



2018-2019
City on a Hill Charter Public School
New Bedford
Student and Family Handbook

City on a Hill New Bedford

Quick Contact Guide

384 Acushnet Avenue
New Bedford, MA 02740

The telephone number for the school is: (508) 985-6400.

- ▶ For attendance information or to report your child's absence, dial extension 6401 for the Main Office.
- ▶ To have your child dismissed from school, dial extension 6401 for the Main Office.
- ▶ For assistance in Portuguese, dial extension 6401
- ▶ Para a ajuda no português, chame por favor 6401.
- ▶ Para el apoyo en español extensión marque – 6401.
- ▶ For assistance in Cape Verdean Creole, dial extension 6401.
- ▶ Pou jwenn sipò an kreyòl ayisyen tanpri rele ekstansyon 6401.
- ▶ To reach the anonymous City on a Hill Bullying Hotline dial extension 6415.
- ▶ For general information or concerns, dial extension 6401 for the Main Office.
- ▶ For all other non-emergency concerns, dial extension 6405 for the Dean's Office.

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.



2018-2019 School Year- CoaH NB

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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. 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 New Bedford.

Teacher Leadership. Teacher leadership means teachers take responsibility for the performance of students and of our school. Teachers drive decision-making in doing, building, and growing City on a Hill. Teachers are reflective practitioners and managers that 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 positive results to taxpayers 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 New Bedford youth a curiosity for lifelong 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 imagine.

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. 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 New Bedford'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 to strive to accomplish goals they thought they couldn't complete upon arrival. 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 New Bedford 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 New Bedford

Daily Schedule

62 Min - Regular Days		
Schedule	Period	Time
8:00 - 9:02	1	62
9:02 - 9:07	Breakfast	05
9:07 - 9:37	Homeroom	30
9:40 - 10:42	2	62
10:45 - 11:47	3	62
11:50 - 12:15	Lunch 4A	25
12:55 - 1:20	Lunch 4B	25
1:23 - 2:25	5	62
2:28 - 3:30	6	62
3:30 - 4:30	Detention/HW/AS	60

Detention is scheduled daily Monday – Friday.
HW - Homework Club/ AS- Academic Support

LOCKER TIME: Students can access their lockers at arrival before their first period and at dismissal after their last scheduled class. Students will also have 3 minutes during passing period to use their locker. Lockers and combination locks are provided for the student and students must use issued lock on locker.

BREAKFAST and LUNCH: City on a Hill provides free breakfast and lunch for all students in our lunchroom according to the established schedule. Students may bring their own breakfast and lunch but cannot leave the school building or campus for lunch. If a student forgets their home lunch, arrangements must be made with office manager or administrator to deliver lunch to student. The administration team will hold food until student's scheduled lunch period. All CoaH rules apply during breakfast and lunch.

SATURDAY SCHOOL: City on a Hill students are required to attend Saturday school according to the established Saturday School Schedule. The Saturday School curriculum is targeted for individual academic intervention and enrichment in preparation for MCAS, ACT and college/career readiness.

FINAL BLOCKS: The final block of the day Monday–Thursday is after-school time dedicated to Academic Support, Enrichment, detention, and extracurricular activities. If a student is not assigned to a detention and/or other activity, she or he may be dismissed or work under a teacher’s supervision until 4:30 PM. Bus transportation is provided for qualified students at 4:30 PM. All students must be under teacher supervision while after school or they will be asked to leave the campus.

FINAL BLOCK FRIDAY: The last period of the day on Friday is Dean’s Detention until 3:00 PM. If a student is not assigned a Dean’s Detention, she or he may be dismissed according to the established Friday Schedule. There is no after-school transportation provided on Fridays.

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.

Inclement Weather Days/School Cancellation

City on a Hill ***does*** follow the New Bedford Public Schools protocol with respect to weather days. When the New Bedford Public Schools are closed for snow or emergency, City on a Hill is also closed. Look for announcements on local television and radio.

Attendance

Students must enter through the main entrance. Students are allowed into the school building at 7:45 AM and wait in the forum until the start of first period. Attendance is recorded at the beginning of every class period. A student who has been absent must provide written verification 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 follow-up actions from the Deans or other administrators. Parents are notified regularly of absences through personal or automated phone calls. **Please note that even though a parent verifies an absence, it is not automatically an “excused” absence, it simply means the student did not skip and will not be sent to the deans.**

Absent students cannot participate in after-school events without prior arrangements.

Excused absences 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, etc.)

A note for an appointment (doctor, court, etc.) does not excuse a student for the whole day. It is expected that a student comes to school before and/or after any excused appointments that could not be scheduled outside of school hours.

Students present in school but who miss an individual class without permission are considered skipping and will be referred to the Dean of Citizenship.

Students are permitted 10 unexcused absences for the year. If a student exceeds 10 unexcused absences during the school year, that student will not be eligible for summer school and will lose academic credit for all five classes.

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 may 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 classes in which they received an NYP 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. □
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* and reserved for emergency situations. 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. ***Students must be signed out by a parent/guardian before leaving the school grounds.*** Failure to follow dismissal protocols will result in further actions from the Deans.

Late Arrivals

Students not in their scheduled first period class by 8:00 AM will be considered late to school. Any student arriving to school after 8:00 AM must receive a pass from the front office documenting the tardy. Students arriving to school fifteen 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” and will result in a referral to the Deans’. Students who are repeatedly late to school will receive the established consequence every third (3) tardy. ***Parents MAY call the front office inform the Office Manager that the student will be tardy but this DOES NOT excuse the consequence.***

Late to Class

Students who arrive to their classes more than 3 minutes after the scheduled start time are considered tardy. Students will receive a teacher based consequence upon first tardy. Students who are chronically tardy to class will be referred to Deans and assigned established consequence.

Make-up Work/Late Work

Teachers at City on a Hill will provide make-up work or accept late work at their own discretion. Students who have EXCUSED absences are expected to turn in all assignments on the day they return. In the case of an extended absence, exceptions may be granted by the administration and individual teachers.

Visitors

Visitors must check in at the Main Office, provide government issued identification, and receive a name badge before entering City on a Hill’s learning environment. Visitors will be accompanied by faculty at all times while on school grounds.

PREPARED FOR SCHOOL

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

- **Have All Materials 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 blue or black pen
 - A number 2 pencil
 - Completed homework
 - Any other class-specific materials required by the teacher (such as a vocabulary book for English)
 -
- **Have Completed Homework**
 - CoaH has one school-wide homework policy. Homework is due at the time that it is collected. It must be complete and on-time. For example, if a student forgot to bring the homework to class, but it is in their locker, it is not considered complete and on-time.
- **Be in Uniform**
 - Wearing your uniform is required from all students from their arrival to school until their dismissal at the end of the school day and/or during after-school activities.

What is the City on a Hill uniform?

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

- City on a Hill uniform shirt (Issued or purchased from Office Manager)
- Black, khaki, or navy blue dress pants
- All Black shoes

City on a Hill provides each student—free of charge—a short-sleeved polo, a long-sleeved Oxford (collared) style shirt, and a pullover fleece . 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 they are in the building, **including lunch or after school activities**
3. any time they are at a school event **during** the school day

Students may **NEVER** wear a jacket, sweatshirt, or non-uniform cardigan over a CoaH uniform. Families should purchase a uniform sweater for their student to wear when the weather becomes cold.

Students arriving to school out of uniform or dressed in non-uniform clothes will be addressed by the Deans and assigned the appropriate consequence.

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 dress requirement that goes beyond the standard set by the City on a Hill uniform. 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 black or brown dress shoes. Young men may wear sweaters as part of professional dress but they must have a collared, button-down shirt on under their sweater.

Young women should wear an ironed button-down blouse, knit top or dress with no glitter, pictures, or brand names showing. Jackets and blazers are encouraged but not required. Their tops should be fitted and providing full coverage of the torso. Bottoms should be clean, ironed slacks or a knee-length skirt or longer. Shoes must be professional.

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

Headwear Policy

Hats or other headwear like bandanas, scarves, wave-caps and headbands are **NEVER** allowed in the building unless for health and/or religious purposes . If headwear is worn in the building, a staff member will ask the student to remove the headwear for remainder of the day. If the student does not follow the policy, they will be referred to the Deans.

Discipline and Student Responsibilities

At City on a Hill, all discipline issues are treated 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.

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, Dean’s detention, or a call home.

Level 2 Offenses are serious disruptions to the learning environment or repeated Level 1 offenses. The possible consequences for Level 2 Offenses are (but not limited to) detention, Dean’s Detention, a call home, disciplinary hearing, student send home, or suspension (OSS).

Level 3 Offenses are criminal, threatening, or dangerous behaviors. The possible consequences for Level 3 Offenses are (but not limited to) disciplinary hearing, principal’s meeting, student sent home, and suspension (OSS).

Level 1 Offenses
3 or more demerits in one class
Derogatory language (Language that may be perceived to violate the civil rights of any person by putting them down because of their gender, race, sexual orientation, religion, culture, ethnicity, national origin or physical or mental disability.)
Not wearing a uniform (Wearing a coat, sweatshirt, or non-CoaH 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.)
Skipping 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.

Dangerous Weapons, Controlled Substances & Assaults on Educational Staff

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

(b) Any student who assaults an administrator, executive director, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from City on a Hill by the principal or their designee.

Students should note that the definition of "assault" includes not only harmful or offensive contact, but also threatening such contact. Additionally, students should be aware that the federal Gun Free Schools Act mandates that any student who brings a firearm to school be expelled for a minimum of one year, with exceptions granted only by the Executive Director. Under this Act, a firearm includes not only a gun but also an explosive device.

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

Definitions of Discipline and Due Process

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. Students who skip will receive a referral to the Dean's Office and have to serve their detention on the next scheduled day. Failure to serve detention will lead to further consequences with the Deans.

Disciplinary Action Plans and Supports. An agreement is signed by the student, an administrator, and parent/guardian describing specific behavior from a student's previous offense, future consequences if that behavior is repeated and supports in place to aid the student make better choices. Violation of a disciplinary action plan results in a recommendation for a disciplinary hearing. Action plans go into effect as soon as they are agreed upon by administration, teacher and student and do not need to be signed in order to go into effect.

In-School Suspension. An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary action. The administrator will also invite the parent to a meeting to discuss the student's behavioral supports for success. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension.

The Principal or Deans may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct.

Such a removal is not subject to such due process procedures.

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. The process for contacting parents will be the same as the process for in-school suspension.

Parent/Guardian Meeting (Re-entry meeting or Principal Meeting). A parent meeting is a meeting between a City on a Hill administrator, the parent or guardian(s), and the student to discuss the behavior or incident causing discipline, the resulting

discipline, and the support mechanisms/action plan in place for the student's success. Students may only return to school after the administrator has determined the student is ready to return; if the administrator determines that the student is not ready to return, the suspension will be extended. Meetings can be scheduled to fit a parent/guardian's schedule before, during, or after school before 5 PM. Repeated missing of Parent/guardian meetings or refusing to attend meetings can be considered neglect and may result in the notification of state agencies like DYS and DCF.

Disciplinary Hearing. A disciplinary hearing will occur when a student faces the possibility of long term out-of-school suspension (*10 days or more in a school year*) or expulsion as the result of an offense identified in the Student and Family Handbook. The principal or the designee of the principal will alert the family in writing that the school will be conducting a disciplinary hearing. The family has a right to have someone attend to assist in the Hearing and may arrange any witness or student to speak on the student's behalf. The family also has the right to bring a lawyer and/or request translation services. The family must inform the Dean or Principal of intent to bring a lawyer or a witness at least one day before the hearing. The family must inform the Dean or Principal of the need for translation services at least three days in advance of the hearing. The administrator will involve both the student and the parent or guardian in the disciplinary hearing. The hearing can occur over the phone or Skype over the internet, but having the hearing in person is preferred. All efforts will be made to involve parents and guardians. If parents and guardians cannot participate within four school days, the hearing can commence without them.

Due Process. All students at CoaH have due process rights as students in a public school in Massachusetts. If a student has a serious complaint or concern regarding *due process not consequence*, they should discuss the complaint with one of the Deans of Citizenship, or the principal. A student may also appeal an issue of the *due process not consequence* to the Board of Trustees of City on a Hill.

Procedural Due Process and Emergency Removal

A student will not be suspended or expelled from school without being afforded appropriate due process which may include a disciplinary hearing between administration, teachers, students and their families. Included in the hearing will be the following information: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; the opportunity to dispute the charges and to present the student's explanation of the alleged incident; and the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

Except in the case of an Emergency Removal, prior to imposing a short term out-of-school suspension (*10 days or less in a school year*) for conduct not covered by M.G.L. c. 71, §37H and 37H ½, an administrator will provide the student and his/her parent opportunity to participate in an *informal hearing*. If, however, a student's

continued presence in school 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, a student who is charged with a disciplinary offense may be removed temporarily from school before receiving due process pursuant to an *Emergency Removal*.

Long Term Suspension. Long term suspension is suspension for more than 10 days, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year. In the event of a potential long-term suspension, the administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in Section II (Short Term, Out-of-School Suspension) above, plus the following: in advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; 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; the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and the right to appeal administrator's decision to impose long-term suspension to the Executive Director.

2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will 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 school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive educational services to make academic progress during the period of removal from school (if more than 10 cumulative days); Inform the student of the right to appeal the administrator's decision to the Executive Director or designee.

Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language: the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Executive Director within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Executive Director an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Executive Director decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

Expulsion

Students are subject to expulsion (i.e. permanent expulsion) by the Principal for the conduct listed below. (See also, M.G.L. ch. 71, §§37H)

- Possession of a dangerous weapon*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel

**This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the Executive Director. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)*

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2. Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be so informed at the time of the suspension/expulsion.

EXPULSION PROCEDURES

When considering the expulsion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
3. A letter will be mailed to the parent/guardian of the suspended student stating:
 - a) The reason for the suspension
 - b) A statement of the effective date and duration of the suspension
 - c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of a felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

Expulsion Hearing

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

1. The student's suspension will be over and he or she will be able to return to school on the next school day after being informed of the Principal's decision.

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

Students With Special Needs, 504.

Students with special needs and an IEP and students with a 504 must follow the discipline procedures. If necessary, during discipline process, a Manifestation Determination meeting and a FBA (Functional Behavioral Assessment) will be conducted to determine if there is any relationship between an exhibited behavior and a documented condition.

APPEAL TO THE EXECUTIVE DIRECTOR

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the Executive Director. In order to do so the student or parent must file a notice of appeal with the Executive Director within five (5) calendar days with a seven (7) day postponement option. The Executive Director must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the Executive Director may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The Executive Director will make a good faith effort to include the parent in the hearing. The Executive Director will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Executive Director to participate. The Executive Director will send written notice to the parent of the date, time, and location of the hearing.
- The Executive Director 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. The Executive Director will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The Executive Director will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section III (Long Term Suspension) above.
- The Executive Director will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as

described in Section III (Long Term Suspension) above. If the Executive Director determines that the student committed the disciplinary offense, the Executive Director may impose the same or a lesser consequence than the principal, but will not impose a suspension greater than that imposed by the principal's decision.

The decision of the Executive Director constitutes the final decision of the school district.

Felony Complaints or Convictions

Massachusetts General Laws Chapter 71, section 37H 1/2 provides that:

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Executive Director. The student shall have the right to appeal the suspension to the Executive Director. The student shall notify the Executive Director in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Executive Director shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Executive Director shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The Executive Director shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

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 passage directly from a source without proper citation or credit
- summarizing the work, 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 parents and a 0 for the assignment. This applies to ANY assignment, including a proficiency or an interim assessment.

2nd offense: Principal meeting and student has a disciplinary action plan 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

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

<u>Acceptable Use of Technology:</u>	<u>Unacceptable Use of Technology:</u>
<ul style="list-style-type: none"> ● Research for school assignment ● Word processing or database software for a school assignment ● College application ● Scholarship application ● Job Application 	<ul style="list-style-type: none"> ● Revealing personal information about self or others ● Accessing material that is defamatory, pornographic, harassing or illegal ● Violating copyright laws ● Using the internet for any illegal activities ● Tampering with or altering the computer system ● Non-school related e-mail/social media ● Instant Messaging/Internet chat ● Cyber Bullying (See “Bullying Prevention and Intervention” for a description.) ● Phone/Text/Email contact from family during school hours for non-emergency reasons

Electronic Device Policy

Students are expected to be focused on instruction and learning for the entire class period. For that reason, students must have all cell phones, tablets, smart watches, music players, or any other electronic device silenced or powered off and placed in a teacher designated area during class instruction. Each classroom has a designated area for students to place cell phones/electronic devices at the start of each period, and students may retrieve them on the way to their next class. Cell phones are permitted during lunch. If a student refuses to comply with this policy the following procedures will be followed:

First Offense ~ Teachers will remind students at beginning of every class period of the electronic device policy stated above. Students will be given an individual verbal reminder if found using electronic device during a class. If the student refuses to comply with the teacher's request, a dean will be contacted for further support. The dean will take the phone away and hold it in the dean's office until the end of the day. Students will then collect the phone at the end of the day. Parents will be contacted and informed of the policy and that their student will be placed on a disciplinary action plan if there is further electronic device use during class.

Second Offense ~ The electronic device will be collected and held in deans office until a parent/guardian can retrieve the phone or contact has been made to inform them of 5 school day disciplinary action plan that will be in place for the student. During this time, students must place phone in deans office before first period and can retrieve phone at dismissal.

Third Offense ~ the device will remain in the Dean's' Office until it is picked up by a parent/guardian and student will go on a 25 school day disciplinary action plan.

Fourth Offense ~ the device will remain in the Dean's' Office until it is picked up by a parent/guardian, and the student will remain on a disciplinary action plan indefinitely at discretion of administration.

****If at any point a student refuses to comply with electronic device policy or established disciplinary action plan, electronic device use is prohibited indefinitely and a disciplinary hearing will take place with administration, parent/guardian and student.****

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 highlights the safest and fastest exit during an emergency.

1. Follow the classroom teacher's instructions and directions.
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 to maintain clear communication and safety.

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, harassing or discriminatory behavior from students or staff. Any form of bullying, cyberbullying, or retaliation in our school buildings, on school grounds, during school-related activities, and including but not limited to an incident(s) outside of school that creates a hostile school environment is prohibited. 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 as well as prevent further bullying or harassment.

City on a Hill'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 community. 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.

CITIZENSHIP

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

Restorative Council

City on a Hill maintains an active student-led council, advised by at least two members of the faculty. Members of Restorative Council are expected to be role model students in their engagement and behavior as well as provide support for peers/deans during restorative moments in our community. Restorative Council discusses school policies, activities, resolutions from Town Meeting and plan student engagement activities. The Restorative 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 students with guidance from seminar or homeroom teachers. 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 Deans 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

Extracurricular activities and sports are offered at City on a Hill or those students in good academic and disciplinary 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 each subject/class and must follow policy set forth in athletic handbook.

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 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 and Citizenship: Students are expected to follow CoaH’s rules and expectations 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: Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. Anyone who engages in such behavior will be immediately asked to leave the competition/activity and may face further disciplinary consequences.

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

ACADEMICS

Academic Program

GRADUATION REQUIREMENTS:

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

- **English:** four (4) credits of English
- **History:** three (3) credits of history, including Modern World History I & II, U.S. History, City Project and/or Criminal Justice.
- **Math:** four (4) credits of math, including Algebra, Geometry, Algebra II, and Precalculus.
- **Public Service:** All students participate in scheduled community service projects each semester and/or school year. All Seniors must complete an independent City Project.
- **Science:** three (3) credits of laboratory science, including Physics First, Biology, Chemistry, and/or Marine Biology.
- **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

- **Homeroom.** Every City on a Hill student is a member of a small homeroom that meets every day. Daily homeroom will include breakfast, individualized academic and behavioral check-ins as well as community and culture building activities/competitions. Every third week, each homeroom will be involved in a Town Meeting with other grade level homerooms.
- **Seminar.** City on a Hill prepares students for academic and behavioral success at CoaH and in post-high school placement by offering a seminar class at each grade level. In seminar, students will engage in unique grade level curriculum based on the school's core values and cultural focuses, test taking prep/strategies, college research/planning as well as other activities that will be beneficial to the needs of each grade. We strongly encourage students and families to take an active role in researching and visiting colleges/universities on their own.
- **Town Meeting.** Students are expected to be active, engaged community members during their grade's Town Meeting. Students may be asked to hold several positions during the debates and discussions as well as being involved during the verdict. At principal's discretion, there may be a grading component added to history classes connected to participation in Town Meeting.
- **Internship.** In their senior year, students complete an internship as part of their City Project.
- **MCAS.** All students must pass the MCAS with a rating of "Needs Improvement" or better to graduate in English Language Arts, Mathematics and Biology.

- **ACT Aspire and ACT.** All City on a Hill 9th and 10th graders take the ACT Aspire; 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 other advanced classes to continue preparation for college/university level studies.
- **Physical Education/Health Class.** All students will attend a physical education course at the New Bedford YMCA at 25 South Water St. twice a week. The courses are taught by local fitness leaders from the YMCA. Students are required to bring an appropriate change of gym clothes (t-shirt, shorts, sweatpants/athletic pants and sneakers) and must change to receive credit. Students are expected to be in full uniform upon returning to the school building.
- **Written Assignments and Essays.** All CoaH students will use the Modern Language Association (MLA) format for all major papers. Students will lose points on major assignments for formatting errors and the assignment may be returned to students if not formatted correctly at teacher's discretion. The student will receive no credit for the assignment.
- **Make-up Work/Late Work/Rewrites.** City on a Hill teachers provide make-up work or accept late work at their own discretion. Students who have EXCUSED absences are expected to turn in all assignments on the day they return. Rewrites may be provided in some cases at principal's discretion but are not granted in cases of plagiarism, cheating or other dishonest academic behaviors.

Credit and Grades

1. WHAT STUDENTS ARE GRADED ON

Students earn their academic grades for a given course based on **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 often called “Orals” or “Oral Proficiency”). 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)

2. HOW STUDENTS ARE GRADED

Grading in all classes is as follows:

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

3. 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.

4. HOW TO EARN CREDIT

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

- Pass all the requirements for a course at City on a Hill with at least a 70%.
- or*
- Take a summer or term-length class approved by CoaH administration and pass all of City on a Hill’s proficiencies for the comparable course.

5. GRADUATION POLICIES AND ELIGIBILITY

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

6. GRADE LEVEL

Students are assigned to a particular grade level (9-12) according to their graduation year and academic history. Students cannot pass a grade level until they have completed all requirements for that grade level. Only seniors placed in a senior homeroom are considered for 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 II, Geometry, and at least Modern World History II, Spanish I, Chemistry. These students are required to take MCAS in the spring.

11th Grade: English III, Algebra II, and at least U.S. History, Spanish II, Chemistry. These students are required to take the ACT.

12th Grade: English IV, Pre-Calculus, City Project, Marine Biology, Criminal Justice and at least U.S. History, Spanish II. These students are required to apply to at least one college/university.

7. 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 and **one** project-based course.

8. SUMMER CREDIT RECOVERY AT CITY ON A HILL

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.

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 CoaH's administration or the teachers running the trip):

1. Student has been suspended from school.
2. Student has been referred to the Dean's' 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, there must be written and verbal communication to parents prior to the trip.

Standardized Tests

The tests students may take are **STAR 360, MCAS, ACT Aspire (practice test), 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 earn merit-based 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 Curriculum Framework/Common Core.
- 2) 9th graders participate in an EBTL curriculum designed to build their mastery of complex skills and content.
- 3) Teachers collaborate across subjects to ensure students are gaining skills and preparation for testing.

Homeroom

Homeroom is a group of students led by a member of the faculty with the intention of creating bonds and relationships that can help students succeed and progress.

There are four main purposes of homeroom at City on a Hill:

- 1) Advocacy:** Homeroom teachers know students well. They are the students' advocate at school and the link between the family and the school.
- 2) Academic Advising and Monitoring:** Homeroom teachers monitor students' academic progress, advise them about how to make good academic and behavioral choices and provide feedback to families.
- 3) Four Pillars: Citizenship, Academic Achievement, Public Accountability and Leadership:** Homerooms prepare students to demonstrate proficiency in these four areas.
- 4) School Community:** Homerooms will work together to achieve group, grade, and school goals that will create a positive learning environment.

Library and Technology Resources

City on a Hill students are required to get a library card from the city public library. Applications for the cards will be filled out during Freshman Academy or in Seminar class. Students have access to computers and the Internet through computer carts in class and after-school during Homework Club or with a teacher.

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.

Communication with Students, Parents, and Guardians

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/teacher 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 teachers.

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 parents access to each student's attendance record, behavior record, and course list. More information will be provided by homeroom teacher.

Attendance or behavior issues. Whenever there is a serious concern, the Dean of Citizenship or School Enrollment Coordinator will call home to inform you about the problem.

School events and activities. The dates for school events are indicated in the "Important Dates for the 2018-2019 School Year" in this handbook and in the 2018-2019 school calendar posted on the website, www.cityonahill.org. Parents/guardians are always welcome to call the Deans or the Main Office for further information.

Required Forms

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

- Registration (including daytime phone number and emergency contact)
- Proof of Immunization/yearly physical exam
- Free and Reduced lunch forms
- Student and Family Contract
- 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 Executive Director. It consists of two parents (elected by the Parent Council), two students (elected by the Student Council) and two faculty members (elected by the faculty). The Council discusses the issues and challenges in our school and advises the school's management about solutions. Any community members may attend School Site Council meetings. Minutes for all School Site Council meetings are kept by one of the elected members and stored in the Principal's office. These minutes are available for the public to review.

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

Proposals. Any parents, 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 Executive Director and the Executive Director reports directly to the Board of Trustees.

Concerns/Dispute 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, email, or scheduled 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, email, or scheduled 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 Street, Suite 1 Boston, MA 02119. Please be as specific as possible and include the results of your communication in the first two steps.
5. Appeal to the Executive Director and Board of Trustees in writing. You can address a letter to Kevin Taylor, 15 Allerton Street, Suite 1 Boston, MA 02119. Please be as specific as possible and include the results of your communication in the first three steps. The Board of Trustees will only consider an appeal that the Principal and Executive Director has already decided on.

Permission Slips

Field Trips We ask that parents sign a general field trip permission form to allow teachers to take students on short trips to any community sites accessible by foot or public transportation and 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.**

Medications:

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

- Prescription medications require a physician order and must be supplied in the original pharmacy container. Parents/guardians must sign the appropriate medication administration forms. Please note any medication that is considered a controlled substance, must be delivered to the school by a parent/guardian. Students must never carry a controlled substance on them personally.
- The health office at City on a Hill can provide students with non-prescription medications (over the counter medicines) on an as needed basis. Parents/guardians must sign the appropriate medication administration forms. If a student needs to receive an over the counter medicine regularly, the same protocol for a prescription medication must be followed- including a physician order.
- Parents/Guardians may choose to supply the student with non-prescription medications to be kept in the health office until needed. All medicine must be in the original container and must be accompanied with written instructions and consent from the parent/guardian.

Students requiring medication will be on self-administration protocols reviewed by the school nurse on a weekly basis. 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.

All medications will be stored in a lock-box in the health office. All medications must be picked up at the end of the school year, or they will be discarded.

No medication will be administered without physician's orders and parent/guardian's consent.

Emergency Medications:

Students who have been diagnosed with a severe life threatening allergy are required to carry their Epi-Pen pack on them at all times. It is also our school's protocol to keep emergency medication in the health office. City on a Hill staff are trained in the administration of emergency medication annually.

Health Screenings:

City on Hill students complete all state-mandated medical screenings. These include Body-Mass Index (BMI), postural, hearing and vision. The parent/guardian will be notified of when the screenings will take place and will have the opportunity to opt out.

Illness:

For health and safety purposes, students must be dismissed from school due to fever or for any symptom that may be related to a potential communicable disease. A

student must be fever-free for 24 hours prior to returning to school. A physician's note may be required upon returning from an illness.

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.

1. Non-discrimination Statement: *It is the role of City on a Hill Charter Public Schools to provide a safe and secure learning environment for all its students, without distinction based on race, color, religion, ethnicity, national origin, disability, gender, gender identity, socioeconomic status, homelessness status, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated.*

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

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

2. Commitment to Prevention

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

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

a. School employees must intervene in ongoing civil rights violations and episodes of wrongful harassment whenever witnessed or reported, to the extent intervention can be done safely. School employees must report a civil rights violation or episode of wrongful harassment to the Principal or Mental Health Counselor. Designated administrators must intervene in ongoing matters of civil rights violations and episodes of wrongful harassment, summoning assistance as necessary.

b. The primary objective of school intervention in a civil rights matter is to put a swift end to, and prevent any recurrence of, any wrongful conduct, so as to ensure the safety of all students and a school environment free of wrongful harassment and civil rights violations. Intervention should be undertaken immediately, as needed on a short-term basis, and more comprehensively once a civil rights violation has been found to have occurred. The school will take all necessary steps within its authority to implement the objective of stopping continuing civil rights violations and wrongful harassment, and restoring and preserving an environment free of such conduct.

c. Effective, and if need be escalating, measures will be used to definitively stop harassment and violence. School officials will use regular administrative actions to diffuse a civil rights situation wherever possible: separating victim or complainant and offender, ordering the offender to stay away from the victim, or assigning additional security. Relevant school disciplinary hearings will occur and proceed on an expedited basis where

there is a threat of ongoing interference with civil rights. Disciplinary action appropriate to the offender's conduct will be taken when a violation is found.

4. Designation of Civil Rights Administrators

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

5. Examples of Civil Rights Violations and Bias Incidents

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

6. Procedures for Responding to and Investigating Incidents

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

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

a. Non-disciplinary corrective actions:

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

b. Disciplinary Proceedings

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

8. Commitment to Non-Retaliation

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

9. Referral to Law Enforcement

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

10. Additional Information: 504 OF THE REHABILITATION ACT.

504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under 504, City on a Hill High School has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school.

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

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

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

11. Additional Information: NOTICE OF NON-DISCRIMINATION

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

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

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

City on a Hill will not isolate individuals with disabilities, discriminate on the basis of disabilities through contracts, avoid using qualification standards, criteria, methods of administration, or tests that discriminate against individuals with disabilities, avoid not making reasonable accommodations to an otherwise qualified individual with a disability. The ADA requires that the School focus on the ability, not the disability, of the individual. City on a Hill High School will consider reasonable accommodations providing the individual can perform essential functions of the position or task at issue. It is not required, however, to give preferential treatment to individuals with disabilities or lower the expected standards of performance.

City on a Hill High School is committed to meeting the intent and spirit of ADA. All members of the City on a Hill Community are urged to help meet this goal. If anyone believes that City on a Hill High School has discriminated

against him/her or someone else on the basis of disability, or if anyone has questions or concerns about the school system's responsibilities in this regard, please contact the 504/ADA Coordinator through the Principal's office.

City on a Hill's Appointed Coordinators:

TITLE VI

Chief Academic Officer
31 Heath St.
Jamaica Plain, MA 02130
617-445-1515

TITLE IX

Executive Director
31 Heath St.
Jamaica Plain, MA 02130
617-445-1515

504

Director of SPED and Student
Services
31 Heath St.
Jamaica Plain, MA 02130
617-445-1515

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 suspendable 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.

Manifest 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, 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, a 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 student's words may be obscene, vulgar or defamatory.
- 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 administration and teachers in writing prior to absence. An absence for religious reasons does not count as an absence from school.

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

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

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

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

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

- Chapter 766 of the Acts of 1972 of the Massachusetts Legislature (State Laws).
- IDEA (Individuals with Disabilities Education Act)

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

Student Records

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

Age of Majority

When a child reaches the "age of majority," or 18 years of age, City on a Hill is obligated to honor his or her education decisions, with expressed written consent from the parent or guardian. All students enrolled in City on a Hill are subject to the rules and regulations set forth in this handbook regardless of their having attained the age of majority.

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

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

Examples of what CoaH will continue to do:

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

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

Policy on Pregnant Students

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

Policy on Homeless Students

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

Individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

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

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

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 schedule for a weekend, the participant must be in school on Friday for 57% of the school day.

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

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

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

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

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.

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

Chapter 269, 17 states that, "Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars (\$3,000) or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment."

The term "hazing" means "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation." Consent is not a defense to any prosecution for hazing.

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

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

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

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

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

Sexual Harassment or Other Forms of Harassment.

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

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

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

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

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

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

Sexual harassment may include the following:

Verbal/Nonverbal/Written:

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

Physical:

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

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

Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition for participation in school programs or activities; or such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance, education or participation in school programs or activities by creating an intimidating, hostile, humiliating or sexually offensive environment. Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or direct or implied requests by a faculty member in exchange for actual or promised favorable evaluations of course requirements or favorable recommendations constitutes sexual harassment. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace or educational environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment. All employees and students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is unlawful and will not be tolerated by the School.

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

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

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

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

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

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

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

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

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

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

Student Off-Campus Conduct Policy

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

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

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

1. Drug dealing
2. Illegal possession and use of a weapon or explosive
3. Assault and/or battery on a member of the school community
4. Serious assault, sexual assault, hazing

5. Harassment of City on a Hill staff or students
6. Civil right violation (hate crimes against race, sexual orientation, gender, etc.)
7. Criminal felony activities

Enrollment Policies

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

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

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

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

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

City on a Hill's maximum student enrollment is 280. City on a Hill only enrolls students at the 9th grade level; we do not accept 10th, 11th, or 12th grade transfers from other schools.

Policy on Restraint of Students

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

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

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

Physical restraint may be used only in the following circumstances:

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

Physical restraint is prohibited in the following circumstances:

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

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

Drug and Opioid Verbal Screening

Starting in the 18-19 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 CoaH teaches substance use prevention and about the dangers of substance abuse. All information regarding wellness is shared on the CoaH 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.

Appendix

Appendix 1: Student Supplies List

General School Supplies (each teacher/subject may have specific necessary supplies)

Quantity	Supply
1	Backpack
6	1 inch 3 ring binders
1	Sturdy homework folder
2	Packages of college ruled notebook paper
1	Package of Index Cards
1	Package of Post-Its/Sticky Notes
1	Box of black or blue ink pens
1	Box of pencils
1	Highlighter

Additional supplies:

Quantity	Supply
1	Protractor
1	TI-83 or TI-84 graphing calculator

Please note:

The focus of our efforts is on preparing our students to be successful students and organized, responsible adults. These supplies are necessary to be successful in our program. We do recognize that school supplies can present a real burden for some families. If any student or family is struggling with the cost of school supplies, please contact the school principal directly: Gail Keith, 401.985.6402, gkeith@cityonahill.org. This will be treated a confidential matter and handled with discrete.

Appendix 2: Student Uniform Details

MEN'S PANTS

- Appropriately fitted, flat front or pleated pants.
- Color: Black, Navy Blue or Khaki.
- No jeans or denim material, no cargo pants or joggers, no athletic pants or sweatpants, no side pockets, loops, strings, or zippers.
- Brown or Black leather belt is preferred to be worn with pants.

The following are some of the style, fit and brands of approved bottoms:



Dickies Relaxed Fit Straight Leg Flat Front or Original 874 Pant



George's Wrinkle Resistant Pleated 100% Cotton Twill Pant with Scotchgard



Dockers Slim Fit/Tapered Pant



MEN'S SHORTS

- Appropriately fitted, flat front or pleated shorts.
- Color: Black, Navy Blue or Khaki.
- Shorts must have belt loops and around knee-length. Must be pants material, no jeans or denim material, no cargo shorts, no athletic shorts, no side pockets, loops, strings, or zippers.
- Brown or Black leather belt is preferred to be worn with shorts.

11" Flat Front Shorts



13" Flat Front Short



MEN'S SHOES

All students must wear shoes to school every day. Shoes can be leather, a leather alternative, a boot (non-steel toe), or a sneaker style shoe. Sandals, slides, crocs, slippers and other casual shoes are **not approved**. ALL SHOES must be SOLID BLACK with solid black shoelaces and no other designs or colors.

The following are examples of approved men's shoes:



WOMEN'S PANTS

- Appropriately fitted flat front or pleated pants.
- Color: Black, Navy Blue or Khaki
- Pants should have belt loops and pockets. No jeans or denim material; no cargo pants, no joggers, no leggings, no side pockets, loops, strings, or zippers.
- Brown or Black leather belt is preferred to be worn with pants.

The following are examples of style, fit and brands with approved bottoms:



Dickie's women's Straight Flat Front Pant



Old Navy women's Everyday Boot-cut Khaki



A New Day's women's Flat Front Stretch Twill Pant



WOMEN'S SKIRTS and SHORTS

- Skirts: Appropriately fitted, knee-length (Touching the knee, NOT above).
- Shorts: Appropriately fitted flat front or pleated shorts (around the knee, longer than fingertips when arm is extended down on side of body)
- Color: Black, Navy Blue or Khaki
- Must be pants material - no jeans or denim material; no side pockets, loops, strings, or zippers.
- Brown or Black leather belt is preferred to be worn with shorts.



WOMEN'S SHOES

All students must wear shoes to school every day. Shoes can be leather, a leather alternative, a boot (non-steel toe) or a sneaker style shoe. Sandals, slides, crocs, slippers and other casual shoes are **not approved**. ALL SHOES must be SOLID BLACK with solid black shoelaces and no other designs or colors.



Where Can I Buy Uniform Approved Bottoms

- Order directly from brand companies (listed above) website or through other online delivery services.
- You can go to a..
 - SEARS store or order online from SEARS at <https://www.sears.com/search=school%20uniform>
 - Walmart or order online https://www.walmart.com/browse/clothing/school-uniforms/5438_1086304?&search_redirect=true
 - JC Penny or order online at <https://www.jcpenney.com/g/school-uniforms/N-bwo40D1nox9p?redirectTerm=school+uniform>
 - Target or order online at <https://www.target.com/s?searchTerm=school+uniform+>
 - Old Navy or order online at <https://oldnavy.gap.com/browse/search.do?searchText=school+uniform>
- When online or in-store, look for a tab or area designated for **school uniforms** to access these styles of pants.

Appendix 3: Professional Dress

Examples of Professional Dress:



Appendix 4: 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 disrupted 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.

“Victim”- a student against whom bullying or retaliation has been perpetrated.

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

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: incidentreport@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 restorative conversation between a reporting party and the alleged aggressor which would be facilitated by the principal or designee. If both the reporting 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 reporting 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 reporting 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, etc.

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 New Bedford 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.



**CITY ON A HILL CHARTER PUBLIC SCHOOL
INCIDENT REPORTING FORM**

1. Name of Reporter/Person Filing the Report:

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Staff may not make anonymous reports)

2. Check whether you are the: Target of the behavior Reporter (not the target)

3. Check whether you are a: Student Staff member (specify role)

Parent Other

(specify)_____

Your contact information/telephone
number:_____

4. Information about the Incident:

Name of Target (of behavior):

Name of Aggressor (Person who engaged in the behavior):

Date(s) of Incident(s):

Time When Incident(s) Occurred:

Location of Incident(s) (Be as specific as possible):

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used).

(Please use additional paper and attach to this document as needed)

9. Signature of Person Filing this Report: _____ Date: _____

(Note: Reports may be filed anonymously except if filed by staff.)

FOR ADMINISTRATIVE USE ONLY

Form received by: _____ Position: _____ Date: _____

II. INVESTIGATION

1. Investigator(s): _____ Position(s): _____

2. Interviews:

Interviewed aggressor Name: _____ Date: _____

Interviewed target Name: _____ Date: _____

Interviewed witnesses Name: _____ Date: _____

3. Any prior documented Incidents by the aggressor? Yes No

If yes, have incidents involved target or target group previously? Yes No

Any previous incidents with findings of BULLYING, RETALIATION Yes No

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

Yes

No

Bullying

Incident documented as

Retaliation

Discipline referral

only _____

2. Contacts:

Target's parent/guardian Date: _____ Aggressor's parent/guardian
Date: _____
School/Outside Counselor Date: _____ Law Enforcement Date:

3. Action Taken:

Detention Suspension Disciplinary Hearing
Education Counseling Referral
Other _____

4. Describe Safety Planning:

Follow-up with Target: scheduled for _____ **Initial and date when**
completed: _____ **Follow-up with Aggressor:** scheduled for _____ **Initial and**
date when completed: _____
Report forwarded to Principal: Date _____ (If principal was not the investigator)

Appendix 5: 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: _____

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

Students are expected to be focused on instruction and learning for the entire class period. For that reason, students must have all cell phones, tablets, smart watches, music players, or any other electronic device silenced or powered off and placed in a teacher designated area during class instruction. Each classroom has a designated area for students to place cell phones/electronic devices at the start of each period, and students may retrieve them on the way to their next class. Cell phones are permitted during lunch.

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

3rd Offense ~ the student is on a **5 day** disciplinary action plan and parent meeting.

Third Offense ~ the device will remain in the Deans' Office until it is picked up by a parent/guardian, parent meeting (Disciplinary meeting), and the student is placed on a **25 day** disciplinary action plan.

Fourth Offense ~ the device will remain in the Dean' Office until is picked up by a parent/guardian, and the student is **indefinitely** disciplinary action plan.

If at any point a student refuses to comply with electronic device policy or established disciplinary action plan, electronic device use is prohibited indefinitely **and a (Meeting with principal) hearing will take place with administration, parent/guardian and student.**

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

CoaH Student and Family Handbook Snapshot

- City on a Hill is a charter public school with high expectations for student behavior and academics. Your student must act and speak with respect at all times.
- School hours are 8:00-4:30 every Monday-Thursday and 8:00-3:00 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. Your student **may not** dress when they arrive at school.
- Headwear is not allowed in school. Headwear will be taken and returned to students at the end of the school day.
- 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.

- 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.
- City on a Hill works together with parents to support students. There will be times when you are asked to come to school for meetings and attend meetings.
- 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.)
- Electronics are allowed during lunch. Cell phones and other electronics that are seen during any other time or in any other part of the building (including after school) by a staff member will be confiscated.
- 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 community service sites, museums, 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 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