Holiday (written verification from parent required)
4. Court Mandated Appearance (note from a court official required)

Students present in school but who miss an individual class without permission are considered cutting and will be referred to the Dean of Citizenship. Students that skip any assigned class period, including Homework Club or detention, will be suspended.

Students are permitted 10 unexcused absences for the year. Students who earn more than 10 unexcused absences in a class will lose credit for that class and have to report to summer school. If a student records more than 10 unexcused absences from school, the student will lose academic credit in all five classes and will be in danger of repeating. To be eligible for summer school, a student’s attendance cannot be less than 85%. If a student’s attendance is less than 85%, a student will automatically repeat for the year. The Principal will review all attendance cases at the end of the school year to finalize the awarding of academic credit. Students may appeal this decision at the end of the school year. The school may involve a truancy officer or DSS after the 12th unexcused absence. Students aged 16 or older may be dropped from school’s enrollment after 15 consecutive absences.

Partial day absences (including 18-year olds who sign themselves out) will be counted toward this absence limit and endanger a student’s academic credit.

Early Dismissals

Early dismissals should be kept to a minimum. All early dismissals are arranged through the front office. Students should bring a parent note the preceding day or before first period on the day the dismissal is needed. The front office may verify parent notes on occasion by telephone call to the parent or guardian. There should be no early dismissals for medical/dental appointments except for emergencies verified by a follow-up note from a doctor. Routine appointments should be scheduled for after school hours. Families should not schedule any other activities, appointments, or student employment before 4:30pm, Monday through Thursday, or before 3:00pm on Fridays. **Students must receive a dismissal slip from the front office before leaving school grounds. Please be aware that students will only be dismissed between classes. See Schedule of Classes.**

Late Arrivals

Students should report to school fifteen minutes before their first class. Students not in class by 8:00 am are late to school. All late arrivals are processed through the front office. Students arriving late to school must wait in the vestibule between the glass doors at the main entrance. Students will then be dismissed late for 1st period class at 8:15 am after having signed in at the Front Office and will immediately earn detention for that day. If a student does not attend the assigned detention it will be considered an “unexcused skip” and may result in suspension. Any student arriving to school after 8:15 am must be verified by a parent or guardian. If no verification is received the arrival is marked “unexcused-skip” and may result in suspension. Students arriving more than 5 minutes late without a note for any class throughout the day will be referred to the Deans’ Office.

Make-up Work

Students are responsible for all work or tests missed due to an absence, tardy, suspension, send-home, or early dismissal. Homework that was due on the day the student was absent must be turned in at the beginning of class. Students will be assigned to Homework Club for any assignments that they miss because they were absent. Students who are absent from school, whether the absence is excused or unexcused, should expect to have Homework Club on the day they return. Exceptions may be granted by the administration and/or individual teachers in the case of an extended absence.

Locker Use and Leaving Class

Students are expected to remain in class and leave only in the case of an emergency. Students may only use their lockers before school and in between classes. Students may **never** use their lockers during class. Students dismissed early must wait until the end of class to go to their lockers. Students may only leave class by using a bathroom pass and with teacher permission. Students are expected to use the restroom or get a drink between periods.

Visitors

To keep our school safe, visitors must check in at the Main Office before entering City on a Hill space. People under 18 may not visit during school hours.

PREPARED FOR SCHOOL

In order to be PREPARED FOR SCHOOL, City on a Hill (CoaH) students must:

Have All Materials

CoaH provides each student with an assignment notebook and 5 binders for 9th and 10th graders, one for each academic class. 11th and 12th graders are expected to purchase their own binders. Everyone in all grades will use the same colors for each subject. The colors are as follows:

English: Burgundy	History: Red
Math: Blue	Tutorial: White
Science: Green	City Project (Seniors only): Grey
Spanish: Black	

Each binder must be divided into 3 sections. Use the dividers you purchased in order to organize your binders.

- Units (Do Nows, Notes, handouts, class activities)
- Homework
- Assessments (examples: tests, quizzes, labs)

In addition, families must also purchase:

- At least two packages of three-hole punched lined loose-leaf paper
- 15 dividers (can be bought in packages of 5)
- No. 2 pencils
- Pens (blue or black ink)
- Sturdy, college size backpack or book bag

Come Prepared for Class

Students must come to class prepared. “Prepared for class” means that the student has brought the following materials with him or her:

- The appropriate binder for that class
- The assignment notebook
- A pen and a number 2 pencil
- Completed homework
- Any other class-specific materials required by the teacher (such as a vocabulary book for English)

Have Completed Homework

CoaH has one school-wide homework policy. Homework is due at the time that it is collected. It must be complete and on-time. For example, if a student forgot to bring the homework to class, but it is in their locker, it is not considered complete and on-time.

Students who do not turn in completed homework on time in any class will be assigned to **Homework Club** for that day. Late homework is due at end of Homework Club for 50% credit. No late homework is accepted the next day, except in cases where a student was absent.

Be in Uniform

What is the City on a Hill uniform?

City on a Hill requires all students to wear a uniform on the school campus and during school hours. The City on a Hill uniform is a “full uniform” and is checked upon entry to the school building. The City on a Hill uniform consists of the following:

- **Pants:** Appropriately fitted khaki or **solid** colored (navy blue, beige, grey, black, or brown) dress pants. No denim or cargo pants or pants with tie-ups, side zippers, or cinches are allowed. Plaid pants or pants that have stripes or checks are not allowed.
- **Shoes:** **Solid** colored black or brown shoes. No sneakers, boots, flip-flops, or slippers.
- **Belts:** Young men must have a belt, worn at the waist and visible. Belt buckles must be no larger than a deck of cards. Belts must be black or brown and must not contain any symbols, logos, or lettering. Young women must wear a belt of the same standard if belt loops are present on their pants.
- **Uniform Shirts:** Uniform shirts must fit appropriately and be tucked in at all times, all the way around. Students may wear any of the following 3 uniform shirts:
 1. Oxford button down shirt with CoaH logo
 2. Navy polo, short or long sleeve, with CoaH logo
 3. Navy V-neck sweater, with CoaH logo
- **Undershirts:** Collarless, short sleeve shirts may be worn under the uniform shirt. A collared polo or dress shirt may be worn only under the V-neck sweater.
- **Skirts:** Young women may wear appropriately fitted, conservatively colored skirts that are knee-length.
- **Headgear:** Hats, scarves, bandannas, sunglasses, wraps, do-rags, and other similar types of headgear are not allowed. If a student wears a hat, do-rag or bandanna, we will ask for it. If the student refuses to hand it over, it will be considered insubordination. All confiscated headgear will be stored in the Dean's office until a parent/guardian comes to pick it up.
- **Accessories/Jewelry:** No ostentatious jewelry is allowed. Jewelry should be professional and minimal. Only one neck chain is permitted. Pocket chains are not allowed.
- **Hair:** Students' hair must be properly groomed. Braided hair must be completed and neat. Young men with long hair must tie back their hair. Head wraps or hair wraps are not allowed.
- **Symbols and Words:** A student's clothing, bag, binders or notebooks may NOT have cigarette, alcohol or drug imagery, names of gangs or any other symbols or words restricted by the school administration. Students may not cut, color, or write on their uniforms
- **Outerwear:** Sweatshirts, jackets, coats, and fleeces may not be worn inside the school. Students should store outerwear in their locker.
- **Inclement Weather:** Only during times of inclement weather and severe winter advisory (serious rain or snowstorm) may students wear boots or sneakers to school. Upon entrance to the school building, students must immediately change into uniform appropriate shoes for the school day. Students found wearing boots or sneakers during the school day will be sent home.
- **Pants below the Waist:** Students' pants must be at the waist at all times. If a student's pants are below the waist and/or as student's underwear is showing that student will be sent home for the day.
- **Other:** All clothing should fit appropriately, be clean and in good repair. The administration reserves the right to make decisions regarding appropriateness regarding a student's appearance.

City on a Hill provides each student—free of charge—one short sleeve City on a Hill shirt and one long-sleeved City on a Hill shirt for colder weather. Families can purchase additional uniform shirts by filling out a Uniform Order Form and delivering it to the Main Office.

When do students have to be in uniform?

1. when they arrive at school (if they are in sight of the school building, they must be wearing their complete uniform)
2. any time during the school day (even during lunch)
3. any time they are in the building
4. any time they are at a school event (unless otherwise stated)

Students may never wear a jacket or sweatshirt over a CoaH uniform. Families should purchase a uniform sweater for their student to wear when the weather becomes cold. If a student is very cold, a uniform sweater may be provided and a bill will be sent home to the family.

NOTE: Students arriving to school out of uniform or dressed in non-uniform clothes will not be admitted to school and will be sent home. If students are out of uniform or dressed in non-uniform clothes after the school day begins, they will be sent home.

Professional Dress

During Juries and other presentations, students will be required or given the option to wear “Juries’ Dress.” Juries’ Dress is a more formal professional dress requirement that goes beyond the standard set by the City on a Hill uniform. Juries are the most serious, important presentations that students give in their City on a Hill careers and therefore require a more rigorous standard. Juries’ Dress is part of preparing our students for college and the professional world. Students may only wear professional dress with permission.

Young men should wear an ironed, collared, button-down shirt with no pictures or brand names showing. A tie and jacket is optional. The shirt must be tucked in and pants must be worn at the waist with a belt. Shoes must be professional.

Young women should wear an ironed button-down blouse or knit top with no glitter, pictures, or brand names showing. Their tops should not be low cut, and their bellies should not show. They should wear slacks or a knee-length skirt. Shoes must be closed-toed and professional.

EXCELLENT CHOICES FOR PROFESSIONAL DRESS

- Button-down shirt
- Slacks
- Knee-length or longer skirts
- Tie
- Visible tattoos must be covered
- Minimal jewelry such as stud earrings, 1 ring per hand
- Low heels
- Ironed clothing
- Neat hair pulled back away from the face

NOT ALLOWED FOR PROFESSIONAL DRESS

- No Timberlands or sneakers
- No stiletto heels, flip-flops, or knee-high boots
- No Dickies
- Nothing with a logo, cartoon, pictures or brand-name on it
- No t-shirts or polo shirts
- No tank-tops or halter-tops
- No mesh (anything you can see through, including fishnet stockings)
- No denim pants/jeans, skirts, shirts, and jackets
- No glitter or sequins
- Do not show too much skin
- No tight clothing
- Do not wear too much jewelry

Discipline and Student Responsibilities

The Basic No's:

- **No electronics of any kind**, including Ipods, headphones, cell phones, Game Boys, Sidekicks, etc. If we see or hear electronics, we will ask for the electronics. If a student refuses to hand the electronics over, his or her refusal will be considered insubordination. All confiscated electronics will be stored in the Dean's Office until a parent/guardian comes in person to pick up the electronics.
- **No shouting or yelling.**
- **No disrupting class or distractions in class.**
- **No horseplay** of any kind.
- **No violent or threatening behavior.**
- **No insubordination.**
- **No skipping classes, Homework Club, or detention.** Any skip of an assigned class or period, including Homework Club and detention, will result in a suspension.
- **Entrance and Exit.** City on a Hill students may only use the main school entrance.
- **Stairwells.** Stairwells near the Hulbert Street entrance are only to be used for going downstairs. Stairwells near the Circuit Street entrance are only to be used for going upstairs. Students using stairwells in the wrong direction will be given a demerit.

Merits and Demerits

Merits are positive behavior points that are given for positive behaviors that exemplify the school's expectations for students. Merits can be given for:

- Binder Pride
- Outstanding Performance
- Leadership
- Service
- Other

Demerits are negative behavior points that are given for inappropriate behaviors. Demerits are given for:

- Late
- Unprepared
- Uniform (untucked uniform, unbuttoned uniform shirt)
- Talking/Disruption
- Calling Out
- Beverages/Food/Gum
- Not Following Directions
- Inappropriate Language
- Head Down/Sleeping
- Other*

*For example, the "Other" demerit might be given for grooming in class or using the wrong stairwell.

A record of a student's Demerits is kept through the week. If a student earns:

3 demerits in 1 class = send to the Deans' Office

6 demerits 1 week = detention

10 demerits in 1 week = 1.5 hour Friday detention

14 demerits in 1 week = suspension (at the discretion of the Dean)

Homework Club

Students are assigned to Homework Club if they did not complete their homework on time for any class. Homework Club is a required period, in which students silently work on homework. They may turn in late assignments at the end of Homework Club for 50% credit.

Students who are absent must turn in the homework that was due the day before as soon as they return to class. They will be assigned to Homework Club for any assignments they have not completed and that are collected on the day they return to school. Students who are absent should assume that they will be assigned Homework Club on the day they return to school.

Automatic Send to the Dean

The following behaviors will result in a student being sent to the Deans' Office. The Dean will make a decision about the appropriate consequence, including being sent home for the rest of the day.

- 3 or more demerits in one class
- Derogatory language (language that may be perceived to violate the civil rights of any person by putting them down because of their gender, race, sexual orientation, religion, culture, ethnicity, national origin or physical or mental disability)
- Threatening language or behavior
- Not wearing a uniform
- Insubordination (refusing to follow the specific instructions of an adult)
- Acting inappropriately towards an adult
- Yelling or shouting in class
- Horseplay
- Arguing about demerits
- 5 minutes or more late to class without a pass

Automatic Send Home

The following behaviors are not tolerated under any circumstances at CoaH. We do not give second chances, discuss, or make deals around these behaviors. Such behavior results in at least the student being sent home for the day.

- **Insubordination:** Refusing specific, reasonable instructions (such as saying no, walking away, or repeating the inappropriate behavior) of an adult is insubordination. Some examples of insubordination are: refusing to hand over headgear or electronics, refusing to give your name, refusing to move your seat, refusing to do work in class, or refusing to change inappropriate behavior after repeated redirection.
- **Derogatory language:** Language that may be perceived to violate the civil rights of any person by putting them down because of their gender, race, sexual orientation, religion, culture, ethnicity, national origin or physical or mental disability.
- **Threatening language or behavior:** Threatening the physical or emotional safety of any student is not be tolerated, even if the student is "only kidding."

Automatic Suspension

The following offenses result in a suspension and may also result in a **Disciplinary Hearing**. A parent/guardian is contacted and will be strongly encouraged to bring the student back to school for a **re-entry meeting** or **Disciplinary Hearing**.

- Repeated disruptions of the learning environment
- Possession of a weapon. Weapons include, but are not limited to: guns, bullets, knives, brass knuckles, tools, and sticks.
- Use or possession of drugs or alcohol or drug or alcohol paraphernalia
- Fighting, assault or violence
- Hazing
- False fire alarm or bomb scare
- Setting a fire
- Vandalism, graffiti, or destruction of property
- Stealing
- Smoking
- Bullying
- Sexual harassment or other forms of harassment
- Cheating or plagiarism
- Sexual activity on campus

There is no excuse, reason, or circumstance for having a weapon on you or in school. **If you feel threatened or pressured to carry a weapon**, please speak to your parents/guardians, your advisor, or a teacher **before** you involve yourself with a weapon.

Definition of Consequences

Sent Home. A student sent home has temporarily lost the right to attend school, be on the school campus, or participate in school-sponsored activities for the rest of that school day. The student may return to school the following day.

Homework Club. Homework club begins at 3:35 and ends at 4:30. No talking or disruption is allowed in Homework Club. Students who arrive late to Homework Club without a note from a teacher will be considered a skip. Homework Club may not be missed for any reason. A student who skips Homework Club will receive an Out of School Suspension.

Detention. Detention begins at 3:35 and ends at 4:30. No talking is allowed. Students who arrive late to detention without a note from a teacher will be considered a skip. Detention may not be missed for any reason. A student who skips detention will receive an Out of School Suspension.

Out of School Suspension. Out of school suspension means a student has temporarily lost the right to attend school or participate in school-sponsored events for the set period of the suspension. An administrator decides the duration of the suspension. The student will be required to have a re-entry meeting in order to return to school.

- A first or second suspension will be from **1-3 days**.
- A third suspension will be for 3 or more days. A third suspension will result in the Principal's consideration of a Disciplinary Hearing.
- Any further suspensions may require a **Disciplinary Hearing**, possibly resulting in expulsion from City on a Hill.

Upon being suspended, the student must leave the City on a Hill campus immediately. He/she may not participate in any City on a Hill activities during the suspension. If she/he is on campus at any time during the suspension (until the re-entry meeting), he/she is trespassing on private property and the Boston Police may be called for his/her removal.

Re-Entry Meeting. A re-entry meeting is required after a suspension. An administrator and the student meet to discuss the student's readiness to return to school. Students may only return to school after the administrator has determined the student is ready to return; if the administrator determines that the student is not ready to return, the suspension will be extended. Parents/guardians of students are strongly encouraged to participate in the re-entry meeting.

Behavior Contract. A contract signed by the student, an administrator, and parent/guardian describing specific behavior from a student's previous offense and future consequences if that behavior is repeated. Violation of a behavior contract results in a disciplinary hearing.

Disciplinary Hearing. A Disciplinary Hearing may be called at any time if the Principal believes a student poses a serious threat or disruption to our community. Offenses involving alcohol and other drugs, hazing, sexual harassment and other types of harassment, bullying, threats and intimidation, gambling, weapons, and arson will result in a hearing even if it is the student's first offense. The Dean alerts the family in writing that the school requires a Disciplinary Hearing. The family has a right to have someone attend to assist in the Hearing and may arrange any witness or student to speak on the student's behalf. The Dean or Principal must be informed of intent to bring a lawyer, a witness, or need for translation services at least three days in advance of the hearing.

At a Disciplinary Hearing, the student, parent/guardian, the Dean of Citizenship, the student's advisor, an additional Faculty Representative and the Principal meet to discuss the student's future at City on a Hill. The Principal makes the final decision. The role of the Advisor, the Dean, and the Faculty Representative are to advise the Principal. There are four possible outcomes of a Disciplinary Hearing:

1. The student's suspension will be over and he will be able to return to school on the next school day after being informed of the Principal's decision.
2. The student's suspension will be extended by the Principal, and the student will be able to return to school after the suspension is completed.
3. The student will be re-admitted to City on a Hill on a contract created by the Principal. This contract would state specific behaviors in which the student could not engage.
4. The student will be expelled from City on a Hill.

Expulsion. Expulsion is the permanent exclusion from City on a Hill. Under Massachusetts laws, once a student is expelled from a public school, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to such student for one year. **If a student is expelled from City on a Hill he/she may not be on school grounds or shared spaces without a parent/guardian or an adult approved by the school.** Such visits must be scheduled through the Dean of Citizenship's office. Any unapproved visits will be considered trespassing and the Boston Police may be called for his/her removal.

Due Process. Students at CoaH have due process rights. If you have a serious complaint of any sort, you are legally entitled to due process. You should discuss your complaint with your Advisor privately or with one of the Deans. You may request a meeting with the Principal. If all else fails, you may also appeal your case to the Board of Trustees of City on a Hill.

Offense Levels

The discipline code at City on a Hill is structured to allow students the ability to recognize and maintain positive behavioral choices or change negative behavioral choices. The Levels serve as a guide so that students can put into context the choices that they make. The categories help students identify the severity and seriousness of their negative behavior so that they are able to make better choices with a clear understanding of where their continued poor behavior will lead.

NOTE: The following categories are not exhaustive but do cover most behavior.

Level I Offenses: Minor disruption to the learning environment

- Tardy to class
- Inappropriate use of language
- Minor disruption of class
- Minor inappropriateness to a student or faculty/staff
- Cheating
- Eating and drinking (including chewing gum) in the classroom
- Failure to complete work
- Failure to attend teacher meeting (1st offense).

A Level I Offense may result in:

- Demerit
- Student asked to stay after class to speak with his/her teacher
- Student's Advisor informed of his/her inappropriate behavior
- Student required to stay after school for an extended period of time/detention
- Student sent home
- Call home to parent/guardian

If Level I offenses are recurring, the following consequences may apply:

- Detention
- Student required to meet with his/her teacher, Advisor, and/or Dean. If it is deemed necessary, the student's parent/guardian will also attend this meeting.
- Student sent home. Student will not be allowed to return to school until he/she has met with his/her teacher, Dean of Citizenship, and his/her parent/guardian
- Further consequences

Level II Offenses: Serious disruption to the learning environment

- Skipping school or arriving to school after 8:30 am (without parent confirmation)
- Skipping class, Advisory, Town Meeting
- Lying to City on a Hill faculty/staff
- Skipping detention/Homework Club
- Failure to identify oneself properly to City on a Hill faculty/staff
- Insubordination
- Smoking on school grounds
- Derogatory language
- Severe inappropriateness to students or faculty/staff
- Disruption of a place of business in our community during school hours
- Loitering on school grounds
- Gambling
- Repeated Level I offense

A Level II Offense may result in:

- Send to Dean.
- Send home
- Call home to parent/guardian
- Out of School Suspension
- Meeting with the Principal and student's parent/guardian
- Behavior Contract
- Student required to submit a written apology to the appropriate person(s) and/or the school community

If Level II offenses are recurring, the following consequences may apply:

- Extended out of school suspension
- Re-entry meeting with the Dean of Citizenship or Principal and parent/guardian
- Disciplinary Hearing

Level III Offenses: Criminal, threatening or dangerous behavior

- Any behavior that significantly threatens the safety of the community or any of its members
- Any illegal activity*
- Sexual activity on campus
- Sexual harassment
- Fighting
- Hazing
- Theft
- Forgery and/or plagiarism
- Threatening behavior or language
- Vandalism
- Throwing dangerous objects
- Animal abuse
- Possession or use of weapon or explosive
- Assault
- Drug/Alcohol violation
- Setting a fire
- Setting a false alarm
- Reoccurring class disruption and/or unpreparedness for school
- Gross misconduct
- 4th Level II violation
- Breaking a Behavior Contract

A Level III offense results in a situation where all Level II Consequences may apply as well as the following:

- Disciplinary Hearing
- Expulsion

*City on a Hill does not, as a rule, involve police in its disciplinary process, but reserves the right to involve community law enforcement in a threatening situation.

Identification: Say Your Name

Students **MUST** give their name whenever asked by a City on a Hill faculty member or volunteer. Refusing to identify oneself or providing false information is considered a threat to the safety of the school and will result in disciplinary action.

Lunch

City on a Hill provides free and reduced-cost lunch for all eligible students in our cafeteria. Students may bring their own lunch. All CoaH rules apply during lunch, including the rules about the uniform, electronics, language, violence and insubordination.

Students may not wear hats, uniform shirts must be tucked in, and students may not talk on cell phones or listen to audio devices during lunch.

Plagiarism

Plagiarism is a form of cheating. Whether on purpose or accidental, plagiarism is a serious and punishable offense. Plagiarism may result in receiving a zero for the work, detention, suspension, or expulsion, depending on a student's grade level and record of previous plagiarism.

Plagiarism is any of the following:

- copying of a phrase, sentence or a longer passage from a source and passing it off as your own;
- summarizing or copying the words, ideas, or opinions of someone else without giving credit to that person;
- paraphrasing someone else's ideas without acknowledging that the work is not your own;
- buying a term paper and handing it in as your own;
- forgetting to place quotation marks around another writer's words;
- forgetting a source citation for another person's idea

If you are not sure, ASK YOUR TEACHER!

Appropriate Technology and Internet Use

Students have access to a computer lab with full internet access as well as educational applications. All City on a Hill students are expected to use technology, and specifically the internet, **ONLY** for educational purposes.

<u>Acceptable Use of Technology:</u>	<u>Unacceptable Use of Technology:</u>
<ul style="list-style-type: none">• Research for school assignment• Word processing or database software for a school assignment• Educational application	<ul style="list-style-type: none">• Revealing personal information about self or others• Accessing material that is defamatory, pornographic, harassing or illegal• Violating copyright laws• Using the internet for any illegal activities• Tampering with or altering the computer system• Non-school related e-mail• Instant Messaging/Internet chat

Using The Main Office

Attendance: Students must sign in at the Main Office when arriving late to school. Students must also sign out at the Main Office for early dismissals, which must be confirmed by a note or phone call from a parent/guardian.

Phone Use: If a student needs to call home, they may ask a teacher for permission to use a classroom phone during advisory or after school. The main office phones are only for incoming calls and to use during emergencies.

NOTE: Students that come to the Main Office during class without a note will earn a demerit and be sent back to class.

Fire Drills

Posted in every room at City on a Hill is a map that shows where to exit and how to do so.

1. Follow the classroom teacher according to the classroom map.
2. Stay with the class.
3. In the event of a fire drill or fire, do not stop at bathrooms or lockers.
4. Go directly outside and stay as a class with the teacher in the designated outside location until given further instruction.
5. Remain quiet, in order for adults to hear and give instructions.

Any student who does not follow these fire drill rules endangers the safety of the school and may be suspended.

CITIZENSHIP

Citizenship means we strive to maintain standards of civility, promote students' civic engagement and participation, and link our school to the best of Boston.

Student Council

City on a Hill maintains an active student council, advised by two members of the faculty. Members of Student Council are elected each fall by their Advisory. Student Council debates and discusses school policies, activities, and resolutions from Town Meeting. The Student Council may present final proposals through the School Site Council to the Principal and Executive Director for consideration.

Town Meeting

Town Meeting is held weekly. Debates are organized and moderated by Advisories. The purpose of Town Meeting is for students to be informed and motivated to action by debating the issues that impact them and their communities. Town Meeting proposals are presented formally for approval to the Vice Principal before debate.

When the student body votes to support a resolution in Town Meeting, the vote does not necessarily impact school policies or practices. The advisory responsible for moderating the debate on that resolution may present a final proposal informed by the debate to the Principal and Executive Director for further consideration.

Extracurricular Activities and Sports

Extracurricular activities and sports are offered at City on a Hill for those students in good academic and discipline standing.

Age: The Charter School league rule is that you must be 18 years of age or under before September 1st of your senior year to play sports.

Academics: Students need a passing grade in every subject to participate.

Attendance: Students are not allowed to participate in any games or practices if absent from school UNLESS the absence has been excused in advance by the Principal. Students have to attend at least three classes (advisory counts) in order to be considered "present." If the competition is on a weekend, students have to attend at least three classes on the Friday before.

Sportsmanship & Citizenship: Students are expected to follow CoaH's rules about appropriate behavior whenever representing the school, including during athletic competitions. All school rules apply both to players and fans at athletic and other extracurricular events.

Taunting/Trash Talk: Any action or comment that is used to put down, bait, embarrass or humiliate others is strictly prohibited. It is unsportsmanlike. Anyone who engages in such behavior will be immediately asked to leave the competition/activity and may face further disciplinary consequences.

* For more information on league rules and penalties, see the Massachusetts Charter School Athletics Handbook. Penalties for infractions may also apply to a whole team, even if the guilty person is only watching the game.

ACADEMICS

Academic Program

GRADUATION REQUIREMENTS:

To earn a diploma from City on a Hill, students need:

- **English:** four (4) credits of English
- **History:** three (3) credits of history, including Civics, U.S. History, and World History. Students may also study AP Government and Politics.
- **Math:** four (4) credits of math, including Algebra, Geometry, Algebra II, and Pre-Calculus. Seniors may also study AP Calculus.
- **Public Service:** All students participate scheduled community service projects. All Seniors must complete an independent City Project.
- **Science:** three (3) credits of laboratory science, including Unified Science, Biology, and Chemistry. Seniors may also study Environmental Science or AP Environmental Science.
- **Spanish:** three (3) credits of Spanish.

ADDITIONAL ELEMENTS OF THE ACADEMIC PROGRAM

- **Technology.** All students learn to manage files and documents in their computer accounts as well as how to exchange information over the network. All students learn how to use word processors, spreadsheets, databases, and graphics applications. All students learn how to find information on the Internet.
- **Silent Sustained Reading (SSR).** All students participate in SSR 4 times a week. The purpose of SSR is to increase reading stamina and reading skills. Students may choose what they read during SSR, within reason.
- **Advisory.** Every City on a Hill student is a member of an advisory group that meets Monday – Thursday, twice a day, and once on Friday. Advisories have two study-hall periods a week, an activity day, and a day of Town Meeting preparation/debate.
- **Town Meeting.** The City on a Hill community gathers weekly to discuss and debate important issues facing our school, our city, and our world in the same format of many local communities. Town Meeting is moderated by students who have demonstrated proficiency in the Town Meeting moderation format based on Robert’s Rules. Town Meeting is a required part of school. We invite parents/guardians and members of the public to attend.
- **Internship.** In their senior year, students complete an internship as part of their City Project.
- **College/Post-Secondary Preparation/Senior Seminar.** City on a Hill prepares students to select and succeed in a promising post-high school placement. Students practice standardized test-taking, visit colleges and businesses, and get one-on-one guidance in their planning. City on a Hill will try to schedule as many trips as possible to visit colleges/universities and college fairs. We strongly encourage students and families to take an active role in visiting colleges/universities on their own.
- **MCAS.** All students must pass the MCAS with a rating of “Needs Improvement” or better to graduate.
- **SAT.** All City on a Hill Juniors and Seniors take the SAT.
- **Full Course-load.** All students are required to maintain a full course load. Seniors who have completed graduation requirements in a particular subject will take AP or other advanced classes to continue preparation for college/university level studies.
- **Advanced Placement (AP).** Students in an AP class must take the AP placement exam in order to receive credit for the course.

TUTORING

- All Freshmen, Sophomores, and Juniors receive tutoring on Monday-Thursday.

Credit and Grades

1. WHAT STUDENTS ARE GRADED ON

Students earn their academic grades for a given course based **coursework** and **proficiencies**.

Coursework

- homework
- classwork
- papers and projects
- tests and quizzes

Proficiencies

- oral
- content
- writing

Students must earn at least a 70% in coursework **and** in each proficiency to earn credit for a class.

2. HOW STUDENTS ARE GRADED

Grading in all classes is as follows:

90 - 100	= A
80 - 89	= B
70 - 79	= C
0-69	= “Not Yet Proficient,” NY

3. ABSENCE and TARDINESS:

Students who have missed more than 10 days of any class (due to non-excused absence, skipping or tardiness) may lose academic credit for that class.

4. HOW TO EARN CREDIT

Students may earn credit for a course in the following ways:

- Pass all the requirements for a course at City on a Hill with at least a 70%.
or
- Advance past a class by earning at least a 80% on the required proficiency in September.
or
- Take a summer or term-length class at any other institution (including college-level) and pass all of City on a Hill’s proficiencies for the comparable course.

5. GRADUATION POLICIES AND ELIGIBILITY

To qualify for graduation students must complete all required courses for City on a Hill, complete the swim requirement, and earn a qualifying MCAS score. Students may not enroll in two classes of the same subject at the same time. Only seniors who have completed all graduation requirements may participate in graduation ceremonies. CoaH requires seniors to take a full schedule of classes. Seniors must pass the coursework and proficiency for all classes they take in order to be eligible for graduation.

6. GRADE LEVEL

Students are assigned to a particular grade level (9-12) according to their graduation year and academic history. Students cannot pass a grade level until they have completed all requirements for that grade level. Students will be placed in advisory groups based on their graduation eligibility. Upon completing all the requirements of the 11th grade, a student will be considered a “certified senior”. Only “certified seniors” will be placed in a senior advisory, indicating their eligibility to graduate in June or August of that school year.

Students must at least be enrolled in the following courses in order to be considered a member of that grade level:

10th Grade: English 2, Math 2, and at least History 1, Spanish 1, Unified Science. These students are required to take MCAS in the spring, and to participate in tutoring throughout the year.

11th Grade: English 3, Math 3, and at least History 2, Spanish 2, Biology. These students are required to participate in tutoring throughout the year.

12th Grade: English 4, Math 4, City Project, and at least History 3, Spanish 3, Chemistry

7. SUMMER SCHOOL POLICIES AND ELIGIBILITY

Because City on a Hill has limited capacity for summer school, only students with a 50% or more coursework average grade for the year will be given a spot in summer school. Students may complete the coursework requirement in another district, but before a student can be promoted at CoaH, he or she must take and pass City on a Hill’s proficiencies for that class.

Proficiencies

Proficiencies are assessments administered at the end of each course at City on a Hill to measure a student’s learning. Each course has one or more proficiencies, which may include research papers, projects, written tests, and/or oral presentations. Students must earn 70% or better on all class proficiencies to earn course credit.

Juries

At the end of the year, every student presents a sample of his/her work to a jury consisting of a teacher, a student, and community jurors. Juries are the final oral proficiency in that subject (Juries are sometimes called “Orals”). Not all courses have a Jury. For science, the science fair serves as the Jury assessment.

Students are required to wear Juries’ Dress (professional dress) for Juries.

Standardized Tests

The tests students take are **PSAT, SAT, MCAS, and ACT**. We urge parents/guardians to purchase an SAT and ACT preparation book for their children. Scoring well on these tests can help students get into college and win scholarships. City on a Hill requires an SAT preparation course for juniors.

City on a Hill prepares its students for the MCAS in three major ways:

- 1) City on a Hill’s math and English curriculum is carefully aligned to the Massachusetts Curricular Framework.
- 2) 9th, 10th, and 11th graders participate in tutorials designed to sharpen their skills.
- 3) Individual tutorials are required for all sophomores for MCAS preparation.

Advisory

Advisory is led by a member of the faculty assigned as the student's Advisor. There are three purposes of advisory at City on a Hill:

- 1) Advocacy:** Advisors know students well. Advisors are the students' advocate at school and the link between the family and the school.
- 2) Academic Advising and Monitoring:** Advisors monitor students' academic progress and advise them about how to make good academic choices. Junior and senior advisors guide students through the college selection and admissions process.
- 3) Citizenship and Community:** Advisors prepare students for participation in Town Meeting.

There are "**Lower School**" advisories and "**Upper School**" advisories. The Lower School is 9th and 10th grade, and the Upper School is 11th and 12th grade. As much as possible, CoaH tries to keep Lower School advisories together, with their advisor, for 9th and 10th grade. Also, as much as possible, CoaH also tries to keep Upper School advisories together, with their Advisor, for 11th and 12th grade.

Lower School advisories focus on skill-building, especially organizational skills. The Lower School advisories are focused on successful transition to City on a Hill and getting ready for the MCAS.

Upper School advisories focus on college preparation, including getting ready to take the SAT and applying to colleges.

Library and Technology Resources

Because we use the city as our extended classroom, City on a Hill only has a small library. City on a Hill students are encouraged to use the Boston Public Library system.

City on a Hill has one computer lab and has at least one computer in every classroom. Students are granted storage space for their work on the school's server and access to laser printers. Students may request access to the Internet through City on a Hill's system.

Textbooks

Students are responsible for keeping their textbooks in the condition in which they received them and must return them at the end of the year. A student who does not return a textbook in a particular course will not be eligible to participate in electives or activities until he/she has paid for the missing book or arranged a payment plan with the school.

Information for Parents and Guardians

We welcome parent communication and seek to make it as effective as possible by directing parents to the faculty member whom can best answer their questions and concerns. Legally, we can only communicate with family members on file as legal guardians or their officially designated contacts.

Questions and Where to Find the Answers

The following is a list of questions you may have during the school year and the names and extensions of the staff member you should contact for answers. To speak directly with a staff member call the main number at 617-445-1515 and then dial the extension.

- **I have a question about my child's grades, schedule, or attendance.** Contact your student's advisor.
- **I have a question about the discipline code, theft, violence, or Town Meetings.** Contact the Deans of Citizenship, Sonya Pratt (x304) or Ibrahim Al-Qamari (x321).
- **I need to get a message to/contact my child.** Contact the Office Manager, Caroline Cohan (x100). If you need to speak with your child, he/she will be sent to the office to call you at the end of his/her class. In case of emergency, the student will immediately be pulled from his/her classroom to speak with you. Examples of an emergency include a family crisis (death, injury).
- **My Address/Phone Number has changed or I am not receiving City on a Hill mail.** Contact the Office Manager, Caroline Cohan (x100).
- **I have a question about the Parent's Council.** Contact Lauren Thompson at 617-459-6682.
- **I would like a meeting with the Principal.** Please make sure that you have first addressed your question or concern with the relevant staff member. Then contact the Assistant Office Manager, Katherine Kline (x101), to schedule a meeting with the Principal, Erica Brown, if your question or concern remains unresolved.
- **I would like a copy of my child's transcripts/school/medical records.** Contact the Office Manager, Caroline Cohan (x100).
- **I would like to inquire about Special Education Services.** Contact Anita Barnes (x221).
- **I would like to inquire about college preparedness/counseling services.** Contact the Director of Student Services, Brooke Fincke (x107).
- **I would like to appeal a discipline decision made by the Deans.** Contact Katherine Kline (ext. 101) to set up an appointment with the Principal.
- **I have a question about the curriculum for one of my student's classes.** Contact the Lead Teacher for that specific department. For history, contact Ibrahim Al-Qamari (x321). For English, contact Benjamin Conrick (x500). For Spanish, contact Christine Rebelo (x205). For mathematics, contact Cristin Berry (x203). For science, contact Emma Lichtenstein (x120).
- **I would like to inquire about the SAT or the PSAT.** Contact the Director of Student Services, Brooke Fincke (x107).
- **I would like to inquire about MCAS prep.** Contact the Director of Tutorial, Sasha Abby Vanderzee (ext. 106).
- **I need language translation.** For Spanish or Portuguese, contact Ms. Rebelo (x205). For French, contact Ms. Lichtenstein (x120). For all other languages, contact Ms. Cohan (x100) who will arrange translation services.
- **I have a question about tutoring.** Contact Sasha Abby Vanderzee, Director of Tutorial (x106)

Contact Information

Most teachers are *not* accessible by phone during the school day.

In general, faculty members check email several times a day, so this is a good way to contact them.

To e-mail any staff member, use the following format: `firstname_lastname@cityonahill.org`. For example, Paul Hays' email address is `Paul_Hays@cityonahill.org`.

Name	Ext.	Position
Abby VanDerzee, Sasha	106	Director of Tutorial
Al-Qamari, Ibrahim	321	Lead History Teacher/ Dean of Citizenship
Barnes, Anita	221	Director of the Learning Network
Berry, Cristin	203	Lead Math Teacher/Data Coordinator
Brown, Erica	118	Executive Director/Principal
Bullard, Christine	301	Grant Writer
Ciudad, Eva	115	Lead Spanish Teacher
Cohan, Caroline	100	Office Manager
Conrick, Ben	500	Dir. of Teacher Development/ Lead English Teacher
Crean, Heidi		English Teacher
Dawson, Robert	404	History Teacher
Drolette, Alexa		History Fellow
Fincke, Brooke	107	Dir. Of Student Services/ College Counselor
Foley, Patrick	201	History Teacher
Gentry, Christine	208	English Teacher
Hays, Paul	109	Director of Academic Program/Vice Principal
Heibert, Mary		English Fellow
Husband-Verbeek, Tulani	224	Reading and Special Education Teacher
Jonsson, Bryan	104	Science Teacher
Klein, Hara	111	Counselor
Kline, Katie	101	Assistant Office Manager/Registrar
Law, Catherine	119	Math Teacher
Levin, Karen	108	Math Teacher
Lichtenstein, Emma	120	Lead Science Teacher
Loftus, Kristie	110	Development Manager
Manberg, Bill		Business Consultant
Noble, Alyssa	224	Inclusion Specialist
O'Connor, Dan	308	English Teacher
Pratt, Sonya	304	History Teacher/Dean of Citizenship
Quilty, Laura	407	English Teacher
Raymond, Abigail	223	Lead Spanish Teacher/Reading Teacher
Rebelo, Christine	205	Lead Spanish Teacher
Scola, Samantha	305	Science Teacher
Stanger, Anna	224	Inclusion Specialist
Tobias, Laura	112	In-house substitute
Tolentino, Laticia	113	Business Manager
Trueblood, Diane		Special Education Consultant
Uzenski, Matthew	406	Math Teacher
Weaver, Ursula		Math Fellow

In addition, City on a Hill will communicate with you in the following areas:

Progress Reports and Report Cards. You will receive eight written reports of your child's progress during the school year (four progress reports and four quarterly report cards). The dates for these mailings are indicated in the "Important Dates for the 2009-2010 School Year", in this handbook. In addition, parent/advisor conferences will be held at the end of each quarter for parents/guardians to pick up their student's grades and discuss them with the Advisor.

Attendance or behavior issues. Whenever there is a serious concern, the Dean of Citizenship or your child's Advisor will call home to inform you about the problem.

School events and activities. The dates for school events are indicated in the "Important Dates for the 2009-2010 School Year" in this handbook and in the 2009-2010 school calendar posted on the website, www.cityonahill.org. Parents/guardians are always welcome to call their student's Advisor for further information.

Required Forms

Families must complete, sign and return the following forms to the school:

- Registration (including daytime phone number and emergency contact)
- Proof of Immunization/yearly physical exam
- Free and Reduced lunch forms
- Student and Family Contract

Please remember to call the Main Office when you move or change phone numbers.

Committees and Involvement

Parent Council. Every parent with a child enrolled at City on a Hill is a member of the Parent Council. Parent Council meetings occur on one Saturday per month. Please check dates of meetings indicated on the school calendar. The Parent Council elects officers each fall, including two representatives to the School Site Council. The Parent Council organizes fundraisers, discusses key issues about our school, hosts guest speakers, and remains in close contact with City on a Hill's administration. Minutes for all meetings are kept by the Council Secretary. These minutes are available for the public to review. Meetings are held on Saturdays at 10:00am on the school campus.

School Site Council. The School Site Council is a group that advises the Principal and Executive Director. It consists of two parents (elected by the Parent Council), two students (elected by the Student Council) and two faculty members (elected by the faculty). The Council discusses the issues and challenges in our school and advises the school's management about solutions. Any community members may attend School Site Council meetings. Minutes for all School Site Council meetings are kept by one of the elected members and stored in the Principal's office. These minutes are available for the public to review.

Board of Trustees Committees. City on a Hill's Board of Trustees governs our school. The Board is responsible for evaluating the Principal and Executive Director and overseeing the fiscal management of the school. Meetings are held once a month and are open to the public. Minutes are kept by Principal's

Office. These are available for the public to review. Frequently, the Board will approach the Parent Council for volunteer members of its committees and task forces. If you have an idea about a committee or taskforce, contact Principal and Executive Director Erica Brown.

Proposals. Any parents, students, or faculty members may present formal proposals to the Principal and Executive Director regarding policy, curriculum or academic progress at City on a Hill. If a proposal pertains to an individual student, the student’s advisor must be involved in the process. If the proposal is about a policy change, the Parent Council, Student Council, Town Meeting, or Faculty must have debated the proposal prior to its presentation to the Executive Director and Principal. After discussing and considering the proposal, the Leadership Team will respond in writing to any formal proposal.

Communicating with City on a Hill Leadership

City on a Hill’s Leadership Structure. City on a Hill’s leadership team consists of an Executive Director and a Principal. The person in holding these two positions reports directly to the Board of Trustees.

Appeals Process. It is a common reaction to immediately contact the Leadership Team, should a concern or dispute arise about your student’s experience at City on a Hill. However, at City on a Hill, we have a communication process in place to assure that the issue at hand is smoothly and effectively resolved. More often than not, concerns can be resolved well before the Leadership is involved. Please follow these guidelines when you have a problem. If you are unsatisfied with the results of a step, then proceed to the next item.

1. Address your concern first to the staff member that it directly involves by phone, e-mail, or call ahead to set up a meeting.
2. Appeal to the Lead Teacher of the academic department or the Deans of Citizenship if it concerns a disciplinary action. Contact the proper person by phone, e-mail, or call ahead to setup a meeting.
3. Appeal to the Principal and Executive Director in writing. You can address a letter to Erica Brown, Principal and Executive Director, 58 Circuit Street, Roxbury, MA 02119. Please be as specific as possible and include the results of your communication in the first two steps.
4. Appeal to the Board of Trustees in writing. You can address a letter to Robert Mazzarella, Chairman of the Board of Trustees. 58 Circuit Street, Roxbury, MA, 02119. Please be as specific as possible and include the results of your communication in the first three steps. The Board of Trustees will only consider an appeal that the Principal and Executive Director has already decided on.

Permission Slips

Field Trips We ask that parents sign a general field trip permission form to allow teachers to take students on short trips to any community sites accessible by foot or public transportation. This form is signed when the student enrolls at City on a Hill and remains on file as long as they are a student at City on a Hill.

Media/Publicity. We ask that parents sign a general permission slip for students to be included in publications about our school. This permission slip is signed when the student is enrolled in the school and applies for their tenure at City on a Hill.

Medical Policies

In order to enroll at City on a Hill, every student must have an up-to-date health record, including immunizations. Students will be excluded from school until that record is provided. *Note: A student may be excused from providing this information in limited cases for medical, residency, or religious reasons. If this is the case, the parent should discuss this issue with the Principal.*

If a student requires medication during school hours, it will be supervised by the school nurse/health consultant under the following guidelines required by state law:

- **Prescription medications** must be supplied in the original pharmacy container. Parents/guardians must sign the appropriate administration forms.
- **Non-prescription medications** must also be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian.
- Students requiring medication will be on self-administration protocols reviewed by the health consultant on a weekly basis. First aid will be administered by the health consultant. Teachers and administrators cannot administer any medication, including over-the-counter medicines, except in an emergency situation where the student has a known allergy or other condition and there is a specific order from a licensed prescriber and written consent of parent/guardian. **No medication will be administered without physician's orders and parent/guardian's consent.**

City on a Hill provides students with some on-site services. City on a Hill students complete all state-mandated medical screenings (including eyes, teeth, posture, and hearing). Our consulting psychologist is available to meet with students and families and to make referrals for regular counseling services. When on-site services cannot treat a child's medical needs, we refer students to partner community organizations such as the Whittier Street Health Center.

According to state law, all students must have an updated medical and immunization record on file in order to attend City on a Hill.

Massachusetts Laws and Legal Rights of Students & Families

Due Process at City on a Hill

Here is an outline of due process at City on a Hill.

- The student's behavior is assessed by a faculty member and is sent to a Dean, Vice Principal, or the Principal.
- The Dean, Vice Principal, or Principal considers the offense and assigns disciplinary consequences as described in the handbook.
- If the consequence is suspension, the Dean, Vice Principal, or Principal alerts the student's parents. A re-entry meeting is required.
- If the suspension results from a serious offense, or if the suspension is the student's third for the school year, the Principal decides whether there should be a Principal's Meeting or Disciplinary Hearing. If the Principal decides to hold a Disciplinary hearing, the Dean informs the family in writing. The family has a right to have someone attend to assist in the hearing and may arrange any witness or student to speak. The family must inform the Dean or Principal if they plan to bring a lawyer, a witness, or if they need of translation services at least three days in advance of the hearing.
- At a Disciplinary Hearing, the Principal may choose from the following options: reinstate the student, reinstate the student with conditions including a behavioral contract or longer suspension, or expel the student from City on a Hill. The Principal will communicate her decision with the student's family in writing.
- A disciplinary hearing is not a court of law. City on a Hill is not required to prove beyond reasonable doubt, and may expel based on reasonable suspicion.
- The student or family may appeal the Principal's decision to the Executive Committee of the Board of Trustees. A written appeal letter must be filed with the Principal and the Board Chair within 10 days of the Principal's written decision. Please address any appeals to the Principal and Board Chair, 58 Circuit Street, Roxbury, MA 02119. Remember to include two copies.

Non-discrimination Notice, Civil Rights, and Safety

Any instance of discrimination, civil rights violation, or safety concerns should be reported immediately to the Principal or Vice Principal of City on a Hill.

1. Statement

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

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

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

2. Commitment to Prevention

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

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

- a. School employees must intervene in ongoing civil rights violations and episodes of wrongful harassment whenever witnessed or reported, to the extent intervention can be done safely. School employees must report a civil rights violation or episode of wrongful harassment to the Principal or Guidance Counselor. Designated administrators must intervene in ongoing matters of civil rights violations and episodes of wrongful harassment, summoning assistance as necessary.
- b. The primary objective of school intervention in a civil rights matter is to put a swift end to, and prevent any recurrence of, any wrongful conduct, so as to ensure the safety of all students and a school environment free of wrongful harassment and civil rights violations. Intervention should be undertaken immediately, as needed on a short-term basis, and more comprehensively once a civil rights violation has been found to have occurred. The school will take all necessary steps within its authority to implement the objective of stopping continuing civil rights violations and wrongful harassment, and restoring and preserving an environment free of such conduct.
- c. Effective, and if need be escalating, measures will be used to definitively stop harassment and violence. School officials will use

regular administrative actions to diffuse a civil rights situation wherever possible: separating victim or complainant and offender, ordering the offender to stay away from the victim, or assigning additional security. Relevant school disciplinary hearings will occur and proceed on an expedited basis where there is a threat of ongoing interference with civil rights. Disciplinary action appropriate to the offender's conduct will be taken when a violation is found.

4. Designation of Civil Rights Administrators

The Principal of City on a Hill will him/herself respond to matters of civil rights that arise in the school setting. The Principal or Executive Director is available to receive reports and complaints of civil rights violations from students, faculty, or staff.

5. Examples of Civil Rights Violations and Bias Incidents

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

6. Procedures for Responding to and Investigating Incidents

- a. Whenever a staff person witnesses, or a third party reports, a possible civil rights violation, the Principal must be notified. The Principal will immediately begin an investigation. In an emergency, 911 will be called.
- b. A student coming forward to report a civil rights violation s/he has experienced should be directed to the Principal after any emergency needs are attended. Consideration should be given to whether any immediate or interim steps are necessary to ensure the safety of and avert retaliation against the complainant.
- c. The investigation must determine whether a civil rights violation has in fact occurred. An immediate aim of the investigation should be preservation and gathering of evidence from the scene of an incident. Bias-related graffiti will be photographed then removed. The investigator will seek to interview all victims and witnesses at the scene, or as soon thereafter as possible, then interview others who may have relevant knowledge as well. The investigation may also consist of any other methods and documents deemed relevant and useful.
- d. All the facts should be carefully evaluated for the presence of bias indicators that would characterize the matter as a civil rights violation. The investigation should make a finding as to whether a civil rights infraction in violation of this policy has occurred.

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

a. Non-disciplinary corrective actions:

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

b. Disciplinary Proceedings

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

8. Commitment to Non-Retaliation

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

9. Referral to Law Enforcement

Whenever a school employee has reason to believe that a potential hate crime has been, or is about to be committed, s/he should notify the Principal and, in an emergency, the local police

10. Additional Information: 504 OF THE REHABILITATION ACT.

504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under 504, City on a Hill High School has the responsibility to avoid discrimination in policies and

practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school.

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

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

Questions should be directed to the designated 504 coordinator, via the Principal's office.

11. Additional Information: NOTICE OF NON-DISCRIMINATION

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

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

- a. recruitment, advertising, job application, and employment procedures;
- b. hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
- c. rates of pay or any other form of compensation and changes in compensation;
- d. job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- e. leaves of absence, sick leave, or any other leave;
- f. fringe benefits available by virtue of employment, whether or not administered by the covered entity;
- g. selection and financial support for training including apprenticeships, professional meetings, conferences, and other related activities and selection for leaves of absence to pursue training;
- h. activities sponsored by a covered entity including social and recreational programs; and
- i. any other term, condition, or privilege of employment.

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

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

City on a Hill High School is committed to meeting the intent and spirit of ADA. All members of the City on a Hill Community are urged to help meet this goal. If anyone believes that City on a Hill High School has discriminated against him/her or someone else on the basis of disability, or if anyone has questions or concerns about the school system's responsibilities in this regard, please contact the 504/ADA Coordinator through the Principal's office.

City on a Hill's Appointed Coordinators for 2007-2008

TITLE VI

Erica Brown
Principal and Executive Director
58 Circuit Street
Roxbury, MA 02119
617-445-1515 ext. 118
Erica_Brown@cityonahill.org

TITLE IX

Erica Brown
Principal and Executive Director
58 Circuit Street
Roxbury, MA 02119
617-445-1515 ext. 118
Erica_Brown@cityonahill.org

504

Special Education Administrator
58 Circuit Street
Roxbury, MA 02119
617-445-1515 ext. 222
Diane_Trueblood@cityonahill.org

Students with Special Needs

We believe that students who are eligible for special needs services can learn and achieve at a level commensurate with their potential when they are given appropriate support. We also believe that challenge is a necessary part of learning. We strive to balance that necessary challenge with appropriate support. We provide support by consulting or collaborating with teachers in the classroom and by holding small group or individual tutorials. **Overall, City on a Hill practices an inclusion model for students with special needs.**

The broad goal of the Learning Network program is to help our students meet the expectations City on a Hill has for every student. While the Network acknowledges, understands, and respects the reality of all disabilities, we seek to equip each student with compensatory strategies and work habits that will maximize their academic success in high school and beyond. Consequently, students will be included in regular academic offerings with deference to their readiness. The particular educational needs of each student involved in the program will be addressed in his/her Individualized Educational Plan.

Furthermore, and in the spirit of true inclusion, our students will also be held accountable for observing City on a Hill's standards of citizenship.

The full spectrum of the Learning Network services includes individual and small group academic support sessions, collaboration and consultation between subject area teachers and the learning specialist. While this spectrum is available only to those students who have educational plans under Special Education law, we provide a less formal academic support program for other students who need it.

The Massachusetts Department of Education's policy on Disciplining Students With Special Needs shall serve as the basis for all decisions regarding the discipline of special needs students at City on a Hill. The principles of this policy are summarized below.

The underlying principle of Special Education law is that students with special needs must be treated in a manner that most closely resembles their peers in regular education and, at the same time, considers their unique programming needs. Accordingly, with regard to discipline:

- The IEP of every student with special needs shall indicate whether or not the student can be expected to meet the school's discipline code or if a modification is required;
- If a modified discipline code is required, it must be written into the student's IEP;
- If no such modification is required, the special needs student shall conform to the discipline code established by the school he/she attends.

Code of Conduct for Students with Special Needs. All students at City on a Hill Charter School will meet the requirements for behavior as set forth in this handbook. Special Education law requires additional provisions for students who have been determined eligible for special education. In addition, the student's program will be written in an Individual Education Plan (IEP). The following requirements apply to discipline of Special Education students:

- The IEP indicates whether the student will adhere to the school's discipline code. When the student requires a modification to the code of conduct, these changes will be clearly stated in the IEP.
- The Dean of Citizenship will notify the Director of Special Education of any suspendible offense for a student with an IEP. A record will be kept of such written notices.
- Short Term Removals: Schools can remove a child for up to 10 days at a time for any violation of school rules as long as there is not a pattern of removals and so long as such discipline is consistent with discipline applied to students without disabilities.
- Longer Removals: A child with a disability cannot be long-term suspended or expelled from school for behavior that was a manifestation of his or her disability (exceptions noted below). Prior to change in placement, a manifestation determination review must be conducted. Services (FAPE) must continue for children with disabilities who are long-term suspended or expelled from school, whether or not the conduct causing the discipline related to their disability.
- School personnel may remove a child who brings a gun or other dangerous weapon to school or who knowingly possesses illegal drugs or sells/solicits sale of controlled substances (not including cigarettes and alcohol).
- Schools may request a hearing officer to remove a child for up to 45 days if keeping the child in his or her current placement is substantially likely to result in injury to the child or to others.
- A change of placement in the disciplinary context triggers specific procedures. It occurs when a child is:
 - Removed for more than 10 consecutive school days, or
 - Subjected to a series of removals that constitute a pattern.

Manifestation Determination Review. School officials must conduct a "manifestation determination" review whenever:

- Removal constitutes a change in placement;
- Removal is for behavior relating to weapons or use of illegal drugs; or
- The district is seeking a hearing officer's order to place a child in an interim alternative educational setting because of behavior that is substantially likely to result in injury to self or others.

The review is to determine if the behavior was related to the disability. The regulations outlined detailed requirements for the review and follow-up by the Team and the district.

District Rights to use Alternative Educational Setting. Regardless of the results of the manifestation determination, the district may unilaterally place the student in an interim alternative educational setting, as determined by the Team, for up to 45 calendar days, or longer upon order of a hearing officer. Circumstances and requirements are specified in regulation.

- Authority of Hearing Officer. Hearing officers have statutory authority to remove students with disabilities for the current education placement in certain specified circumstances.
- Appeal Rights. A parent may appeal a removal decision or a manifestation decision, to the BSEA.
- Reporting Crimes. Districts can report crimes committed by students with disabilities.

Students' Rights

Freedom of Speech. Students' right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way.
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the Laws.
- No students may be obscene.
- Students may not say (slander) or write things about (libel) another person that damage that person's reputation and are not true, if they know the statement to be false or do not care whether it is true or false.
- Students may not use fighting words, that is, words which, when spoken to a reasonable person are reasonably certain to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.

Massachusetts General Laws. Chapter 71. 82. The right of students to freedom of expression in the public schools of the Commonwealth shall not be abridged, *provided that such right shall not cause any disruption or disorder within the school.* Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, (c) to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal or Vice Principal.

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students.

Freedom of Press. Students may express their opinions in publication and other written material. Unofficial or underground publications distributed at school will not be censored so long as it is signed by the author(s), and is not disruptive, defamatory, obscene, or containing "fighting words." But following the United States Supreme Court decision in Hazelwood School District v. Kuhlmeier (1988), City on a Hill reserves the right to regulate the content of "school sponsored expressive activities."

Freedom of Symbolic Expression. Students have the right to wear buttons, armbands, and peace signs in school as long as they do not break the uniform code. Symbolic messages must not be disruptive, defamatory, obscene, or contain "fighting words."

Freedom of Religion. Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify Advisor and all teachers in writing prior to absence. An absence for religious reasons does not count as an absence from school.

Search and Seizure. Any searches and seizures will be conducted solely for the safety and well-being of the City on a Hill community. Mass searches of lockers are prohibited unless the Principal (or his/her designee) deems that a threat to the health or safety of the school exists. In order for the Principal (or his/her designee) to conduct a search of a student's person, locker or possessions:

- There must be reasonable suspicion that a student has violated the school policy or the Law concerning contraband or stolen property; and
- The search must be conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and gender of the student and of the nature of the infraction. The search must always be conducted in the presence of at least two members of the City on a Hill faculty if possible.

A responsible student will not bring anything to school or store anything in a locker that he or she would not want school officials or police to know about. Lockers are loaned to students and remain City on a Hill property throughout the student's use.

Right to Equal Education. City on a Hill students cannot be prevented or discouraged from participating in any City on a Hill activity because of race, gender, sexual preference, religion, national origin, or handicap. Laws which prohibit discrimination in education include:

- Chapter 622 of the Acts of 1971 of the Massachusetts Legislature (State Laws).
- Title IX of the Educational Amendments of 1972 (Federal Laws).
- Title VI of the Civil Rights Act of 1964 (Federal Laws).
- 504 of the Rehabilitation Acts of 1973 (Federal Laws).
- Chapter 766 of the Acts of 1972 of the Massachusetts Legislature (State Laws).
- IDEA (Individuals with Disabilities Education Act)

What to do if rights are violated. *You are encouraged to talk to your Advisor, your teachers, your coach, or someone else in the City on a Hill community.* Any member of the City on a Hill community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a complaint with the City on a Hill Principal. The Principal will make a determination in the matter. If the Principal's determination is unsatisfactory, the member of the City on a Hill community can request a hearing before the Board of Trustees, by submitting a request in writing.

Student Records

The state regulations divide student records into two categories of information. The "transcript" contains the minimum information necessary to reflect the student's educational progress, such as name, address, course titles, grades and year completed. It is to be kept by the school system for at least sixty years after the student leaves the system. With a few exceptions, the state regulations forbid the dissemination of information about the student from the record to any "third party" without the informed, written consent of the parent or the eligible student. A "third party" under the regulations is any person or agency except for the parent, the eligible student or "authorized personnel" employed by the school committee. All other information kept by the school system about the student is called the "temporary record." This includes such things as standardized test results, class rank, extra-curricular activities, and evaluations. A log is to be kept with each student's temporary record, and every instance of dissemination of the information in this record is to be noted in the log. A student's temporary record, which is material other than the official transcript, will be destroyed no later than seven years after a student transfers, withdraws, or graduates from City on a Hill. Students and parents are to be notified when the student leaves the school that the temporary record will eventually be destroyed, and that they may receive copies of anything in the record before it is destroyed. Finally, the state regulations establish procedures whereby parents or eligible students may appeal a decision of the principal about the student record. A student and his/her parent/guardian have the right to see his/her records and to determine who else sees them. If a student wants to see his/her records, he/she must make the request and the school must grant access within ten days after the initial request. He/she may also request to have his/her Advisor or another faculty member explain his/her records. The school will make copies of records if a student requests such copies. (Submitted as notification to the parents and students of City on a Hill in accordance with state law.)

Age of Majority

When a child reaches the "age of majority," or 18 years of age, City on a Hill is obligated to honor a his or her education decision, whether or not the student has parental permission. All students enrolled in City on a Hill are subject to the rules and regulations set forth in this handbook regardless of their having attained the age of majority.

Examples of what students who are 18 or older may do:

- sign in and out of the school (be absent, tardy or dismissed without a guardian's permission)
- drop out of school without a guardian's permission
- sign a field trip form, or apply to other programs without a guardian's permission
- receive his/her own grades at report card times without a guardian's permission
- review his/her school records without a guardian's permission
- apply to college programs without a guardian's permission
- make Special Education decisions, including the decision to terminate an IEP, without a guardian's permission

Examples of what CoaH will continue to do:

- Inform the legal guardian when the student is absent from school, tardy to school, or being dismissed
- Inform a legal guardian of a student's plan to drop out of a school
- Send copies of grades to legal guardians and invite legal guardians to parent-advisor meetings
- Release the student's school records to legal guardians upon request
- Inform a legal guardian when the student is sent home or suspended for disciplinary reasons
- Engage legal guardians in supporting the student toward making the best educational decisions

City on a Hill urges students who are 18 to register to vote, and to exercise their right to vote in all local, state, and federal elections.

Policy on Pregnant Students

Pregnant students are permitted to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before they leave.

Policy on Homeless Students

The Massachusetts Department of Education has adopted Section 725(2) of Act regarding the definition of homeless children and youth:

Individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the

mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

City on a Hill is committed to offering equal opportunities and removing barriers for participation in all areas of our school to those students who are homeless. Students who are homeless will not be excluded from school due to incomplete paperwork (including immunizations), will have access to the same educational programming, athletics, transportation, and nutrition services as the rest of CoaH's students. If necessary, CoaH will work to provide alternate transportation, free uniforms, and other required school supplies, to students who are residing out of the CoaH district, but still attending CoaH.

Homeless students are subject to the same enrollment guidelines as set by our charter and charter legislation. However, if a dispute over a homeless student's place or enrollment at City on a Hill arises: 1) City on a Hill will admit the homeless student, pending resolution of the dispute; 2) City on a Hill will provide the student with a written explanation of the school's decision, including the right of the parent, guardian, or student to appeal the school's decision, and 3) the parent, guardian, or student will be referred to the school's homeless liaison who carries out the dispute resolution process and ensures that the student is enrolled in school pending the resolution of the dispute.

Athletics Policy

City on a Hill is a member of the Massachusetts Charter School Athletics Organization and abides by all MCSAO rules, as enumerated in the MCSAO handbook. The MCSAO mission statement is:

The mission of the Massachusetts Charter School Athletic Organization (MCSAO) is to oversee the regulation, organization and promotion of its member schools' interscholastic athletic programs. MCSAO provides opportunities for charter school student/athletes to compete at a high level and uses that competition to teach the fundamental values of teamwork, discipline, sacrifice, and sportsmanship. This will contribute to the students' overall educational experience and development as individuals. MCSAO is committed to educating our youth for a better tomorrow and will work in partnership with local communities to establish and maintain charter school interscholastic athletic programs.

Equal Access:

All students, regardless of race, gender, home language, or SpEd status may participate in athletics at City on a Hill, with the exception of those students who do not meet the following MCSAO eligibility requirements.

Age: Participants must be 18 years of age or under prior to September 1st of their senior year. Participants may compete during the remainder of the school year providing their 19th birthday occurs on or after September 1st of that school year.

Academics: Participants must have a passing grade in each subject in accordance with the academic guidelines set forth by their school. The end of the term grade will determine eligibility at the beginning of each season. Incomplete grades due not count towards academic eligibility.

Any participant who is currently receiving special education services under IDEA (Individuals with Disabilities Education Act) and who has an Individualized Education Program (IEP) can be declared eligible if all of their academic requirements satisfactorily meets the special education director's approval.

Amateur Status: All participants must be of amateur status. An amateur is defined as an athlete/participant who competes for the intrinsic value of the game and at no time, under any circumstances, accepts money or compensation of any kind, for their efforts involving the activity in question.

Attendance: Participants should not be allowed to participate in any MCSAO contest on the same day they are absent from school unless the absence has been approved in advance by the principal/team administrator. Participants must be in attendance for at least 57% of the school day in order to be eligible to participate. If a contest is schedule for a weekend, the participant must be in school on Friday for 57% of the school day.

Transfer Status: Any student who transfers from one MCSAO member high school to another will be ineligible to participate in any interscholastic athletic contest in which that student participated in at the previous member school for a period of one (1) year.

Sportsmanship & Citizenship: All City on a Hill community members are expected to adhere to CoaH's code of citizenship whenever they represent the school, including during athletic competitions. All school rules apply both to players and spectators at athletic events. Specifically, the MCSAO handbook states:

All participants, coaches, spectators, and anyone associated with or involved in a MCSAO event are required to display, at all times, the characteristics associated with "good sportsmanship." Sportsmanship is the ability to treat everyone involved in an athletic contest with fairness, generosity, respect, and courtesy regardless of the outcome of a game.

Taunting/Trash Talk: Any action or comment that is used to demean, bait or embarrass/humiliate others is strictly prohibited. Game officials are to treat any form of taunting as a flagrant unsportsmanlike foul and immediately disqualify the offender(s). The offender(s) are required to leave the contest area immediately and are not allowed to return.

Suspensions

The following infractions result in a suspension at least for the rest of the day. A parent/guardian is contacted and a re-entry meeting will be required before the student is reinstated. These infractions are described in detail in the *Fundamental Expectations and Serious Offenses Spelled Out* in this handbook.

- Forgery
- Hazing
- Vandalism
- Arson
- Fighting or Violence
- Graffiti
- Sexual Harassment
- Other forms of harassment or bullying
- Threatening or Intimidating Language to peers or an adult
- Possession of Alcohol, Drugs, or other illegal substances
- Theft
- Gambling
- Sexual Activity on Campus
- False fire alarm or bomb scare

Expulsion

Expulsion is the permanent exclusion from City on a Hill. Under Massachusetts laws, once a student is expelled from a public school, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to such student for one year. If a student is expelled from City on a Hill he/she may not be on school grounds or shared spaces without a parent/guardian or an adult approved by the school. Such visits must be scheduled through the Dean of Citizenship's office. Any unapproved visits will be considered as trespassing and the Boston Police may be called for his/her removal.

Certain offenses, including, but not limited to, weapons possession, hazing, drug possession or use, violence, or harassment may result in expulsion.

Any student charged with an offense that can result in expulsion shall be notified in writing of an opportunity for a hearing. The student may have representation, along with the opportunity to present evidence and witnesses at the hearing. Members of the hearing will consist of the student, his/her family, other representatives, the advisor, the Dean of Citizenship, the Principal, and a parent volunteer. The Principal is advised by the staff and volunteer members of the hearing body, but the final decision to expel or reinstate the student rests with the Principal.

After the hearing, the Principal may be advised to suspend rather than expel that student provided, however, that the Principal who agrees that said student should be suspended shall state in writing to the Board of Trustees his/her reasons for choosing suspension instead of expulsion as the most appropriate remedy. In this statement, the Principal shall affirm that the continued presence of this student at City on a Hill will not pose a threat to the safety, security, and welfare of the other students and staff in the school.

Any student who has been expelled from City on a Hill pursuant to these provisions shall have the right to appeal to the Board of Trustees. The expelled student has the right to provide their own counsel at a hearing before the Executive Committee of the Board of Trustees.

When a student is expelled under the provisions of Massachusetts General Laws, Chapter 70, 37H, and applies for admission to another school for acceptance, the Principal shall notify the superintendent of the receiving school district the reasons for his/her expulsion.

City on a Hill will make every effort to include parents in all matters around a student's behavior and discipline. Refusal of parents to participate with the school will result in expediting the disciplinary process. If behavior issues occur, the expedited discipline process will include consequences up to and including expulsion.

Illegal Activity

Weapons. According to Massachusetts General Laws, Chapter 1269, 10J, "Whoever not being a law enforcement officer, and notwithstanding any license obtained by him/her under the provisions of Chapter 140, carries on his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any 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 smooth-bore arm from which a shot, bullet, or pellet can be discharged by whatever means."

Massachusetts General Laws, Chapter 71 37H states that "any student who is found on the school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife may be

subject to expulsion from the school." A weapon is defined as anything that can inflict harm, including, **but not limited to** a firearm, a stick, brass knuckles, a knife, bullets, or a tool, and is considered contraband.

Accordingly, staff members who have reason to believe that they have witnessed the sale, possession, or transfer of weapons shall report this immediately to the Principal (or his/her designee). The student will be requested to turn over the contraband to the staff member. The Dean of Citizenship shall determine if sufficient cause exists and, if so, file a disciplinary report and notify the Juvenile Officer of the Police Department. The Principal (or his/her designee) in consultation with the Police Department, will determine whether or not to file charges. All contraband will be turned over to the Police Department.

A student who is charged with possession and/or use of a weapon shall be immediately suspended from school and notified in writing of a Disciplinary Hearing composed of the Principal, faculty members and parents/legal guardians. A student is entitled to representation at that hearing. The hearing board will advise the Principal as to whether expulsion is warranted.

By law, a student's locker is school property and may be searched by school officials. The school also reserves the right to search a student's property such as backpacks and pockets.

Drugs/Alcohol. According to the Massachusetts General Laws, Chapter 71, 37H, "any student who is found on the school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance defined in Chapter 94C, including, but not limited to marijuana, cocaine, and heroin, may be subjected to expulsion from the school by the Principal (or his/her designee)."

Sale, Transfer, Possession. Staff members or students who have reason to believe that they have witnessed the sale or transfer of these substances shall report this immediately to the Dean of Citizenship. The student(s) will be requested to turn over contraband to the staff member. The student(s) also may be searched in accordance with due process. The Dean of Citizenship shall determine if sufficient cause exists and, if so, file a Disciplinary Report and notify the Juvenile Officer of the Police Department. The Dean of Citizenship, in consultation with the Police Department, will advise the Principal whether or not to file charges. All contraband will be turned over to the Police Department.

A student who is charged with possession, sale or distribution of illegal drugs or alcohol shall be immediately suspended from school and notified in writing of a Disciplinary Hearing composed of the Principal, faculty members and parents/legal guardians. A student is entitled to representation at that hearing. The hearing board will advise the Principal as to whether expulsion is warranted.

Harassment. There shall be no verbal harassment at City on a Hill. Verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background, sexual preference, physical or mental disability, appearance, as well as any form of obscene language, swearing, slander, name-calling, or slur. Talking about someone in their presence so that they can hear can also be considered harassment. Harassment can also be non-verbal, for example bumping someone in the hallway, or gesturing. Our school is a place of work where every one of us must be comfortable. No language can be used that might offend any member of our community. As a place of learning, it is our responsibility to foster precise and appropriate public speech.

Under the influence of Drugs or Alcohol. Staff members who have reason to believe that a student is under the influence of drugs or alcohol will report the student to the Dean of Citizenship. The Dean of Citizenship will investigate the matter and, if appropriate, shall initiate a conference with the student, the student's Advisor, and the student's parent/guardian, where disciplinary action, including expulsion, will be considered.

Violence. Following Massachusetts General Laws, Chapter 71, 37H, any student who assaults any member of the City on a Hill faculty, contractual employee, guest, or volunteer of City on a Hill at school-related events or projects, including athletic games or field trips or public service, may be subject to expulsion from the school by the Principal (or his/her designee).

Students found fighting with each other will be suspended immediately. Violence will result in suspension and possibly in expulsion.

Hazing. Hazing is considered a crime in Massachusetts and is prohibited in all public schools. In accordance with Massachusetts General Laws, the statutes on hazing are reprinted below for each student's reference:

Chapter 269, 17 states that, "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 (\$3,000) or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment."

The term "hazing" means "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." Consent is not a defense to any prosecution for hazing.

At City on a Hill, victims of any hazing effort, or witnesses to such an act, shall make this behavior known to the Dean of Citizenship. The Dean of Citizenship shall advise the Principal whether sufficient cause exists and, if so, file a disciplinary report and notify the Juvenile Officer of the Police department. The Dean of Citizenship, in consultation with the Police department, will advise the Principal whether to file charges. Hazing will result in suspension and possibly in expulsion.

False Alarms. Setting off false fire alarms and/or inciting bomb scares are serious offenses that shall result in the following: a report filed with the Police and/or Fire Department, and a conference with the parent/guardian and the Principal at which time appropriate disciplinary action, including a fine and/or expulsion, will be determined. False alarms will result in suspension and possibly expulsion.

Vandalism, Graffiti, or Destruction of School or Individual Property. A City on a Hill student is responsible for repairing, restoring, or replacing any and/or all lost or damaged property. If student cannot meet this obligation, his/her parent/guardian is responsible for paying for the costs of repair, restoration, and/or replacement.

Stealing. Students will be required to turn over any visible stolen property to any staff member. Searches may also be conducted in accordance with due process. City on a Hill will not be held responsible for lost or stolen contraband or other property not in its care.

Smoking. In accordance with Massachusetts General Laws, Chapter 71, 2A, students are not permitted to use tobacco products of any type on school grounds during school hours. At no time may students use tobacco products at any off-campus lunch-site (from school opening until the conclusion of after-school activities). Students' smoking in school, on campus or field trips will result in suspension and possibly expulsion.

Sexual Harassment or Other Forms of Harassment. All members of the City on a Hill community – faculty, staff, and students – are expected to treat each other with dignity and respect, and are entitled to freedom from any kind of personal harassment. No form of harassment will be tolerated, whether related to race, gender, sexual orientation, ethnicity, nationality, language, religion, physical appearance, disability, physical or mental capacity. Furthermore, freedom from harassment, intimidation, and other academic distractions is freedom to learn.

At City on a Hill we understand sexual harassment to be a form of sexual discrimination that occurs when one person subjects another person to unwanted sexual attention, coerces him or her into sexual activity, and/or punishes his or her refusal. Sexual harassment may be manifested verbally (which includes, but is not limited to, propositions, innuendoes, and/or subtle pressure for sexual activity) and/or physically (which includes, but is not limited to, touching, patting, pinching, brushing against another's body, physical assault, rape, or subtle pressure for sexual activity).

The accusation of sexual harassment is a serious one, and all cases will be given immediate individual attention with the strictest confidentiality imposed. A student should contact his/her Advisor or another member of the City on a Hill faculty.

Note: ALL instances of sexual harassment deserve an official response. Some instances of sexual harassment may best be dealt with through mediation; others, by direct involvement of an Advisor or the Principal (or his/her designee). In other instances, the matter will be made an official "case" of the Judicial Hearing Board. Some serious situations may not be sent as cases to the Judicial Hearing Board out of respect for the sensitivities of the victim and for his or her need for privacy.

The legal definition of "sexual harassment" is as follows: sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Sexual harassment may include the following:

Verbal/Nonverbal/Written:

Sexual putdowns
Obscene gestures
Sexual gossip or rumors
Comments about someone's body
Whistling, grunts & groans or other offensive noises
Pressure for sexual activity or quid pro quo (I'll give you this for that)
Sexual harassment over the internet or via e-mail
Blackmail, or threat of harm for sexual favor
Permitting sight of undergarments.

Physical:

Unwelcome or inappropriate touching
Invasion of personal space
Pulling off or lifting someone's clothes
Pinning someone to the wall, locker, or blocking their movements
Touching someone's private parts
Sexual assault, rape or attempted rape

Since we are an educational institution, the definition of sexual harassment also includes the following:

Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition for participation in school programs or activities; or such advances, requests or conduct have the purpose or effect of unreasonably interfering with an

individual's work performance, education or participation in school programs or activities by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or direct or implied requests by a faculty member in exchange for actual or promised favorable evaluations of course requirements or favorable recommendations constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace or educational environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

All employees and students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is unlawful and will not be tolerated by the School.

Complaints of Sexual Harassment. City on a Hill is committed to equitable, swift and confidential resolution of claims of harassment. Any student or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
4. If you are a student, notify your advisor or the Principal, or if you are uncomfortable doing so, speak with another adult.
5. If you are an adult, notify the Principal.

Response to Harassment. As soon as possible, the Dean of Citizenship will report the allegation of harassment to the Principal of City on a Hill.

The Principal will ensure that the matter is investigated in a swift and equitable manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. The group will bring a recommendation to the Principal of City on a Hill.

Upon completion of the investigation, the Principal of City on a Hill will, to the extent appropriate, inform in writing all parties involved of the results of the investigation.

Disciplinary Action. If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

State and Federal Remedies. In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below.

Massachusetts Commission Against Discrimination
One Ashburton Place
Room 601
Boston, MA 02108
Telephone: 617-727-3990

Office for Civil Rights
U.S. Department of Education
33 Arch Street, Suite 900
Boston, MA 02110-1491
Telephone: 617-289-0111

Using our complaint process does not prohibit you filing a complaint with these agencies. Each of the agencies has short time periods for filing a claim (OCR - 180 days; MCAD - 6 months).

Student Off-Campus Conduct Policy

City on a Hill extends its disciplinary authority beyond school grounds and events when the behavior and conduct of its students makes it reasonable and necessary to provide for the student's physical and emotional safety, and for reasons relating to the safety and well-being of other students, teachers, or school property.

Off-Campus Violations of Student Handbook. Students who engage in criminal acts and/or school disciplinary infractions outside of school and school events may be held accountable to the regular City on a Hill Handbook's Code of Conduct if the off-campus behavior is found to have an on-campus impact adversely affecting safety, discipline and an orderly school environment.

Examples of such off-campus behavior, which may constitute an adverse on-campus impact, may include but are not limited to:

1. Drug dealing
2. Illegal possession and use of a weapon or explosive
3. Assault and/or battery on a member of the school community
4. Serious assault, sexual assault, hazing
5. Harassment of City on a Hill staff or students
6. Civil right violation (hate crimes against race, sexual orientation, gender, etc.)
7. Criminal felony activities

Due Process. In matters involving law enforcement and the courts, the school may assume that the off campus act was criminal after a court conviction if the court conviction results from a plea of guilty by the student or a finding of guilty after a plea of not guilty. No additional evidence of the violation may be necessary for the school.

In all other circumstances, City on a Hill must prove the student's violation in accordance with the procedures the school uses for dealing with on-campus infractions.

Although students may decline to testify at disciplinary proceedings, the failure to testify may be used against the student. In addition, failure to testify may be considered insubordination and subject to the school's regular disciplinary code of conduct.

(Effective April 4, 1994) MGL, CH 71, Sec 37H1/2

This law allows for Principals and Headmasters of a school to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, regardless of whether or not the alleged conduct occurred at a school or in connection with school-related activity, if the Principal or Headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The statute also allows the Principal to expel a student who has been convicted or who has admitted guilt with respect to a felony delinquency; if the Principal or Headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Enrollment Policies

City on a Hill visits middle schools, public, private, and parochial, each winter at the invitation of these middle schools. We provide informational materials and answer questions about our school during these sessions. We also invite the public to three admissions sessions each winter on City on a Hill's campus.

City on a Hill accepts applications each winter for its early spring lottery. In order to be eligible for the lottery, students must be currently enrolled in the 8th grade.

City on a Hill admits students only by lottery, without regard to past academic performance, discipline, or MCAS scores. A community member without ties to the school draws the lottery winners each March and students are offered placement according to the order in which his/her name is drawn.

1. By Massachusetts law, siblings of currently enrolled City on a Hill students receive "sibling preference" and are automatically assigned the lowest (highest priority) lottery numbers. They are the first applicants admitted.
2. By Massachusetts law, residents of Boston are also afforded higher priority status than other school districts.

Families are immediately notified in writing of their lottery number after the lottery takes place as well as their enrollment status, "accepted" or "wait listed". City on a Hill admits students, in order of their lottery numbers, as spots become open.

City on a Hill's maximum student enrollment is 250. City on a Hill only enrolls students at the 9th grade level; we do not accept 10th, 11th, or 12th grade transfers from other schools.

Policy on Restraint of Students

In compliance with the Commonwealth of Massachusetts Regulations (603 CMR 46.00), City on a Hill ensures that every student attending our school is free from unreasonable use of physical restraint. Physical restraint will only be used in emergency situations, after alternative interventions have failed or been deemed inappropriate, and with extreme caution.

Trained school personnel only use physical restraint with two goals in mind:

- to protect a student and/or member of the school community from imminent, serious, physical harm; and
- to prevent or minimize any harm to the student as a result of the use of physical restraint.

Physical restraint may be used only in the following circumstances:

- when non-physical interventions would not be effective; and
- when the student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

Physical restraint is prohibited in the following circumstances:

- as a means of punishment; or
- as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm.

Any physical restraint that results in any injury to a student or staff member, or any physical restraint of duration longer than five minutes, will be reported to administration and the student's family.

Student and Family Contract

- School hours are 8:00-5:30 every Monday-Thursday and 8:00-3:15 on Friday.
- Students must come to school in their complete City on a Hill uniform. This includes shoes and pants. Uniform shirts must be tucked in. Students may not dress when they arrive at school. The uniform must be clean and in good condition.
- Students must complete all homework assignments every day. If a student does not turn in a homework assignment, he or she will be assigned to Homework Club that day.
- To pass each course, students must earn a 70% or higher in the 4 quarters and also score 70% or higher on each final proficiency.
- Each student will receive 5 binders and an assignment notebook. In addition, students must purchase the following materials:
 1. Three-hole punched, lined loose-leaf paper
 2. 15 dividers (3 for each binder)
 3. No. 2 pencils
 4. Pens (blue or black)
- City on a Hill is a serious school with high expectations for student behavior. Students must act and speak with respect at all times.
- City on a Hill works together with parents to support students. There will be times when families are asked to come to school for meetings.
- Headgear and electronics including hats, cell phones, Ipods, etc, are not allowed at school. If hats/electronics are seen or heard, they will be taken and will only be returned when a parent comes to get them. These rules apply any time a student is in the building, and any time during the school day (including at lunch).
- The following inappropriate behaviors are considered to be serious and will result in the student being sent home for the day or a suspension: derogatory language, threatening language/behavior, insubordination, not wearing a uniform.

Name of Student: _____
(please print)

Name of parent/guardian: _____
(please print)

I have received the Student and Family Handbook for 2009-2010. I have carefully read and I accept this Student and Family Contract. (Please sign and return to the Main Office.)

Parent/Guardian Signature

Date

Student Signature

Date

Uniform Order Form



City on a Hill
Charter Public School
 58 Circuit St
 Roxbury, MA 02119
 617.445.1515

UNIFORM ORDER FORM

Instructions:

1. Indicate the size and number of uniform shirts desired
2. Turn this form into the Main Office with payment. Make checks payable to "City on a Hill" (cash is accepted in person only)

Questions or special sizing requests should be directed to Ms. Langley, ext. 101

NOTE: Delivery of uniform shirts will take at least 3 weeks after the order is placed.

Student Name: _____ **Date:** _____

Please Print

Shirt Type	Sizes	Price	Quantity
Oxford - Men's	S-M-L-XL	\$20.00	
	2X / 3X / 4X	\$22 / \$24 / \$26	
Oxford - Women's	S-M-L-XL	\$20.00	
	2X	\$22.00	
Polo - Short Sleeve	S-M-L-XL	\$16.50	
	2X / 3X / 4X	\$18 / \$20 / \$22	
Polo - Long Sleeve	S-M-L-XL	\$18.50	
	2X / 3X / 4X	\$20 / \$22 / \$24	
Sweater - V Neck	S-M-L-XL	\$27.00	
	2X / 3X / 4X	\$29 / \$31 / \$33	
Total Amount:			

For Office Use Only

Payment Received _____
 Date Ordered _____ Date Delivered _____

Special Instructions

Free and Reduced Lunch Form

Dear Parent/Guardian:

Children need healthy meals to learn. City on a Hill offers healthy meals every school day. Breakfast costs **\$1.50**; lunch costs **\$3.00**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch.

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to: City on a Hill.**

2. Who can get free meals? Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, your children can get free price meals if your household income is within the free limits on the Federal Income Guidelines.

3. Can homeless, runaway and migrant children get free meals? Please call Brooke Fincke at 445-1515 ext. 107 to see if your child(ren) qualify, if you have not been informed that they will get free meals.

4. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on this application.

5. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals? Please read the letter you got carefully and follow the instructions. Call the school at **617-445-1515 ext. 100** if you have questions.

6. I get WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

7. Will the information I give be checked? Yes, we may ask you to send written proof.

8. If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals.

9. What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing by calling the school.

10. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

11. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.

12. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.

13. We are in the military, do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

If you have other questions or need help, call Caroline Cohan at 617-445-1515 ext. 100.

Si necesita ayuda, por favor llame al teléfono Christine Rebelo at 617-445-1515 ext 205.

Sincerely,

Caroline Cohan

INSTRUCTIONS FOR APPLYING

If your household gets FOOD STAMPS OR TANF, follow these instructions:

Part 1: List child(ren)'s name, school, grade, and a Food Stamp or TANF case number.

Part 2: Check the appropriate box, if any.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Sign the form. A Social Security Number is not necessary.

Part 6: Answer this question if you choose to.

Check the appropriate box and contact Brooke Fincke.

Fill out application by following instructions for ALL OTHER HOUSEHOLDS.

If you are applying for a FOSTER CHILD, follow these instructions:

Part 1: Use a separate application for each foster child. List the child's name, school, and grade.

Part 2: Skip this part.

Part 3: Check the box and list the child's personal use monthly income, if any.

Part 4: Skip this part.

Part 5: Sign the form. A Social Security Number is not necessary.

Part 6: Answer this question if you choose to.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part 1: List each child's name, school, and grade.

Part 2: Check the appropriate box, if any.

Part 3: Skip this part.

Part 4: Follow these instructions to report total household income from last month.

Column 1–Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you. Attach another sheet of paper if you need to.

Column 2 –Gross income last month and how often it was received. Next to each person's name list each type of income received last month, and how often it was received. For example, *Earnings from work:* List the **gross income** each person earned from work. This is not the same as take-home pay.

Gross income is the amount earned before taxes and other deductions. The amount should be listed on your pay stub, or your boss can tell you. Next to the amount, write how often the person got it (weekly, every other week, twice a month, or monthly). *All other income:* List the amount each person got last month from welfare, child support, alimony, (second column) pensions, retirement, Social Security (third column), and ALL OTHER INCOME SOURCES (fourth column). In the All Other column, include Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. If you are in the Military Housing Privatization Initiative do not include this housing allowance.

Column 3–Check if no income: If the person does not have any income, check the box.

Part 5: An adult household member must sign the form and list his or her Social Security Number, or mark the box if he or she doesn't have one.

Part 6: Answer this question if you choose to.

FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

Part 1. Children in School (Use a separate application for each foster child)

Names of all children in school (First, Middle Initial, Last)	School Name	Grade	Food Stamp or TANF case # (if any). Skip to Part 5 if you list a Food Stamp or TANF case #

Part 2. If the child you are applying for is homeless, migrant, or a runaway check the appropriate box and call Brooke Fincke at 617-445-1515 ext. 106 Homeless Migrant Runaway

Part 3. Foster Child

If this application is for a child who is the legal responsibility of a welfare agency or court, check this box and then list the amount of the child's personal use monthly income: \$ _____. Skip to Part 5.

Part 4. Total Household Gross Income—You must tell us how much and how often

1. Name (List everyone in household) <i>(Example)</i> <i>Jane Smith</i>	2. Gross income and how often it was received <i>Example: \$100/monthly \$100/twice a month \$100/every other week \$100/weekly</i>				3. Check if NO income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	All Other Income	
	\$200/weekly _____	\$150/weekly _____	\$100/monthly _____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>

Part 5. Signature and Social Security Number (Adult must sign)

An adult household member must sign the application. If Part 4 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Sign here: X _____ Print name: _____ Date: _____

Address: _____ Phone Number: _____

Social Security Number: ____ - ____ - _____ I do not have a Social Security Number

Part 6. Children's racial and ethnic identities (optional)

Mark one or more racial identities:

- Asian American Indian or Alaska Native
 White Native Hawaiian or Other Pacific Islander
 Black or African American Other

Mark one ethnic identity:

- Hispanic or Latino
 Not Hispanic or Latino

Don't fill out this part. This is for school use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12

Total Income: _____ Per: Week, Every 2 Weeks, Twice A Month, Month, Year Household size: _____

Categorical Eligibility: ____ Date Withdrawn: _____ Eligibility: Free ____ Reduced ____ Denied ____ Reason: _____

Temporary: Free ____ Reduced ____ Time Period: _____ (expires after ____ days)

Determining Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____ Follow-up Official's Signature: _____ Date: _____

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Stamp Program, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

SHARING INFORMATION WITH MEDICAID/SCHIP

Dear Parent/Guardian:

If your children get free or reduced price school meals, they may also be able to get free or low-cost health insurance through Medicaid or the State Children's Health Insurance Program (SCHIP). Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, **the law allows us to tell Medicaid and SCHIP that your children are eligible for free or reduced price meals, unless you tell us not to.**

Medicaid and SCHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children (Filling out the Free and Reduced Price School Meals Application does not automatically enroll your children in health insurance).

If you do not want us to share your information with Medicaid or SCHIP, fill out the form below and send in (Sending in this form will not change whether your children get free or reduced price meals).

- No! I DO NOT** want information from my Free and Reduced Price School Meals Application shared with Medicaid or the State Children's Health Insurance Program.

If you checked no, fill out the form below.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____ Address: _____

For more information, you may call City on a Hill at 617-445-1515.