



City on a Hill Charter Public School
Circuit Street
Student and Family Handbook

Revised August 2017

Subject to change. Please see our website and letters home for the most up to date information. Paper copies are available at the front desk. If you need a language other than English, please speak with the front desk. Thank you.

Quick Contact Guide

58 Circuit Street, Boston, MA 02119

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

- ▶ For attendance information or to report your child’s absence, dial extension 5727 for the Main Office.
- ▶ To have your child dismissed from school, dial extension 5727 for the Main Office.
- ▶ For assistance in Portuguese, dial extension 5762.
- ▶ Para a ajuda no português, chame por favor 5762.
- ▶ Para el apoyo en español extensión marque – 5755.
- ▶ For assistance in Cape Verdean Creole, dial extension 5762.
- ▶ To reach the anonymous City on a Hill Bullying Hotline dial extension 5751.
- ▶ For general information or concerns, dial extension 5727 for the Main Office.
- ▶ For all other non-emergency concerns, please leave a message for your child’s advisor at his or her extension.

City on a Hill Public Schools does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, transgender status, gender transitioning, age, national origin (ancestry), disability, homelessness, marital status, sexual orientation, or military status, in any of its programs, activities or operations. These include, but are not limited to, admissions, equal access to programs and activities, employment, provision of and access to programs and services, as well as selection of volunteers, vendors and employers recruiting at any City on a Hill Public School. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers, subcontractors, and vendors.

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

If you have any question or concerns, please contact the following non-discrimination compliance coordinators.

<p>Any form of discrimination:</p> <p>Jacqueline Hayes Chief of Staff & General Counsel 15 Allerton Street, Suite 1 Roxbury, MA 02119 jhayes@cityonahill.org 617-942-1667</p>	<p>Special Education & Section 504:</p> <p>Jacqueline Hayes Chief of Staff & General Counsel 15 Allerton Street, Suite 1 Roxbury, MA 02119 jhayes@cityonahill.org 617-942-1667</p>	<p>Title IX:</p> <p>Jacqueline Hayes Chief of Staff & General Counsel 15 Allerton Street, Suite 1 Roxbury, MA 02119 jhayes@cityonahill.org 617-942-1667</p>
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OUR MISSION

City on a Hill graduates responsible, resourceful, and respectful democratic citizens prepared for college and 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, and engages parents and guardians as key stakeholders.

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

Daily Schedule

Monday – Thursday				Friday	
9th		10th		9th - 12th	
E	8:00 - 8:57	E	8:00 - 9:02	8:00-9:20	Class
Breakfast	9:00 - 9:05	Breakfast	9:02 - 9:07		
Advisory	9:05 - 9:35	Advisory	9:07 - 9:37		
F	9:38 - 11:10	F	9:40 - 10:42	9:23-9:30	Breakfast
A	11:13 - 12:10	A	10:45 - 11:47	9:30-10:50	Class
Lunch	12:13 - 12:30	Lunch	11:50 - 12:13		
B	12:33 - 1:30	B	12:18 - 1:20		
C	1:33 - 2:30	C	1:23 - 2:25	10:53-12:13	Class
D	2:33 - 3:30	D	2:28 - 3:30		
Checkout	3:30 - 3:35	Checkout	3:30 - 3:35		
11th - 12th				12:16-1:00	Town Meeting
E	8:00 - 9:02			1:05-1:10	Check Out
Breakfast	9:02 - 9:07			1:15-1:30	Lunch
Advisory	9:07 - 9:37				
F	9:40 - 10:42				
A	10:45 - 11:47				
B	11:50 - 12:52				
Lunch	12:55 - 1:20				
C	1:23 - 2:25				
D	2:28 - 3:30				
Checkout	3:30 - 3:35				

- Detention is scheduled daily Monday – Friday.

LOCKER TIME: Students should plan to use their locker before school, during class transitions, and after school.

BREAKFAST and LUNCH: City on a Hill provides free and reduced-cost breakfast and lunch for all eligible students in our lunchroom according to the established schedule. Students may bring their own breakfast and lunch. All City on a Hill rules apply during breakfast and lunch.

SATURDAY SCHOOL: School policy

FINAL BLOCKS: The final blocks of the day Monday–Thursday are periods that include Academic Support, Enrichment Block, 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. She or he can then choose to work with a teacher, attend an extracurricular activity, or choose to go home.

FINAL BLOCK FRIDAY: The last period of the day on Friday is detention or Community Service. If a student is not assigned detention or Community Service, she or he may be dismissed early according to the established Friday Schedule.

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.

Snow Days/School Cancellation

City on a Hill *does* follow the District Public School protocol with respect to snow days. When the District Public Schools are closed for snow or emergency, City on a Hill is closed. 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 entrance. 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/guardians 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, it simply means the student did not skip and will not be sent to the deans.**

Absent students cannot participate in school events without prior arrangements.

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)
5. Approved school related activity (i.e. school approved college interview, school approved scholarship interview)

A note for an appointment (doctor, court, etc.) does not excuse a student for the whole day. It is expected that a student come to school before/after any excused appointments that could not be scheduled outside of school hours. Every effort should be made to schedule all appointments outside of school hours.

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 detention, will be referred to the Dean of Citizenship.

ABS Policy

1. Students who miss any classes are required to make the time up after school with the subject teacher. They will have one week to do so. If the student does this, the ABS will be wiped out.
2. Students who do not utilize the time afterschool, will need to go to the ABS room on the following Friday, where they need to make up the missed classwork. The classwork will be turned in to the proctor in the ABS room to give to the subject teacher. The subject teacher will then wipe out the ABS if the made up work receives a passing grade.
3. Students that do not show up to the ABS room will receive a call home from their advisor
4. Students who miss more than half the class, even if they are escorted to class with a dean/adult, will have that missed time counted as an absence and will need to serve an ABS.

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 in writing. The Principal will review all written proposals and could permit students to attend summer school or regain academic credit. If academic credit is not regained and the student is ineligible for summer school, the student must repeat all six classes during the following school year.

Withdrawal Policy

City on a Hill calls families on the first day of an absence and every day after. If a student is **absent for eight consecutive days** during the school year, and there has been no successful contact between the family and the school to explain his or her absences, the following steps will occur:

1. The school will continue to attempt to reach the family through all phone numbers on file.^[SEP]
2. On the **ninth day of unexcused absence**, the school will mail a letter to the address on file notifying parents/guardians that their student is truant. The letter will request the family to call the school to explain the absences within five days from the date of the letter, and will propose dates and times for the family to meet with school representatives to discuss the student's attendance.
3. If unexcused absences continue, on the **13th day of unexcused absence**, a second letter will be mailed warning that the student is at risk of losing his or her enrollment at City on a Hill.
4. City on a Hill will continue to try to reach parents/guardians through all means provided to the school if contact has not occurred.
5. If a student fails to return to school or receive qualified excuses, he/she will be withdrawn from City on a Hill and **no longer enrolled on the 16th day of absence**.
6. Families who are actively working with City on a Hill to resolve the student's attendance issue may have a prolonged timeline for withdrawal at the discretion of the student's principal.

The school may also involve a truancy officer or appropriate state agency.

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. Families should not schedule other activities (including 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.** See *Schedule of Classes*.

Late Arrivals

Students not in class by the start of their first scheduled class (8:00) are late to school and will earn the established consequence. Students who are late to school for an EXCUSED reason with proper documentation (see list above) will not earn a consequence. **Parents MAY call the front office to let the Office Manager know their student is going to be late but this does NOT excuse the detention.** Any student arriving to school thirty minutes after the start of their first class must be verified by a parent or guardian. If no verification is received the arrival is marked "unexcused-skip" will result in a referral to the Deans' Office.

Late to Class

Late to Class Policy

1. Any student not in class when the bell rings must receive a pass or escort from a faculty member to enter the classroom.
2. Three tardies will result in dean's meeting
3. Five tardies will result in a contract and parent meeting.

Make-up Work/Late Work

City on a Hill does NOT accept late papers or projects. Late homework can be turned in the next day for half credit. Students who have EXCUSED absences are expected to turn in all assignments on the day they return, if possible. Students with UNEXCUSED absences will only be allowed to make up major assessments and quizzes. Exceptions may be granted by the administration and/or individual teachers in the case of an extended absence.

Visitors

To keep our school safe, visitors must check in at the Main Office and get a name badge before entering City on a Hill space and may only visit with permission from principal or vice principal.

Visiting Families

Families are invited to shadow their student at any time that is pre-approved by the Principal. To arrange a shadow day, please contact the Principal. The Principal will arrange for an administrator to shadow with all families.

If there is an incident that occurs that threatens student safety, the school may prevent a parent from the campus except for scheduled meetings with the Principal.

Homelessness Education Liaison

City on a Hill is committed to providing its students and families experiencing homelessness with equal access to a public education as is provided to other children at City on a Hill. Assistance in addressing issues relating to the education of student and unaccompanied youth experiencing homelessness should be directed to Adrienne DeVaughn 617-318-5745 adevaughn@cityonahill.org.

Prepared for School

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

Have All Materials

City on a Hill provides all students of each grade with an assignment notebook. If a student loses this notebook it must be replaced; assignment notebooks are on sale in the front office for \$5.

The Student Supplies List can be found in the Appendix.

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
- The appropriate textbook(s) 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

City on a Hill 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.

Be in Uniform

What is the City on a Hill uniform?

SCHOOL POLICY

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:

Tops

- City on a Hill uniform shirt
- Any long sleeve shirt can be worn under a CoaH shirt
- NO hoodies (even if it’s under a CoaH shirt), hats, etc.
- CoaH Swag only ONE day of the week-→TBD

Pants

- Blue Jeans (no rips or tears)
- Khakis
- Navy Blue/Black Dress Pants
- CoaH sweats

Footwear

- Any Closed toe shoe (no crocs, sandals, flips)
- No slippers

Students out of uniform will be taken to the Dean’s office where you will be given a new uniform and a call home will be made. Habitual out of uniform occurrences will result in further consequences.

City on a Hill provides each student—free of charge—one City on a Hill shirt. 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
2. any time during the school day (even during lunch)
3. any time they are in the building, **including after school**
4. any time they are at a school event during the school day (unless otherwise stated)

Students may **NEVER** wear a jacket, sweatshirt, or non-uniform cardigan over a City on a Hill 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.

Students arriving to school out of uniform or dressed in non-uniform clothes will NOT be admitted to school and will be referred to the Deans’ Office. In the Deans’ Office, the student will be given a school uniform to borrow for the day.

For more information about the uniform, please see the Appendix.

Professional Dress

During Juries and other presentations, students will be required to wear “Professional Dress.” Professional dress is a more formal professional dress requirement that goes beyond the standard set by the City on a Hill uniform or business casual dress (business casual is the dress code of City on a Hill teachers). Professional Dress is part of preparing our students for college and the professional world. Students may only wear professional dress with permission.

Young men must wear an ironed, collared, button-down shirt with no pictures or brand names showing, and a tie. A 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 men may wear sweaters as part of professional dress but they must have a collared, button-down shirt and tie on under their sweater.

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 professional.

For more information on professional dress, please see the Appendix.

Head Coverings

SCHOOL POLICY

Head coverings (except for religious purposes) are NEVER allowed in the building for any reason. If a baseball hat is worn in the building, a staff member will confiscate the hat and return it to the student either at the end of the day, at the end of the week, or at a decided time by City on a Hill administration, depending the number of times the hat had been previously confiscated.

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, World History, and City Project. Students may also study AP Government and Politics or Constitutional Literacy.
- **Math:** four (4) credits of math, including
bra, Geometry, Algebra II, and Pre-Calculus. Seniors may also study AP Calculus. Some students will be assigned to Pre-Algebra so they will earn five (5) credits of math.
- **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 Physics, AP Environmental Science, or Contemporary Science Applications.
- **Foreign Language:** two (2) credits of Spanish or English as a Second Language.

Seniors must pass all of their classes, including written and oral proficiencies, in order to graduate.

ADDITIONAL ELEMENTS OF THE ACADEMIC PROGRAM

- **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. Junior and senior advisories will have junior and senior seminar instead of activity day.
- **Town Meeting.** Students who have demonstrated proficiency in the Town Meeting moderation format based on Robert’s Rules moderate Town Meeting. Town Meeting is a required part of school and seniors are graded on their participation in debate as part of their City Project class.

- **Internship.** In their senior year, students complete an internship as part of their City Project.
- **College/Post-Secondary Preparation/Junior and 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, participate in required College Prep classes, 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.
- **ACT Practice Testing and ACT.** All City on a Hill 9th and 10th graders take the ACT Practice Testing; Juniors and Seniors take the ACT.
- **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.
- **Major Papers.** All City on a Hill students will use the Modern Language Association (MLA) format for all major papers. In ninth and tenth grade, students will lose points on major assignments for formatting errors. In eleventh and twelfth grade, the assignment will be returned to students if not formatted correctly. The student will receive no credit for the assignment.
- **Rewrites** 9th and 10th grade classes allow rewrites per teacher discretion. 11th and 12th grade classes do not ever accept rewrites.
- **Late Work.** City on a Hill does NOT accept late work, except for work completed in assigned homework club by ninth and tenth graders. Students who have EXCUSED absences are expected to turn in all assignments on the day they return. Students with UNEXCUSED absences will only be allowed to make up major assessments and quizzes and they will do this in homework club the day they return.

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
- writing

Proficiencies

- oral
- content
- writing

Students must earn at least a 70% average in coursework and the written and oral proficiency to earn credit for a 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.

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. Students are required to wear professional dress for all Juries.

	English	Math	Spanish	Science	History
Level 1					Oral
Level 2			Oral		Oral
Level 3		Oral	Oral	Oral	
Level 4					Oral (CP)

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," NYP

A student's final grade for a course is based on the final coursework grade (80% of final grade) and final proficiencies (20% of final grade). The final proficiency grade is composed of at least a written proficiency, but could also include an oral proficiency (jury) and/or a final paper, depending on the course. The specific proficiency information is published in each course's syllabus that is distributed to students at the beginning of each course.

ABSENCE and TARDINESS

Students who have missed more than 10 days of school (due to non-excused absence, skipping or tardiness) may lose academic credit in all classes for the year.

HOW TO EARN CREDIT

Passing Classes

Pass all the requirements for a course at City on a Hill with at least a 70%.

Offsite/Online Classes

Take a summer or term-length class approved by City on a Hill administration and pass all of City on a Hill's proficiencies for the comparable course. If a course is taken online or at a different school, City on a Hill can take the school's final exam and grade as the City on a Hill final proficiency.

City on a Hill Summer Credit Recovery

To be eligible for credit recovery at City on a Hill a student must have earned a B- or higher in the previous course and must have a recommendation from their teacher. The principal will make the final determination on credit recovery eligibility. Students who successfully pass credit recovery in the summer earn their grade for the Credit Recovery course on their transcript. They must pass both coursework and the final proficiency to receive credit.

Placement Testing

Students are given an opportunity to take a placement test and test up a level in a particular subject. If a student tests up into a higher-level class during Freshman Academy, they will receive an "A" on their transcript for the class they "skipped" or tested out of. For example, if a student tests into Advanced Algebra, they will receive an "A" for testing out of Algebra since they were highly skilled in Algebra in 8th grade.

Repeaters and Baselines

Students who are repeating a class **MAY** move up to the next course in the sequence if the student earns a 75% on the baseline or higher and has the permission of the Lead Teacher, the new teacher, and the Principal or Vice Principal. The student will then earn a C- on their transcript for this class.

GRADUATION POLICIES AND ELIGIBILITY

To qualify for graduation students must complete all required courses for City on a Hill 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. City on a Hill 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.**

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. 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

SUMMER SCHOOL POLICIES AND ELIGIBILITY

Because City on a Hill has limited capacity for summer school, only students with a 60% or more coursework average grade for the year will be given a spot in summer school. Students can be scheduled for at most **three** classes. Pending the principal’s approval, students may complete the coursework requirement in another district, but before a student can be promoted at City on a Hill, he or she must take and pass City on a Hill’s proficiencies for that class.

Summer School runs for the first 15 days after the July 4th holiday. Students must physically attend Summer School unless they receive special permission from the Principal. This includes students who have a Summer Enrichment program.

Summer School classes are graded in a uniform way. There are three exams that occur in Summer School and account for 60% of the overall grade. The other 40% is made up of writing classwork, and homework grades.

Diploma B

At City on a Hill there are students who, usually as the result of external circumstances, are in danger of not finishing the City on a Hill academic program and dropping out. The intent of Diploma B is to support these students to earn a high school diploma and avoid dropping out of school. A Diploma B meets the graduation requirements of Massachusetts but it eliminates the option of a student to attend a competitive four-year college. A student who earns a Diploma B will be eligible for community colleges and some four-year colleges.

Diploma B is a choice. If the principal recommends that a student is eligible for a Diploma B, the principal and the college counseling team must meet with the student and the family and discuss the option. A family must choose Diploma B, it cannot be forced without family consent.

Examples of student scenarios eligible for Diploma B:

- 18-year-old student still in many 10th grade classes, thus still two years from graduation.
- Students on track to repeat 11th grade for a third time.

Diploma B should be rare exception for an extreme circumstance. It should not be used for a student who is highly capable but is just not applying themselves; for a student with a diagnosed disability as part of their IEP; for any student during their first or second year -- a new student can never be labeled as a Diploma B student. A Diploma B student can only be identified after significant academic performance and a verified and stabilized unique experience that is probably pushing a student to drop out.

A Diploma B student will still attend a modified senior seminar and apply to a two-year college. A Diploma B student is not automatically eligible for walking at Graduation unless a Principal determines they should walk in the ceremony.

Diploma B Graduation Requirements

Diploma B graduation requirements:

- Pass the English, Math, and Science portions of the MCAS
- Four Years of English
- Four Years of Math

- Three Years of History
- Three Years of Science
- Four Years of activity block PE requirement
- Senior Seminar Diploma B Curriculum

A City on a Hill diploma will not designate that the student is diploma B; the explanation will be on a student's transcript.

Diploma B Requirements

- Principal Recommendation
- Chief Academic Officer Approval

Diploma B Recommendation & Implementation Process

1. College Counselor or Advisor meets with Principal to present student scenario and schedule for completing City on a Hill with a Diploma B.
2. Principal approves recommendation and sends to CAO for approval.
3. If CAO approves, Principal sets up a meeting with the student, family, advisor, and College Counselor to give families the choice between 4-year college track (traditional City on a Hill diploma) and 2-year college track (Diploma B).
4. If family/student approves, the school moves forward with the plan. At the end of each online/offsite course, the College Counselor sets up the final proficiency administration and arranges grading for the assessment. If no online/offsite classes are required, this step can be skipped along with step #5.
5. If the class is passed, the College Counselor will reach out to the Data Coordinator to have the class and credit added to the student's transcript.
6. The Data Coordinator will then seek approval for Diploma B designation on transcript from the CAO.
7. The CAO will let the College Counselor know to add this student to the Senior Tracker. The Principal determines whether the student is eligible to walk at Graduation.

Open Accelerated Program

Students at some campuses are given an opportunity to take an Open Accelerated course (OAP). Students earning a "B" (84%) or higher at the end of Quarter 1 will be invited to join the Open Accelerated Program. Students enrolled in the program will complete additional assessments at the teacher's discretion for .4 bump in the grade points earned at the end of the year. This will show up on their transcript as an "accelerated" class as well as increase their cumulative GPA if students are successful. Taking accelerated classes shows colleges that students are taking on rigorous coursework. Students and their parent/guardian must sign a contract of understanding for enrollment. Once a student is enrolled, they may not drop the program.

Advanced Placement Classes

City on a Hill offers a variety of Advanced Placement classes, depending on the campus. Students are given a 1.0 bump in the grade points earned at the end of the year. At some City on a Hill campuses, students who take the AP exam do not have to take their final exam for the course, with the exception of a small number of students who may not take the AP exam because they are receiving modified exams. In this case, students must take the final exam for the course, have approval from the teacher, and lose the AP designation on their transcript.

Dual Enrollment

Students are given opportunities to complete dual enrollment classes at a variety of university partners. Students must be approved to complete a dual enrollment class by their college counselor or Principal. Students earn credit at both City on a Hill and at the university where the class occurs. Students earn the grade they earn for the class with a 1.0 bump. If a student fails the class, the student must retake another dual enrollment class. If they take a class Pass/Fail, City on a Hill will put their numeric grade earned on the transcript. If a student withdraws, they must enroll in a dual enrollment class next semester unless they are given special permission from the Principal. If the university partner withdraws the student, the student will not be permitted to enroll in dual enrollment classes without special permission from the university and the school Principal.

Field Trips

In order to be eligible for a field trip at City on a Hill, students need to be in good academic and behavioral standing during the school year. A student can be ineligible for a field trip for any of the following reasons (as decided by City on a Hill's administration or the teachers running the trip):

1. Student has been suspended from school.
2. Student has been referred to the Deans' Office multiple times during the school year.
3. Student has close to or exceeded the number of unexcused absences allowed in a given school year.
4. Student is not passing their classes with a 70% or better at any time leading up to the trip.
5. Student has excessive tardies.
6. Student has been removed from school or their home for mental health reasons.
7. Other additional extenuating circumstances as determined by the principal.

If a student is ineligible for a field trip, this **MUST** be communicated to families (in writing) at least two weeks prior to the trip.

Standardized Tests

The tests students may take are **ACT Practice Test, MCAS, AP, and ACT**. We urge parents/guardians to purchase an ACT preparation book for their children. Scoring well on these tests can help students get into college and win scholarships.

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/Common Core.
- 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) Three Pillars: Academic Performance, Leadership, Citizenship:** Advisors prepare students to demonstrate proficiency in these three areas.

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 required to get a library card from the city public library. All City on a Hill students get a Public Library card and are taken to the local branch to learn to use the research facilities.

City on a Hill has at least 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 the textbook they signed out at the beginning of the course in the same condition in which they received it 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.

School Rules and Expectations

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 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 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 or 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 for further consideration. We invite parents/guardians and members of the public to attend.

Extracurricular Activities and Sports

City on a Hill Public Schools does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, transgender status, gender transitioning, age, national origin (ancestry), disability, homelessness, marital status, sexual orientation, or military status, in any of its programs, activities or operations. These include, but are not limited to, equal access to programs and activities.

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

Age: The Charter School league rule is that you must be 19 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 City on a Hill'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.

General School Rules

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.

Leaving Campus

Students are not permitted to leave campus without approval from an administrator. If a student leaves campus, the Main Office will alert the Principal and call home. In some cases, the Principal may elect to also call the police.

Teachers are not permitted to take their classes off campus without approval from the Principal. If teachers are taking students off campus, they MUST follow the field trip policy.

Teachers are not permitted to hold classes outside of the school building without getting the Principal's approval two days in advance of the requested day.

Ordering Lunch and Other Items to School

Students are NEVER permitted to order lunch or any other item and have it delivered to school. If something is delivered, the Dean's Office will confiscate and the item will not be returned. Parents can drop off food or other items (like homework, books, sports equipment, etc.) to the Main Office and the Office Manager will deliver to the student.

Plagiarism

Plagiarism is a form of cheating. Whether on purpose or accidental, plagiarism is a serious and punishable offense. 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

The consequences for plagiarism are as follows:

1st offense: Call home to families and a 0 for the assignment. This applies to ANY assignment, including a proficiency or an interim assessment.

2nd offense: Serious Principal meeting and student is put on a contract explaining that the final consequence is loss of academic credit.

3rd offense: Loss of academic credit, at the discretion of the Principal.

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.

<p>Acceptable Use of Technology:</p> <ul style="list-style-type: none">• Research for school assignment• Word processing or database software for a school assignment• Educational application	<p>Unacceptable Use of Technology:</p> <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• Cyberbullying (See "Bullying Prevention and Intervention" for a description.)
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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.

Cell Phone Policy – school policy

This year, to facilitate responsible cell phone use, we will be incorporating a system called Yondr to secure the items. Every student will be issued a Yondr case at the beginning of the day and will return it when they exit the building.

How does the Yondr pouch work?

Yondr is simple pouch that will temporarily lock once you place your phone in it and will unlock at the end of the day. Yondr allows you to stay in possession of your phone, but takes away the urge of constantly looking at it, texting in the moment, monitoring social media or calling friends in another class. The Yondr process is simple.

At Morning Arrival:

- You will turn off your phone and lock it in the Yondr case assigned to you.

During the school day:

- Your Yondr and your phone will not be visible at any time.

At Dismissal:

- You will tap the Yondr on an unlocking station, take out your phone and store your Yondr in a hamper for use the next day.

The following consequences will go into effect if a student does not follow the cell phone policy.

First Offense ~ the device will be held in the Deans' Office until the end of the day.

Second Offense ~ the device will remain in the Deans' Office until it is picked up by a parent/guardian.

Third Offense ~ the device will remain in the Deans' Office until it is picked up by a parent/guardian, and a there will be a Principal meeting

Please note that City on a Hill and its staff are not responsible for loss, theft, or damage to any student's cell phone.

Fire Drills/Safety 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 to either remain in the classroom or exit the building.
2. Stay with the class.
3. Exit directly according to instruction.
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 face disciplinary action.

Bullying Prevention and Intervention

City on a Hill Charter Public School will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to restore a safe learning environment for students who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying.

City on a Hill Charter Public School's bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying, cyberbullying and retaliation that may compromise the safe learning environment for any student. City on a Hill is committed to working with students, staff, families, law enforcement agencies, and the community to address and prevent bullying and harassment within our school. In consultation with these constituencies, we have established this Bullying Prevention and Intervention Plan for preventing, intervening and responding to incidents of bullying, cyberbullying, and retaliation.

For more information on bullying, please see the Appendix.

Communication with Students and Families

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). 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.

Community Portal. The Community Portal is a family-based web portal where an authorized user will be able to see the status of students registered at City on a Hill. The Community Portal grants families access to each students' attendance record, behavior record, and course list.

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 school calendars. To access your school's calendar, you can contact the Main Office or view on the City on a Hill website.

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
- Proof of completion of the eighth grade
- Field trip form

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 CEO. It consists of two family representatives (elected by the Family 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 CEO 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 CEO Erica Brown.

Proposals. Any parents/guardian, students, or faculty members may present formal proposals to the Principal 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 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 a Principal and Vice Principal. The Principal reports directly to the CEO and the CEO 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. For academic concerns, appeal to the Lead Teacher of the academic department. Appeal to 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. Contact the Main Office to arrange a meeting with Principal.
4. Appeal to the Chief Academic Officer in writing. You can address a letter to Chief Academic Officer, 15 Allerton St Roxbury, MA 02119 Please be as specific as possible and include the results of your communication in the first two steps.
5. Appeal to the CEO/CEO and Board of Trustees in writing. You can address a letter to CEO 15 Allerton St 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 CEO has already decided on.

Permission Slips

Field Trips We ask that families 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. Parents/guardians may give verbal permission to a City on a Hill staff member before leaving on a field trip.

Media/Publicity. We ask that parents/guardians 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.

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

School Policy Substance Use Prevention/ Opioid Screening

City on a Hill Offers guidance and recommendations to assist students and families with the effective substance use prevention and abuse support and guidance through education in advisory and student seminar. All students will experience substance abuse training in Health Class and will have access to a counselor and nurse. All students will experience Opioid and Substance Use Screening and if identified receive support accordingly.

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:

City on a Hill Public Schools does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, transgender status, gender transitioning, age, national origin (ancestry), disability, homelessness, marital status, sexual orientation, or military status, in any of its programs, activities or operations. These include, but are not limited to, equal access to programs and activities 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 scheduled 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.

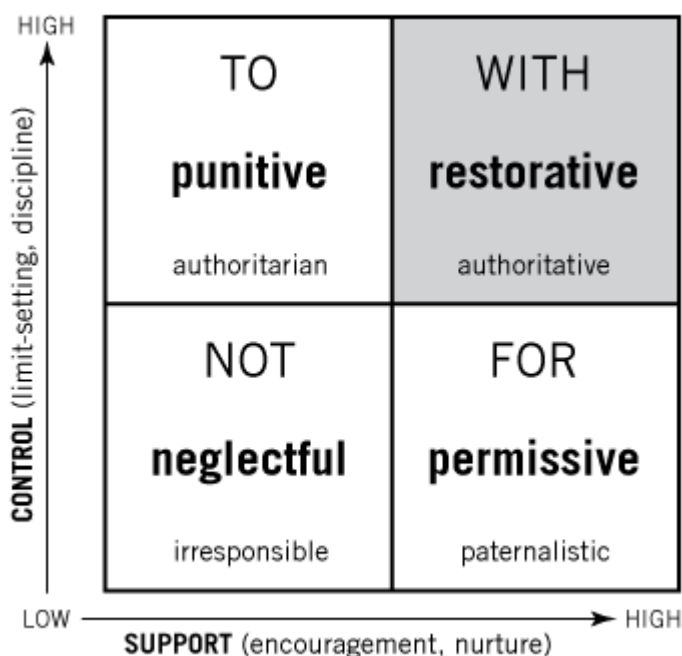
Sportsmanship & Citizenship: All City on a Hill community members are expected to adhere to City on a Hill's code of citizenship whenever they represent the school, including during athletic competitions. All school rules apply both to players and spectators at athletic events. Specifically, the MCSAO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

Restorative Justice

City on a Hill is adopting a restorative approach to school culture and student discipline. This approach combines the need to hold students accountable for their behavior with a nurturing, supportive learning environment in which adults encourage students to learn from their mistakes and continue to grow. It emphasizes disciplinary interventions that are not simply punitive, but supportive. We aim to help students develop the social, emotional and non-cognitive skills they need to develop and maintain positive relationships with peers and adults in our school and our community. A restorative approach is neither permissive (supportive without accountability) nor punitive (accountability without support). Being a restorative school means that we seek to maintain high expectations and accountability for student behavior while providing a learning environment that helps students meet those expectations.



Key components of our restorative approach to school discipline include:

- Clear behavioral expectations for students
- Opportunities for students to learn about and practice meeting those expectations
- Training and support for staff so that they can effectively encourage positive behavior and support students who are not meeting those expectations
- School-wide practices and procedures for supporting students who are not meeting expectations that both hold students accountable for their behavior and help students learn from their mistakes.

Discipline and Student Responsibilities

At City on a Hill, all discipline issues are taken very seriously. Every serious discipline issue will involve an investigation and due process by a City on a Hill administrator such as a Dean, a Vice Principal, or the Principal. The student and the student's family are involved in the process of analyzing the situation according to the following protocol. It is the responsibility of students and families to know the City on a Hill Discipline Procedures.

Detention

Detention occurs at scheduled times every day; see the daily attendance schedule for the specific time and location. No talking is allowed and students must be doing academic work. 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 a referral to the Deans' Office.

Rollover Policy Unserved detentions and double detentions (which happen when students are dismissed from school early) will roll over and must be served the next day. If detentions are not served by the end of the week, the student will be referred to the Deans' Office. When a student reaches 5 unserved detentions they will be referred to the Deans' Office and a parent meeting will be scheduled.

Being Sent to the Dean or Administrator

The following behaviors will result in a student being sent to the Deans' Office. The Dean will make a decision about the appropriate consequence after conducting a thorough investigation of the situation.

The table below lists examples of behaviors for each Offense Level (please note that this is not a complete list of behaviors). The Deans' Office reserves the right to assign a behavior to an Offense Level and then assign a consequence.

Level 1 Offenses are minor disruptions to the learning environment. The possible consequences for Level 1 Offenses are (but not limited to) demerit, detention, or a call home.

Level 2 Offenses are serious disruptions to the learning environment. The possible consequences for Level 2 Offenses are (but not limited to) detention, double detention, a call home, Deans/Principal meeting, student send home, or suspension.

Level 3 Offenses are criminal, threatening, or dangerous behaviors. The possible consequences for Level 3 Offenses are (but not limited to) Deans/Principal meeting, student send home, suspension, and disciplinary hearing.

Level 1 Offenses
Not following directions
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.)
Not wearing a uniform (Wearing a coat, sweatshirt, or non-City on a Hill cardigan or wearing boots or sneakers)
Yelling or shouting in class and in the hallway
5 minutes or more late to class without a pass
Level 2 Offenses
Acting inappropriately towards an adult
Horseplay (includes, but limited to, hitting/kicking/wrestling other students, play fighting, and running)
Arguing about demerits
Repeated disruptions of the learning environment
Insubordination (Refusing specific, reasonable instructions (such as saying no, walking away, or repeating an inappropriate behavior) of an adult is insubordination. Some examples of insubordination are: refusing to hand over 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.)
Skippping Detention
Repeated Level 1 Offenses
Level 3 Offenses
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
Stealing/Theft
Bullying
Smoking or smoking related products including but not limited to, e-cigarettes, e-cigarette or cigarette paraphernalia, etc.
Setting a fire
Vandalism, graffiti, or destruction of property
Sexual harassment or other forms of harassment
Hazing
Sexual activity on campus
False alarm/bomb scare
Gross misconduct
Forgery/Fraud
Hacking
Threatening language or behavior/Fighting (Threatening the physical or emotional safety of any student is not tolerated, even if the student is "only kidding.")
<ul style="list-style-type: none"> This includes physical altercations that occur on or off campus.

- This includes threatening language or behavior on or off campus (for example: posting threats any form of social media).

Repeated Level 2 Offenses

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.

School-wide Discipline System: Behavior/Consequence Matrix

Demerit Send-Earning Consequences

Behavior	Where it occurs?	Teacher Consequence	Deans Consequence
<ul style="list-style-type: none"> • Late to Class (within 5 minutes from start of class) • Talking/Not Following Directions • Inappropriate Language • Food/Beverages 	<p>In the classroom</p> <p>Anywhere in school</p>	<ul style="list-style-type: none"> • Demerit 	<ul style="list-style-type: none"> • 5/more demerits in a day = detention • Mediation w/ the teacher
<ul style="list-style-type: none"> • Late to class (5-10 minutes late) • Repeated tardiness • Repeated inappropriate language (3 in a class) 	In the classroom	<ul style="list-style-type: none"> • Late = demerit & call home • Repeated offenses = send to deans office 	Mediation w/ the teacher or; detention and call home or; call home and Restorative Project or; Parent Meeting/Loss of Privileges

Dean Send-Earning Behaviors

Behavior	Where it occurs?	Teacher Consequence	Deans Consequence
<ul style="list-style-type: none"> • Excessively Late to Class (10 minutes from the start of class) • Skipping Classes • Skipping Detention 	Outside of the classroom	Send to dean's office	<ol style="list-style-type: none"> 1. Detention and Call Home 2. Call Home and Restorative Project 3. Parent meeting/Loss of Privileges, etc <p>* Could also involve peer mediation in the process.</p>
Threatening or Aggressive Language or Behavior (to other students or staff)	Anywhere in school or at school events	Send to dean's office	<ol style="list-style-type: none"> 1. Call Home 2. Detention and Call Home 3. Call Home and Restorative Project 4. Parent meeting/Loss of Privileges, etc <p>* Could also involve (peer) mediation.</p>
Derogatory Language (language that violates someone's Civil Rights)	Anywhere in school or at school events	Send to dean's office	<ol style="list-style-type: none"> 1. Call Home 2. Detention and Call Home 3. Call Home and Restorative Project 4. Parent meeting/Loss of Privileges, etc. <p>* Could also involve peer mediation.</p>
Horseplay	Anywhere in school or at school events	Send to dean's office	<ol style="list-style-type: none"> 1. Call Home 2. Detention and Call Home 3. Call Home and Restorative Project

			4. Parent meeting/Loss of Privileges, etc. * Could also involve peer mediation.
Inappropriate Towards an Adult or Insubordination	Anywhere in school or at school events	Send to dean's office	<ul style="list-style-type: none"> • Mediation w/ the Teacher or; • Parent Meeting or; • Restorative Project or; • In School Suspension or; • Out of School Suspension
Stealing, theft, vandalism, or destruction of property	Anywhere in school or at school events	Send to dean's office	<ul style="list-style-type: none"> • Restorative Project or; • In School Suspension or; • Out of School Suspension.
Being physically unsafe to yourself or others. Includes: <ul style="list-style-type: none"> • verbal and physical altercations • sexual or other harassment • specific threatening language • bullying • weapon or drug possession 	Anywhere in school or at school events	Send to dean's office	<ul style="list-style-type: none"> • Peer Mediation or; • Restorative Project or; • In School Suspension or; • Out of School Suspension or; • Expulsion

Out of School Suspension (OSS)

An Out of School Suspension is defined as a disciplinary removal for at least half of the school day from the student's regularly scheduled school activities. 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. 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 Police may be called for his/her removal.

Parent/Guardian Meeting (Re-entry meeting or Principal Meeting)

At City on a Hill, we believe that the most impactful way to re-engage a student who has recently participated in a suspension is for the student, the student's family, and a school leader to participate in a re-entry or principal meeting. The purpose of the meeting is to discuss the undesirable behavior or rule that was broken, the resulting discipline, and the action plan moving forward to help ensure that the student engages in productive behavior(s) moving forward. This meeting also provides the opportunity to ensure that support mechanisms are in place for the school to partner with the student and the student's family to achieve success. Students and families are strongly encouraged to participate. Meetings can be scheduled to fit a parent/guardian's schedule before, after, or during school.

Behavior Contracts and Notices

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 recommendation for intervention and potential discipline, which may include suspension, depending on the student's conduct. Students and parents/guardians may also be given notice alerting the student and parent/guardian that if the described behaviors continue. Notices do not need to be signed in order to go into effect.

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

City on a Hill Electronics Policy/Cell Phone Use

Cell phones/electronic devices and their use have become a huge issue at City on a Hill High School. In order to respect the important work of the classroom and the teaching and learning environment, this document is to clarify the rule surrounding a new cell phone/electronic devices policy for the school.

This year, to facilitate responsible cell phone use, we will be incorporating a system called Yondr to secure the items. Every student will be issued a Yondr case at the beginning of the day and will return it when they exit the building.

How does the Yondr pouch work?

Yondr is simple pouch that will temporarily lock once you place your phone in it and will unlock at the end of the day. Yondr allows you to stay in possession of your phone, but takes away the urge of constantly looking at it, texting in the moment, monitoring social media or calling friends in another class. The Yondr process is simple.

At Morning Arrival:

- You will turn off your phone and lock it in the Yondr case assigned to you.

During the school day:

- Your Yondr and your phone will not be visible at any time.

At Dismissal:

- You will tap the Yondr on an unlocking station, take out your phone and store your Yondr in a hamper for use the next day.

Frequently Asked Questions:

- **What if I lose or damage the case?** You are responsible for your Yondr. As with all school-issued property, you will be held accountable for replacing it if it is not returned in its original condition.
- **What if my phone goes off while it is in the case?** You will be sent to the Dean's Office to turn off the phone and then sent back to class
- **What if I have the case on my desk but I'm not using it?** If your Yondr is out you will be asked to place it in a secure place where it cannot be seen (i.e. Bag).
- **What if I have to leave early?** The Front Desk will have an unlocking station available for students who have a pass to leave the building.
- **How will I communicate with caregiver(s) during the day?** In the event of an emergency, students have a couple of options. They can ask to go to the Dean's Office to unlock and use their phone to call a parent/caregiver; or the student can request permission from a staff member to use a school phone. Parent's/Caregivers can call the school office at 617-445-1515 and their message will be relayed to the student right away.
- **What if I come late and nobody gives me a case at the door ?** You will report to the Front Desk to get your late pass and place your phone in the Yondr given to you by a staff member.

Yondr cases are school property and City on a Hill is a distraction-free environment. Students who violate this policy will face consequences. We thank you for your cooperation and participation to help us create a safe and secure educational environment so our students can develop the necessary social and learning skills to be engaged, positive contributing members of our community.

The following consequences will go into effect if a student does not follow the cell phone policy.

First Offense ~ the device will be held in the Deans' Office until the end of the day.

Second Offense ~ the device will remain in the Deans' Office until it is picked up by a parent/guardian.

Third Offense ~ the device will remain in the Deans' Office until it is picked up by a parent/guardian, and there will be a Principal meeting

Please note that City on a Hill and its staff are not responsible for loss, theft, or damage to any student's cell phone.

Suspension Procedure

In-School Suspension (other than Emergency Removal)

In-school suspension is when a student is removed from regular classroom activities, but not from the school premises, as a result of his or her conduct. In-school suspension is rarely used at City on a Hill; in the case that a student faces an out of school suspension, s/he may be in school suspended pending a disciplinary hearing. If a student faces in-school suspension for more than ten (10) school days, consecutively or cumulatively during the school year, the procedures governing long-term suspension (see below) will be followed.

In such cases the Principal is required to inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the incident. On the same day the in-school suspension is imposed, the Principal must make reasonable efforts to notify the parents/guardians of the disciplinary offense, the reasons for concluding that the student committed the offense, and the consequence. The Principal shall also invite the parent to a meeting to discuss the student's behavior, or at least make and document two attempts to do so.

Out-of-School Suspension (other than Emergency Removal)

There are two kinds of out-of-school suspensions. A **short-term out-of-school suspension** means the removal of a student from the school premises and regular classroom activities for no more than ten (10) consecutive or cumulative school days. A **long-term out-of-school suspension** means the removal of a student from the school premises and regular classroom for more than ten (10) consecutive or cumulative school days.

The Principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent with verbal and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in the hearing.

Out-of-School Suspension Notice of Student and Family Rights

*This section governs notice rights regarding all student offenses that may be subject to short- or long-term suspensions that do not involve dangerous instruments, controlled substances, assault on school staff, felony or felony delinquency charges, and/or felony delinquency findings or admissions, all of which are governed by G.L. C.71 §§37H and 37H½, as detailed below.

Student disciplinary offenses resulting in removal from the classroom (i.e., suspensions and expulsions) are subject to due process procedures, including notices, hearings, appeals, and educational services during removals. The following sections provide you with information about these rights.

The Principal is required to provide this verbal and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice must set forth the following information:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the Principal, the student's short and long term suspension hearing rights and the right to appeal the Principal's decision to the CEO (see below).

The Principal is required to make and document reasonable efforts to notify the parent verbally of the opportunity to attend the hearing. The Principal is presumed to have made reasonable efforts, and therefore may conduct a hearing without the parent present, if the Principal has sent written notice (by hand delivery, first-class mail, certified mail, email, or any other method of delivery agreed to by the Principal and parent) and has documented at least two attempts to contact the parent in the manner specified by the parent for emergency notification.

Please note that students have the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense, at any and all hearings concerning student discipline. If a student or parent wishes to bring an attorney to any hearing or meeting at the school, City on a Hill must be informed immediately. If a student fails to inform the school prior to bringing an attorney to a hearing, and City on a Hill's attorney is not present, then City on a Hill will exercise its right to cancel and reschedule the meeting to ensure that its attorney can attend. This rescheduling may delay the hearing or meeting, and if so, the child's disciplinary removal will be extended until a decision is rendered following the rescheduled hearing or meeting. City of a Hill hereby notifies each student and parent that the School may have its legal counsel present at any hearings and meetings involving student discipline.

In every case of student misconduct for which suspension may be imposed, the Principal is required to exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. The following section outlines student and parent rights when the Principal is considering and/or decides to implement a removal from school as a consequence for student misconduct.

Students who are suspended under this section are entitled to receive educational services during the period of suspension or expulsion under City on a Hill's Education Service Plan, which is described below in Section D. If the student withdraws from the City on a Hill and/or moves to another school district during the period of suspension, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

Short-Term Suspension Hearing Rights

This section governs hearing rights for students facing short-term suspension. Short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less.

The purpose of the hearing with the Principal is for the Principal to hear and consider information regarding the alleged incident; provide the student an opportunity to dispute the charges and explain the circumstances of the alleged incident; and determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the Principal is required to discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and parent both shall have an opportunity to present and offer information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate. Based on the available information, including mitigating circumstances, the Principal shall

determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal is required to provide written notification to the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal.

Long Term Suspension: Hearings and Appeals

Hearing Rights

This section governs hearing rights for students facing long-term suspension. Long term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

The purpose of the long-term suspension hearing is the same as the purpose of a short-term suspension hearing. At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights during a long-term suspension hearing:

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

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

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

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the Principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the Principal's decision to the CEO (only if the Principal has imposed a long-term suspension). Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
 - a. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the CEO within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the CEO an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - b. the long-term suspension will remain in effect unless and until the CEO decides to reverse the Principal's determination on appeal.

Appeals of Long Term Suspension

A student who is placed on long-term suspension following a hearing with the Principal has the right to appeal the Principal's decision to the CEO.

In order to appeal the Principal's decision to impose a long-term suspension, the student or parent must file a notice of appeal with the CEO within five calendar days of the effective date of the long-term suspension (in the alternative, within five calendar days of the effective date of the long-term suspension the parent may request and receive from the CEO an extension of time for filing the written notice for up to seven additional calendar days). If the appeal is not timely filed, the CEO may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The CEO shall hold the hearing within three school days of the student's request, unless the student or parent requests an extension of up to seven additional calendar days, in which case the CEO shall grant the extension.

The CEO must make a good faith effort to include the parent in the hearing, and will be presumed to have made a good faith effort if he or she has attempted to find a day and time for the hearing that would allow the parent and CEO to participate. The CEO shall send written notice to the parent of the date, time, and location of the hearing.

The CEO will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. An audio recording of the hearing will be made, a copy of which shall be provided to the student or parent upon request.

The student and parent shall have all the rights afforded them at the Principal's hearing for long-term suspension, as detailed above.

The CEO shall issue a written decision within five calendar days of the hearing. If the CEO determines that the student committed the disciplinary offense, the CEO may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the CEO shall be the final decision of the school.

Emergency Removal

In cases of emergency that do not involve either expellable offenses or special needs students facing suspension for 10 or more consecutive school days or constituting a change in placement, the Principal has the authority to remove a student from school temporarily when a student is charged with a disciplinary offense and the Principal determines that the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal is required to notify the CEO immediately in writing of an emergency removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal will

1. make immediate and reasonable efforts to inform the student and parent orally of the emergency removal, the reason for the need for the emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including the potential length of the student's suspension;
2. provide written notice of a hearing with the Principal concerning the proposed suspension with notice of rights to which the student is entitled based on the possible consequence in accordance with state law; and
3. Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

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

Education Services During Removals and School-Wide Education Services Plan

Students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, have the opportunity to make academic progress during the period of suspension; make up assignments; and earn credits missed including, but not limited to, homework, quizzes, tests, and projects missed.

City on a Hill has developed a school-wide Education Service Plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed.

City on a Hill's Education Service Plan is subject to change, and may include, but is not limited to, tutoring, alternative placement, independent study, and video conferencing.

If City on a Hill expels a student or suspends a student for more than 10 consecutive school days, City on a Hill is required to provide the student and the parent of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent, the School shall facilitate and verify enrollment in the service.

Service Options for students suspended from 10 or more school days (Please note, may be updated throughout the year based on availability of options):

- Tutoring
- Independent study projects for class credit
- Alternative placement

Expulsion

Expulsion is defined as the exclusion from City on a Hill on a permanent basis at the discretion of the Principal. Massachusetts law provides the principal with the authority to expel students without Board involvement for the following behavioral infractions:

- Possessing a dangerous weapon including but not limited to a knife or a gun;
- Possessing a controlled substance as defined in M. G. L. c. 94C including, but not limited to illegal drugs (e.g. marijuana) and prescription medication;
- Assaulting educational personnel;
- Being convicted of a felony or being found guilty of committing a felony either by admissions or adjudication; or
- A serious case, which is defined as involving the possession or use of illegal substances or weapons, assault, vandalism, or violation of a student's civil rights. In practice, the decision to suspend rather than expel in serious cases may depend on whether the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

In addition to the above infractions, violations of applicable state or federal laws or ordinances may be handled in cooperation with the local police department as authorized by law.

Expulsion Procedure

This policy governs procedures relating to conduct that may result in expulsion. Students who are expelled under this section are entitled to receive educational services during the period of suspension or expulsion under City on a Hill's Education Service Plan, which is described below. If the student withdraws from the City on a Hill and/or moves to another school during the period of expulsion, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

Notice for Students and Parents/Guardians Facing Expulsion for Possession of Dangerous Weapon or Controlled Substances, or Assault on Educational Staff (under G.L. c. 71, s. 37H)

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous instrument, including, but not limited to, a gun or a knife, may be subject to expulsion from

the school by the Principal. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school by the Principal. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the School by the Principal. Any student who is charged with any of the misconduct detailed above has an opportunity for a hearing before the Principal with his or her parent or guardian. Prior to the hearing and prior to the expulsion taking effect, the student shall receive written notice of the student's right to a hearing with the principal. The notice shall including the date, time, and location of the hearing. The student's parent or guardian will be present at the hearing. At the hearing, the student may have representation at his or her own expense, the opportunity to present evidence and witnesses at said hearing before the Principal, and the right to confront and cross examine witnesses presented by the school. After said hearing, the Principal may, in her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have committed the misconduct detailed above. Before the expulsion takes effect, the student shall receive written notice of the charges and of the reasons and evidence for expulsion. If the principal decides to expel the student after the hearing, the principal shall give written notification at the hearing to student and parent of student of the right to appeal, the process for appealing the expulsion and of the opportunity to receive educational services. The expulsion shall remain in effect prior to any appeal hearing conducted by the CEO.

Any student who has been expelled pursuant to GL c. 71 §37H shall have the right to appeal to the CEO. The expelled student shall have ten days from the date of the expulsion in which to notify the CEO of his or her appeal. The superintendent shall hold a hearing with the student and the student's parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, the right to counsel and the right to confront and cross examine witnesses presented by the school. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

Notice for Students and Parents/Guardians Facing Suspension or Expulsion Relating to Criminal or Felony Delinquency Changes, Findings, or Admission (G.L. c. 71, s. 37H ½)

This section applies to student misconduct that may result in suspension or expulsion arising out of student criminal or felony delinquency charges, findings, or admissions.

Expulsion Following Felony Adjudication or Admission

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

Any student who is charged with any of the misconduct detailed above has an opportunity for a hearing before the Principal with his or her parent or guardian. Prior to the hearing and prior to the expulsion taking effect, the student shall receive written notice of the student's right to a hearing with the principal. The notice shall including the date, time, and location of the hearing. The student's parent or guardian will be present at the hearing. At the hearing, the student may have representation at his or her own expense, the opportunity to present evidence and witnesses at said hearing before the Principal, and the right to confront and cross examine witnesses presented by the school. After said hearing, the Principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have committed the misconduct detailed above. Before the expulsion takes effect, the student shall receive written notice of the charges and of the reasons and evidence for expulsion. If the principal decides to expel the student after the hearing, the principal shall give written notification at the hearing to student and parent of student of

the right to appeal, the process for appealing the expulsion and of the opportunity to receive educational services. The expulsion shall remain in effect prior to any appeal hearing conducted by the CEO.

Any student who has been expelled from School pursuant to GL c. 71 §37H ½ shall have the right to appeal to the CEO. The student shall notify the CEO, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The CEO shall hold a hearing with the student and the student's parent within three calendar days of the request. At the hearing, the student shall have the right to present oral and written testimony on his or her behalf, the right to counsel, and the right to confront and cross examine witnesses presented by the school. The CEO shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The CEO shall render a decision on the appeal within five calendar days of the hearing. The CEO's decision shall be the final decision of the school with regard to the expulsion.

Educational Services After Expulsion and School-Wide Education Services Plan

Students who are expelled from school for 10 or fewer consecutive days, whether in or out of school, have the opportunity to make academic progress during the period of suspension; make up assignments; and earn credits missed including, but not limited to, homework, quizzes, tests, and projects missed.

City on a Hill has developed a school-wide Education Service Plan for all students who are expelled from school. Principals shall ensure these students have an opportunity to make academic progress during the period of expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed.

City on a Hill's Education Service Plan is subject to change, and may include, but is not limited to, tutoring, alternative placement, independent study, and video conferencing.

If City on a Hill expels a student for more than 10 consecutive school days, City on a Hill is required to provide the student and the parent of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent, the School shall facilitate and verify enrollment in the service.

Service Options for students:

- Tutoring
- Independent study projects for class credit
- Alternative placement

Discipline of Student With Special Needs

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to due process protections afforded to all students under applicable federal and state laws, the IDEA, Section 504 and relevant regulations require that additional provisions may be made for students who have been found eligible for special education services or who the school knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline. The following procedures apply to the discipline of students with disabilities:

1. The Individualized Education Plan (IEP) for every student eligible for special education and related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether and how the code should be modified to address the student's individual needs.
2. Before a student with a disability can be excluded from the school for more than ten (10) school days in a given school year or subjected to a pattern of removal constituting a "change of placement," the IEP Team (which may include the building administrators, the parent(s) and relevant members) will meet in a so-called "Manifestation Determination" meeting to determine the relationship between the student's disability and the behavior. The purpose of the Manifestation Determination meeting is to determine whether the conduct in question was caused by or had a direct and substantial relationship to the student's disability, OR whether the conduct in question was the direct result of the school's failure to implement the student's IEP.

3. If the IEP Team determines that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students, as set forth in this handbook, but will continue to provide a free appropriate public education to the student. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment. When appropriate, consideration in reviewing a behavior intervention plan or performing a functional behavioral analysis will also be given to students eligible for a 504 plan.

4. If the IEP Team determines that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP Team develops, and the parent's consent to, a new placement or unless the School obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The IEP Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the School may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days without the need for parental consent for this change in placement.

Massachusetts Laws and Legal Rights of Students & Families

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.

Non-discrimination Statement:

City on a Hill Public Schools does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, transgender status, gender transitioning, age, national origin (ancestry), disability, homelessness, marital status, sexual orientation, or military status, in any of its programs, activities or operations. These include, but are not limited to, admissions, equal access to programs and activities, employment, provision of and access to programs and services, as well as selection of volunteers, vendors and employers recruiting at any City on a Hill Public School. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers, subcontractors, and vendors. The following positions at City on a Hill Schools have been designated to handle inquiries regarding the non-discrimination policies: Chief Academic Officer and Deputy Chief Academic Officer.

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.

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.

Zero Tolerance for Known Civil Rights Violations, Required Reporting and Intervention to Stop Harassment

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 Mental Health Counselor. Designated administrators must intervene in ongoing matters of civil rights violations and episodes of wrongful harassment, summoning assistance as necessary.

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.

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.

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 CEO is available to receive reports and complaints of civil rights violations from students, faculty, or staff.

Examples of Civil Rights Violations and Bias Incidents

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

Procedures for Responding to and Investigating Incidents

- 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.
- 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.
- 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.

Potential Consequences for Civil Rights Violations and Failures to Act as Required

- 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.

- 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.

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.

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

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.

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:

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

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.

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 (IEP).

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.

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, which 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 after the 7th suspendible offense for a student with an IEP or after the 3rd suspension for the same offense. A record will be kept of such written notices.
- Short Term Removals: Schools can remove a student 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 student with a disability cannot be long-term suspended (11 days or more) or expelled from school for behavior that is a manifestation of his or her disability (exceptions noted below). Beginning on the 11th school day of a student's disciplinary removal during the school year, and if removal is a change in placement, the student must be provided free appropriate public education (FAPE) services during the period of removal to allow him/her to continue to participate in the general education curriculum and progress towards IEP goals, even if in a different setting.
 - If the conduct that the student is being disciplined for involves the "special circumstances" of weapons, illegal drugs, controlled substances (not alcohol/tobacco), or serious bodily injury, school personnel may remove the student to an interim alternative educational setting (IAES) for up to 45 school days, regardless of the manifestation determination. The IEP Team must determine the IAES.
 - Special circumstances exist if the student:
 - carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency (district); or
 - knowingly possess or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
 - inflicts serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

Change of Placement

A change of placement because of a disciplinary removal occurs if a child with a disability is removed from his/her current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitutes a pattern because:

- the removals total more than 10 school days in a school year;
- the child's behavior is substantially similar to previous incidents that resulted in the series of removals; and
- additional factors such as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another constitute a pattern.

Manifestation Determination

A manifestation determination review is conducted by the district, the parent, and relevant members of the student's Team, after review of all relevant information in the student's file including the IEP, teacher observations, and relevant information provided by the parents/guardians, to determine whether:

- the conduct in question was caused by or had a direct and substantial relationship to the child's disability; or
- the conduct in question was the direct result of the district's failure to implement the student's IEP.

If the action is determined to be a manifestation of a student's disability, a Functional Behavior Analysis (FBA) and a Behavior Intervention Plan (BIP) will follow to address the behavior. If the action is determined to not be a manifestation of a student's disability, appropriate disciplinary action may proceed consistent with policies applied to any student without disabilities, except that the district must still offer:

- services to ensure access to FAPE
- as appropriate, an FBA and BIP to address the behavior so that it does not recur.

School officials must conduct a Manifest Determination review whenever:

- Removal of a student constitutes a change in placement; or
- 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.

Who may file an appeal of a disciplinary decision?

- A parent of a child with a disability who disagrees with any decision regarding the child's disciplinary placement, or the manifestation determination, may appeal the decision by requesting a hearing at the Bureau of Special Education Appeals (BSEA). Reasons for appeal may include but are not limited to disagreement with the student's removal to an interim alternative educational setting, disagreement regarding the manifestation determination, disagreement regarding the determination of whether the removal is a change of placement, disagreement regarding the educational services the student receives during the period of removal, and disagreement regarding the functional behavioral assessment and/or implementation of a behavioral intervention plan.
- An LEA (Local Education Agency) that believes that maintaining the student's current placement is substantially likely to result in injury to the child or others may file a request for hearing at the BSEA.

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, color, religion (creed), gender, gender expression, gender identity, transgender status, gender transitioning, age, national origin (ancestry), disability, homelessness, marital status, sexual orientation, or military status, in any of its programs, activities or operations.

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.

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/Guardian 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 City on a Hill 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 Supporting Students Experiencing Homelessness

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 City on a Hill’s students. If necessary, City on a Hill will work to provide alternate transportation, free uniforms, and other required school supplies, to students who are residing out of the City on a Hill district, but still attending City on a Hill.

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.

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.

Home-Hospital Policy

What is the home-hospital procedure?

This service is provided to City on a Hill students who are unable to attend school due to a certified physical or emotional condition. Home-hospital teaching is provided to a student who is staying home, in a therapeutic center, or in a hospital while convalescing or receiving treatment.

Why is home-hospital teaching provided?

Home-hospital teaching is provided to enable the student to continue academic work and remain current with classroom instruction while absent from school. Home-hospital teaching can also provide a transitional educational service before a student returns to a regular school setting.

Responsibilities of City on a Hill:

- Receive and date verifications and documents related to the need for home-hospital teaching.
- Prepare and submit a referral packet to include a letter specifying the services to be provided to the student.
- Maintain the student on the regular school roll and count the student as present, except when a student is not available for home-hospital teaching services.
- Provide the home-hospital teacher with materials of instruction. This includes books, course outlines, tests/exams, projects, service learning information, and any other material necessary for instruction.
- Determine final grades and what credits are to be awarded.

Responsibilities of the home-hospital teacher:

- The role of the home-hospital teacher is to act as the liaison between the student, the parent, and the school and to help the student remain current with his/her academic program, including all courses needed for graduation.
- Contact the parent/guardian to establish a teaching date and time.
- Contact the student's advisor or someone on the administrative team to request materials.
- Confirm that materials are ready for pick-up with the school's office manager.
- Talk with relevant school staff and gather materials.
- Provide instruction in the areas specified by the student's teachers.
- Contact the student's parents/guardians, advisor, or a member of the administrative team with any questions or concerns.

Responsibilities of the parent/guardian:

- Present to the school verification and documents of the need for home-hospital teaching services.
- Provide a safe environment for home teaching as required.
- Contact the home-hospital teacher in the event that the student is unable to keep a scheduled appointment.
- Contact the advisor and/or a member of the administrative team with any questions or concerns.

Responsibilities of the student:

- Maintain motivation and cooperation with the home teacher.
- Be on time.
- Have necessary books and materials for the teaching session.
- Spend time doing school work.
- Complete all assigned work.
- Demonstrate an attitude of respect toward the home teacher.
- Participate and cooperate with the teacher on completing assigned work.
- Submit completed work to the home-hospital teacher.

Drug and Opioid Verbal Screening

Starting in the 17-18 School Year, City on a Hill Schools will have an Drug and Opioid Verbal Substance Screening protocol according to section 97 of chapter 71 of the General Laws.

As part of City on a Hill's wellness program City on a Hill teaches substance use prevention and about the dangers of substance abuse. All information regarding wellness is shared on the City on a Hill Website: cityonahill.org in the student handbook or related materials. The verbal screening tool will be conducted during a student's first year as part of the health and wellness screening and BMI. Students and families will be provided with the opportunity to opt out of the screening by written notification at any time prior to or during the screening, using a notice and opt out form and the screening results will be reported to the department of public health according to DESE protocol.

Video Monitoring Policy

At our schools, we sometimes use video monitoring to assist in ensuring the safety of our students, teachers, staff, and families. This may occur during, but not be limited to, student discipline investigations or events, or in the context of a restraint.

Social Media Policy

Use of the internet has potential dangers, particularly in the context of social media. At City on a Hill, we believe that our families are critical partners, along with teachers and students, in helping to ensure that students use the internet safely, respectfully, and consistent with the school's Code of Conduct and anti-bullying policy, both inside and out of school. At City on a Hill, we ask that families monitor their student's internet activity, including internet use on all social media platforms, to help ensure that students are safe and engaged in respectful internet use consistent with all school rules and policies.

We encourage our families to read information that the Massachusetts Office of the Attorney General has published on Cyber Crimes and Internet Safety, which is found on the Commonwealth of Massachusetts government website <http://www.mass.gov/ago/public-safety>.

Availability of In-School Programs for Pregnant Students

Concluding school is indispensable for success in life and for academic achievement. For this reason, City on a Hill guarantees that pregnant students have access to the full range of educational opportunities available to all other students. Discrimination or harassment by fellow students, teachers, school administrators, and counselors is forbidden.

City on a Hill does not discriminate against any student or exclude any student from any educational program or activity on the basis of a student's pregnancy, childbirth, termination of pregnancy, or recovery from these conditions.

Pregnant students have the right to remain in their regular or current school program, including in-district special education placements, as well as all extracurricular, internal, interscholastic activities, and graduation programs. Granting the same documentation required for participation and eligibility for all students must be provided.

City on a Hill pregnant students cannot be expelled, suspended, or otherwise excluded from any academic or extracurricular program, or be required to participate in school programs, solely on the basis of the students' pregnancy, childbirth, pregnancy recovery or termination, conditions related to pregnancy, or marital or parental status.

If City on a Hill develops a special program for pregnant students or related to pregnancy in order to educate the students, the participation in these special academic or extracurricular programs is completely voluntary on the part of the student and said programs are offered to non-pregnant students on a completely voluntary basis as well.

City on a Hill allows pregnant students to take part in fitness classes, although the same documentation required for participation for all other students must be provided by the student who is pregnant as well. If a pregnant student is not able to participate in the regular physical education program, City on a Hill may develop an alternative curriculum that will cater to her condition and provide, upon satisfactory completion, her with physical education credit.

City on a Hill will always treat pregnancy as it treats other medical conditions. Services are to be provided to pregnant students in the same manner as services are provided to students with other temporary disabilities.

If a pregnant or parenting student misses school due to pregnancy or medically related conditions (including childbirth, miscarriage, termination of pregnancy, and recovery), the absences shall be considered excused absences upon a physician's note and/or certification; the same manner that is required for all students for absences due to medical conditions.

Upon returning from an excused absence, a pregnant student shall return to City on a Hill with the same status as before the leave began, and will be allowed to complete all assignments and tests missed during the absence that can be reasonably provided. Upon satisfactory completion of such assignments, the student shall be given full credit.

Upon the recommendation of the student's physician, a pregnant student may be granted a leave of absence for as long as it is deemed medically necessary, during which time the student will be entitled to tutoring services comparable to tutoring services provided to students with other temporary disabilities.

Smoking: Tobacco-Free Policy

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

Release of Student Information

Pursuant to 603 CMR 23.07(4)(a), City on a Hill may release the following information without prior consent: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post- high school plans.

Parents/guardians and students have the right to request that this information not be released without prior consent. If you would like to request that this information not be released without your prior consent, please ask for your School Operation Manager at the front desk.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Income, other than as required by law to determine program eligibility.

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

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

Inspect, upon request and before administration or use –

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

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the City on a Hill receives a request for access.

Parents/guardians or eligible students who wish to inspect their child's or their education records should submit to the school operations manager a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents/guardians or eligible students who wish to ask the City on a Hill to amend their child's or their education record should write the school operations manager, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the City on a Hill to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA requires that City on a Hill, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, City on a Hill may disclose appropriately designated "directory information" without written consent, unless you have advised the City on a Hill to the contrary in accordance with City on a Hill procedures. The primary purpose of directory information is to allow the City on a Hill to include information from your child's education records in certain school publications or to allow our partners to contact you. Examples include:

- Vendors and partners who assist us with data analysis and evaluation of our programs (i.e. City on a Hill Foundation, Illuminate, research collaborative projects)
- Advocacy groups such as Families for Excellent Schools or the Massachusetts Charter Association;
- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want City on a Hill to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the City on a Hill in writing by October 1, 2015. City on a Hill has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents/guardians and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents/guardians or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to

the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents/guardians of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Access to Student Records

Log of Access.

- A. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:
1. authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
 2. administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
 3. school nurses who inspect the student health record.
 - a. Access of Eligible Students and Parents/Guardians. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents/guardians as provided in 603 CMR 23.07 (5) Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.
- B. Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents/guardians or eligible student from exercising their right, under federal law, to inspect and review the records.

- C. Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- D. The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- E. The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.
 - 1. Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.
- F. Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.
- G. A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents/guardians a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.
- H. Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
- I. A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.
- J. Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents/guardians; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.
- K. A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.
- L. Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.
- M. Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.
- N. School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.
- O. Access Procedures for Non-Custodial Parents/Guardians. As required by M.G.L. c. 71, § 34H, a non-custodial parent/guardian may have access to the student record in accordance with the following provisions.

- P. A non-custodial parent is eligible to obtain access to the student record unless:
1. the parent/guardian has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. the parent/guardian has been denied visitation, or
 3. the parent/guardian 's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent/guardian.
- Q. The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- R. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- S. Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- T. The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents/guardians. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- U. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Regulatory Authority: 603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

Title I: Highly Qualified Teacher Notification

No Child Left Behind, a federal legislation comprised to improve education systems nationwide, requires local school districts to ensure that all teachers hired to teach core academic subjects in Title I programs are "highly qualified." As a school that receives Title I funds, it is City on a Hill's responsibility to annually notify you of your "right to know" about teacher qualifications at your son or daughter's school. In general a "highly qualified teacher" is one who has passed required Massachusetts Tests for Educator Licensure (MTEL), holds a bachelor's degree, and has demonstrated competence in subject knowledge and teaching. This policy applies only to those teachers who teach the core subjects of English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography.

As a parent/guardian, you may request and receive from City on a Hill, information regarding the professional qualifications of your student's classroom teachers, including:

- a) Whether the teacher possess a Massachusetts teaching license.
- b) Whether a teacher is teaching under emergency or other provisional status.
- c) The baccalaureate degree major of the teacher and any other graduate degree major or certification.

A major objective of No Child Left Behind is to ensure high quality teachers for all students, regardless of race, ethnicity or income, because a well-prepared teacher is vitally important to your child's education. In order to find out about the quality and status of your child's teachers, please contact the principal of your school.

No Idling of Motor Vehicles

Massachusetts General Law chapter 71, section 37H prohibits all operators of school buses and operators of personal motor vehicles from idling vehicles on school grounds or within one hundred (100) feet of school grounds.

AHERA Notice

The AHERA management plan for the City on a Hill's Administrative office, located at 15 Allerton Street, Roxbury, MA 02119 are available for review in the school regional administrative office during normal school hours. Please contact the Chief of Strategy and Operations at (617) 379-5213 or via email at nabraham@cityonahill.org with any questions.

Illegal Activity

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.

Anti-Hazing Policy

Hazing is a crime in Massachusetts and will not be tolerated at City on a Hill. Hazing shall be defined as any method of initiation into a City on a Hill -affiliated organization, whether on or off school grounds, which willfully or recklessly endangers the physical or mental health of any student or other person. Methods of initiation that would be considered hazing 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. The consent of the victim will **not** be considered an acceptable excuse for hazing behavior. Anyone at City on a Hill, student or staff, who witnesses an act of hazing will be expected to immediately report it to the Principal and/or Assistant Principal. Staff involved in hazing will face immediate dismissal. Students involved in hazing will face consequences according to the Code of Conduct. **All incidences of hazing will also be promptly reported to the local police.**

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. Alternatively, bring the matter to the attention of your principal or HR.
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 or HR.
- 6. Please note, you do not need written records to raise any issues to your principal or hr.**

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).

Appendix

Appendix 1: Student Supplies List

SCHOOL UPDATE

9th Grade Supplies List

- 5 1.5-inch binders
- 2 packs of filler loose leaf paper
- 5 packs of dividers (8 per pack) - 40 total
- Pens and erasable pencils
- TI-83, 83Plus, 84, 84Plus Graphing Calculator
- Protractor (for students placed in Geometry)
- Graph Paper
- Highlighters
- Dictionary
- Post-It Notes
- Index Cards (3x5)

10th Grade Supplies List

- 5 1.5-inch binders
- 2 packs of filler loose leaf paper
- 5 packs of dividers (8 per pack) - 40 total
- Pens and erasable pencils
- TI-83, 83Plus, 84, 84Plus Graphing Calculator
- Graph Paper
- Highlighters
- Dictionary
- Post-It Notes
- Index Cards (3x5)

11th Grade Supplies List

- Binders or notebooks according to the specification of each class
- 2 packs of filler loose leaf paper
- Pens and erasable pencils
- TI-83, 83Plus, 84, 84Plus Graphing Calculator
- Graph Paper
- Highlighters
- Dictionary
- Post-It Notes
- Index Cards (3x5)

12th Grade Supplies List

- Binders or notebooks according to the specification of each class
- 2 packs of filler loose leaf paper
- Pens and erasable pencils
- TI-83, 83Plus, 84, 84Plus Graphing Calculator
- Highlighters
- Dictionary
- Post-It Notes
- Index Cards (3x5)
- Hard Plastic Index Card Holder

Appendix 2: Professional Dress

Examples of Professional Dress:



Appendix 3: Prohibition Against Bullying and Retaliation

Acts of bullying, which include cyberbullying, are prohibited:

- On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Students are held accountable for behavior outside of school and school events between other members of the City on a Hill community.

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

DEFINITIONS

"Bullying", the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

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

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

"Plan", a bullying prevention and intervention plan established pursuant to subsection (d).

"Perpetrator", a student who engages in bullying or retaliation.

"School grounds", property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential

school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

“Target”, a student against whom bullying or retaliation has been perpetrated.

“Retaliation,” is conduct directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

REPORTING AND RESPONDING TO BULLYING AND RETALIATION

Reporting bullying or retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously.

The school has made a variety of reporting resources available to the school community including, but not limited to:

- Incident Report Form (included at the end of this document, available in the school’s main office, the counseling office and online at www.cityonahill.org)
- E-mail address: jhayes@cityonahill.org

Use of the Incident Report Form is not required as a condition of making a report. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report.

Responding to a report of bullying or retaliation

Upon receiving a complaint, the principal or designee will confer with the complainant to obtain an understanding and statement of the alleged facts. If based on the facts alleged, the principal determines that the conduct complained of would not constitute bullying as defined by M.G.L. c. 71, § 37O and school policies, the principal or designee shall document that determination on the Incident Reporting Form and shall take no further action with regard to the complaint. If the Principal or designee determines that such facts, if true, would constitute bullying, as defined above, the principal or designee will promptly commence an investigation of the complaint.

Responses to Bullying

Every effort will be made to maintain confidentiality in each investigation. When appropriate and with mutual agreement from the students and adults involved, efforts will be made to informally resolve issues before relying on the formal procedures outlined below. Every student involved in the process may have access to an adult advisor during and after the process.

Informal Procedure

Following an initial investigation, it may be possible to resolve a complaint through a voluntary conversation between a complaining party and the alleged aggressor which would be facilitated by the principal or designee. If both the complaining party and the alleged aggressor feel that a resolution has been achieved, then the conversation may remain confidential and no further action need be taken. The results of an informal investigation shall be reported to the principal. Consistent with state and federal law (FERPA), parents or guardians of the students involved will be notified of the incident and whether or not a resolution had been reached. If the complaining party, the alleged aggressor or the complaint official chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, she/he may proceed to the formal procedure. The formal procedure is available for all complaints.

In addition, school officials may take immediate steps, at their discretion, to protect the complaining party, alleged aggressor, and/or witnesses pending completion of an investigation of alleged bullying and may make any suitable referrals for assistance to appropriate persons or agencies.

Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's code of conduct as outlined in the Student Handbook.

The federal Individuals with the Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline, govern discipline procedures for students with disabilities.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

Promoting Safety for the Target and Others

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

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. Strategies that the principal or designee may use include but are not limited to: increasing adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur, creating a personal safety plan, pre-determining seating arrangements for the target and/or the aggressor in classrooms or at lunch.

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

Notification of Local Law Enforcement

City on a Hill Charter Public School is committed to maintaining an educational environment free from all forms of bullying behavior. City on a Hill Charter Public School shall afford all students the same protection regardless of their status under the law. Referral to the Boston Police Department may be made, where appropriate, when the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

The principal shall notify law enforcement if bullying or retaliation (as provided in the bullying prevention and intervention plan) occurs on school grounds and involves a former student under the age of 21.

Students with disabilities

As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

Appendix 4: Forms to Return to City on a Hill

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.

City on a Hill Electronics Policy/Cell Phone Use

Cell phones/electronic devices and their use have become a huge issue at City on a Hill High School. In order to respect the important work of the classroom and the teaching and learning environment, this document is to clarify the rule surrounding a new cell phone/electronic devices policy for the school. This year, to facilitate responsible cell phone use, we will be incorporating a system called Yondr to secure the items. Every student will be issued a Yondr case at the beginning of the day and will return it when they exit the building.

How does the Yondr pouch work?

Yondr is simple pouch that will temporarily lock once you place your phone in it and will unlock at the end of the day. Yondr allows you to stay in possession of your phone, but takes away the urge of constantly looking at it, texting in the moment, monitoring social media or calling friends in another class. The Yondr process is simple.

At Morning Arrival:

- You will turn off your phone and lock it in the Yondr case assigned to you.

During the school day:

- Your Yondr and your phone will not be visible at any time.

At Dismissal:

- You will tap the Yondr on an unlocking station, take out your phone and store your Yondr in a hamper for use the next day.

Frequently Asked Questions:

- **What if I lose or damage the case?** You are responsible for your Yondr. As with all school-issued property, you will be held accountable for replacing it if it is not returned in its original condition.
- **What if my phone goes off while it is in the case?** You will be sent to the Dean's Office to turn off the phone and then sent back to class
- **What if I have the case on my desk but I'm not using it?** If your Yondr is out you will be asked to place it in a secure place where it cannot be seen (i.e. Bag).
- **What if I have to leave early?** The Front Desk will have an unlocking station available for students who have a pass to leave the building.
- **How will I communicate with caregiver(s) during the day?** In the event of an emergency, students have a couple of options. They can ask to go to the Dean's Office to unlock and use their phone to call a parent/caregiver; or the student can request permission from a staff member to use a school phone. Parent's/Caregivers can call the school office at 617-445-1515 and their message will be relayed to the student right away.
- **What if I come late and nobody gives me a case at the door?** You will report to the Front Desk to get your late pass and place your phone in the Yondr given to you by a staff member.

Yondr cases are school property and City on a Hill is a distraction-free environment. Students who violate this policy will face consequences. We thank you for your cooperation and participation to help us create a safe and secure educational environment so our students can develop the necessary social and learning skills to be engaged, positive contributing members of our community.

The following consequences will go into effect if a student does not follow the cell phone policy.

First Offense ~ the device will be held in the Deans' Office until the end of the day.

Second Offense ~ the device will remain in the Deans' Office until it is picked up by a parent/guardian.

Third Offense ~ the device will remain in the Deans' Office until it is picked up by a parent/guardian, and there will be a Principal meeting

Please note that City on a Hill and its staff are not responsible for loss, theft, or damage to any student's cell phone.

I, _____, understand that by signing this form, if a member of City on a Hill's staff sees (student name) _____ cell phone, the phone will be confiscated until the end of the week, and in the case of a second offense, I will have to pick up the cell phone.

Student Signature _____ *Date* _____

Parent/Guardian Signature _____ *Date* _____

City on a Hill Student and Family Commitment to Excellence

- City on a Hill is a serious school with high expectations for student behavior. Your student must act and speak with respect at all times.
- School hours are 8:00-5:30 every Monday-Thursday and 8:00-3:30 on Friday. Regardless of what time the student arrived in the building they must be in their seat by 8:00 am or they will receive a detention.
- Your student must come to school in their complete City on a Hill uniform. This includes black leather shoes, a black leather belt, and pants. Your student may not dress when they arrive at school.
- Your student must complete all homework assignments every day. If your student does not turn in a homework assignment they will receive a zero for the assignment with the opportunity to earn half credit for turning it in the following day.
- To pass each course, your student must earn a 70% or higher average of all four quarters and also score 70% or higher on each final proficiency.
- Your student will receive an assignment notebook. Advisors will check this assignment notebook each day. Families, please check this assignment notebook each night.
- City on a Hill works together with parents/guardians to support students. There will be times when you are asked to come to school for meetings and attend Parent Council meetings. Parent Council meetings are a great way for you to voice your comments and concerns to the school leadership.
- Hats are not allowed in school. Hats will be taken and returned to students at the end of the school day.
- If your student earns more than 10 unexcused absences, he/she will lose academic credit for all of their classes in a given year and will not be permitted to attend Summer School. (Excused absences: medical with doctor note, court date, religious holiday, approved school related activity, and bereavement.)
- To facilitate responsible cell phone use, we will be incorporating a system called Yondr to secure the items. Every student will be issued a Yondr case to house their phone at the beginning of the day and will return it when they exit the building. Students who follow the cell phone policy will receive the following consequences: on the first offense, students will get their electronics back at the end of the day; on the second offense, students will get their electronics back at the end of the week and their parent/guardian must pick it up.
- City on a Hill students are never allowed to put their hands on each other in an aggressive manner. This would include play fighting and fighting on or off campus.

Signature of student: _____

Signature of parent/guardian: _____

City on a Hill General Travel Permission Slip

City on a Hill Schools travel to local sites during the school year as part of the general City on a Hill curriculum. Examples of destinations include the theatre, the museum, the library, and City Hall. Students also travel to internship sites or service sites to conduct community service. Students always travel together during the school day with school chaperones. The school will inform parents/guardians and guardians of the dates, times, and location of trips in advance. Signing this permission slip gives consent for the student below to participate in local school trips during the school year while they are students at City on a Hill.

When students travel out of the city limits or out of state, such as to a college campus or Washington, D.C. on chartered transportation, a separate specific permission slip will be signed.

Student Name

Date

Parent Guardian Name/Signature

Date