



# Cape Cod Lighthouse Charter School

195 Route 137, E.Harwich, MA 02645

phone: 774-408-7994

## Cape Cod Lighthouse Charter School Student & Family Handbook School Year 21/22

### **Table of Contents:**

|   |        |
|---|--------|
| <b>Letter from the Director of the School</b> | Page 3 |
| <b>School Origins</b>                         | Page 4 |
| Mission Statement                             |        |
| Governance                                    |        |
| <b>CCLCS Campus</b>                           | Page 5 |
| General Safety                                |        |
| Maintenance                                   |        |
| COVID 19 Protocols                            |        |
| <b>School Policies</b>                        | Page 6 |
| Anti Bullying / Anti Hazing                   |        |
| Athletics                                     |        |
| Clothing                                      |        |
| Concussion                                    |        |
| Curriculum Exemption                          |        |
| Discrimination                                |        |
| Harassment                                    |        |
| Medical                                       |        |
| Physical Restraint                            |        |
| PPRA  |        |
| Physical Education                            |        |
| Religion                                      |        |
| Translation and Oral Interpretation           |        |
| School Attendance                             |        |
| Student Pregnancy                             |        |
| Student Records                               |        |
| Wellness                                      |        |

|   |         |
|---|---------|
| <b>School Procedures</b>                  | Page 26 |
| School Hours                              |         |
| Student Schedules & Transitions           |         |
| School Cancellation                       |         |
| Visitors                                  |         |
| Attendance                                |         |
| PPE & Mask Breaks                         |         |
| Food Services                             |         |
| Transportation                            |         |
| Dismissal                                 |         |
| Safe Parent Carpools                      |         |
| Athletics & Clubs                         |         |
| Building Use                              |         |
| Cleaning                                  |         |
| <b>Student Services</b>                   | Page 32 |
| Counseling                                |         |
| Special Education                         |         |
| <b>Student Responsibilities</b>           | Page 34 |
| Universal Student Contract                |         |
| Responsible Use of Educational Technology |         |
| Consequences for Breaking Rules           |         |
| Academic Integrity Policy                 |         |
| Special Disciplinary Procedures           |         |
| <b>Directory &amp; Meeting Schedule</b>   | Page 51 |

## Letter from the Director

Dear CCLCS Families:

We are pleased to bring you the latest version of the CCLCS handbook, freshly updated to reflect the many challenges presented by the 2020-2021 school year.

This handbook is designed to let you know about our policies and procedures, and it is another way to keep you posted on your rights and responsibilities as parents of students in a Massachusetts public school. It is as much a legal document as it is a resource to consult when you have questions about how things work at our school. As a public school, CCLCS is required (and happy) to legally inform you of your rights, and to have a copy of this handbook on file with the Massachusetts Department of Elementary and Secondary Education.

Please read through this handbook with your children. We hope you can use this information to come to a better understanding of our school and the policies and procedures that we use to guide us through some of the routine and occasionally complex situations which may arise during the school year.

As a CCLCS graduate reflected a few years back: "I've learned a lot about myself at CCLCS. A LOT. The main thing I learned about myself is my will. My will to go on and how far I'm willing to push myself to accomplish goals... how to cooperate with others as a team and build independent strength. The community aspect is what CCLCS is all about, isn't it? It's about feeling safe as a whole and looking out for one another. Protecting one another and building life lasting bonds and skills..." Maintaining the ethics, practices and habits of mind reflected in this quote is harder during a global pandemic, when only about half of our students are physically present on campus on any given day, and many of our favorite activities have been adjusted to reflect safe practices. Yet, we persevere, with the help of our great families, our awesome kids and our talented and committed staff.

Feel free to use this handbook as another link in building the kind of supportive community that helps our students to thrive. Please do not hesitate to contact me with questions, concerns or comments. We all are looking forward to a great school year.

Sincerely,

Paul Niles

Executive Director

## School Origins

### **Mission Statement**

Cape Cod Lighthouse Charter School seeks to provide a supportive and challenging learning environment for middle school students, where teachers foster intellectual development and academic achievement in an atmosphere that celebrates learning as a lifelong pleasure.

We appreciate and understand middle school-aged students. We enjoy the often undervalued creativity and intellectual potential of this age group. We strive to provide an emotionally safe and supportive community, encouraging students to develop their strengths and risk new growth, while pursuing an academically rigorous curriculum. Wherever possible, students learn through experience, allowing them to be engaged in the process of discovery and to see the practical applications of classroom lessons.

Looking beyond the walls of the classroom, we collaborate with local partners to utilize the unique natural and creative resources on Cape Cod, and reach out to global partners to broaden our cultural understanding and knowledge. Our graduates take with them the values of personal responsibility, consideration for others, respect for the environment, academic integrity, creative expression, and perseverance.

### **Governance**

As a Commonwealth Charter School, CCLCS is governed by a Board of Trustees of community members, parents and faculty representatives. Working closely with Administration and Staff, the Board evaluates the CCLCS Executive Director annually, and oversees DESE compliance, financial stability, faithfulness to the charter, and long term organizational viability. Board meetings are held the third Monday of every month at 6PM unless otherwise noted. All meetings are open to the public with agendas

posted on the school website and in the front window of the school. Meeting minutes are also posted on the website.

### **CCLCS Campus**

#### **General Safety**

CCLCS is located in a commercial area. Consequently, the school has implemented specific procedures to ensure student safety.

- 1.) Behavior while traveling off campus : When safety permits, students frequently travel off campus for various activities in school owned vehicles and parent-driven vehicles. There are several rules that must be followed to ensure the safety and driver liability:
  - a.) Students must wear seat belts at all times.
  - b.) Behavior is not dependent upon whether or not the driver is a teacher, staff member or parent. All drivers must be respected.
  - c.) The radio is controlled by the driver.
  - d.) Students are not permitted to eat or drink in school vehicles without permission
  - e.) The Vans are limited to 11 passengers in addition to one driver.
- 2.) Students are not allowed to walk off campus before, during or after school unless accompanied by an adult or with written guardian permission.
- 3.) Evacuation Drills occur in accordance with the Town of Harwich police and fire ordinances and with our CCLCS crisis plan. Exits are clearly marked leading from or adjacent to each classroom.

#### **Maintenance**

Maintenance of the school premises is a community activity. Students are expected to help in the daily cleaning of the school by helping with recycling, picking up after themselves, particularly after eating, emptying trash containers in their classrooms, returning items to their proper places after using them and

refraining from throwing trash on the floor. Students are also responsible for keeping their belongings together.

### **Covid-19 Protocols**

CCLCS has contracted with a COVID certified clean team. The building and classrooms will be thoroughly cleaned each night. Additionally, all classrooms will be sprayed and wiped after each class period. Students will be expected to wash or sanitize their hands upon entering and exiting the classrooms and building.

### **School Policies**

#### **Anti Bullying / Anti Hazing**

##### ***Definitions:***

Aggressor - a student who engages in bullying, cyberbullying, or retaliation,

Bullying - the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that causes physical or emotional harm to the target or damage to the target's property; places the target in reasonable fear of harm to themselves or of damage to their property; creates a hostile environment at the school for the target; infringes on the rights of the target at school; or materially and substantially disrupts the education process or the orderly operation of a school,

Cyberbullying - bullying through the use of technology or electronic devices such as cell phones, computers, and the internet. It includes, but is not limited to, email, text messages and social media platforms.

Hazing - any conduct or method of initiation into any student organization, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any

student or other person. CCLCS abides by MGL 269, 17-19, a copy of which can be found on the school website,

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

Retaliation - any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, Staff - includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals,

Target - a student against whom bullying, cyberbullying or retaliation has been perpetrated,

Harassment - intimidation or bullying may take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, social exclusion or isolation, or other written, electronically transmitted acts, oral or physical actions.

Since bystander support of harassment or bullying can reinforce these behaviors, CCLCS prohibits both active and passive support for acts of harassment or bullying. Students are encouraged to resist active or passive involvement in these acts when they see them, constructively attempt to stop them, and report them to a teacher or staff member. Counseling, corrective discipline and/or referral to law enforcement will be used to change the behavior of a student who violates this policy and to remediate the impact on the victim. This includes appropriate intervention, restoration of a safe and welcoming climate and support for victims and others affected by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violation of this policy.

## **Athletics**

CCLCS' Interscholastic Athletic Program fosters self discipline, respect for self and others and ethical competitiveness so as to promote personal responsibility, skill development, physical fitness, moral courage, altruism, as well as an appreciation for team and school spirit. The program operates under the guidance of adult school community members.

School teams compete against other public and private middle schools, as scheduled by the Athletic Director. The school offers interscholastic middle school competition in boys/girls cross country, boys/girls soccer, girls field hockey, boys/girls basketball, baseball and softball.

The Massachusetts Interscholastic Athletic Association (MIAA) Middle Level Athletic Committee states that "Interscholastic schedules at the middle level should include all middle level grades within the building". In order to accommodate this directive, CCLCS follows the procedures below:

- For each sport season, a limit of the number of participants allowed on the team will be set by the Athletic Director. This number will be determined by the resources available each season.
- Seventh and eighth grade students will be allowed to sign up for the team automatically, without the possibility of being cut.
- Sixth grade students will be eligible for competing for any remaining spots on the team. If more students sign up than available spots, the coach will need to cut students to reduce the team to the number that can be accommodated.

***Please note: A fee of \$30 is charged, per athlete per sport.***

### **Playing Time Guidelines**

Student athletes at CCLCS bring a wide range of abilities and commitment levels to their sports. Some athletes are amongst the elite at their age levels. Other athletes may be trying a sport for the first time. The playing time guidelines outlined here are designed to honor both kinds of athletic team participation.

Committed competitive athletes deserve an experience that will hone their skills and keep them on track

to meet their larger athletic goals. Novice team members deserve the chance to experience the many benefits that result from successful participation at school based team sport.

All eligible student athletes have the right to participate equally in practice sessions. Although coaches may at times “split squads” for smaller practices experiences, students of all ability levels should have equal practice time.

All eligible students suiting up for a specific contest are guaranteed to get playing time, as long as they are behaving appropriately, but playing time may not be equal. Coaches reserve the right to apportion playing time in a game in response to the flow of the contest. Coaches have the right to set playing rosters that differ from game to game. Coaches should set game rosters in an attempt to balance competitiveness and inclusiveness.

All policies outlined in this section of the Handbook are in accordance with rules and regulation of the MIAA Council.

### **Academic Requirements for Student Athletes**

In order to participate on a team, student athletes are expected to maintain strong academic performance. During each sport season the Executive Director and/or Associate Director or their designees will review athletes’ academic data and when necessary generate an academic progress report. The report will generate a “Pass”, “Borderline” or “Fail” score, based on the following criteria:

- Pass = a C average or higher in all classes
- Borderline = a D average in one or more classes
- Fail = an F average in one or more classes

Any student athlete who receives a “Fail” will result in a temporary suspension from the team until the grade is raised. A student must demonstrate academic progress in order to continue to participate. Any student athlete who receives a “Borderline” will be given a timeline by which they must demonstrate academic progress. If a student does not meet said timeline, they may be suspended from the team. The suspension will remain in effect until academic progress has been demonstrated.

Any student with an unexcused absence from school on the day of a meet/game may not participate in the competition. Final decisions regarding academic eligibility and participation in athletics will be determined by school administration.

### **Behavior of Student Athletes**

Student athletes are representatives of CCLCS and are expected to maintain proper school behavior at all times. Inappropriate behavior or poor sportsmanship, either in school or at a game or team function, is subject to the disciplinary code in the Student Responsibilities section of the CCLCS Student Handbook, and may additionally include suspension or dismissal from the team. Any student who receives community services or other disciplinary action on the day of a game will be held responsible for that consequence.

### **Clothing**

It is expected that students will take pride in their personal appearance at CCLCS. Student dress should be within reasonable limits. If there is a question about student attire, teachers or administrators may contact parents with a request for more appropriate clothing or a student may be asked to change into CCLCS apparel. The dress code at CCLCS includes, but is not limited to the following guidelines:

- Footwear must be worn to school and appropriate footwear must be worn to PE classes and Seminars. Students may not participate in PE class without proper footwear. Instead, they will be asked to complete a seated assignment.
- Shirts must fully cover the chest area and only reveal minimal midriff.
- Shorts must conceal the buttocks at all times.
- Clothing that promotes the use of drugs, alcohol or tobacco is prohibited.
- Clothing that promotes violence or has suggestive language is prohibited.

## **Concussion**

CCLCS seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed students are identified, treated and referred appropriately, receive appropriate follow up medical care during the school day and are fully recovered prior to returning to activity. CCLCS will make sure that student athletes and their parents, coaches, athletic director, nurse and physician learn about the consequences of head injuries and concussions through training programs and written material. The law requires that athletes and their parents inform the school nurse and their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious or suffers a known or suspected concussion during a game or practice, the law mandates removing the student from play or practice immediately, and requires written certification from a licensed medical professional “return to play”. The law also prohibits coaches, trainers and others from encouraging or permitting a student athlete to use sports equipment as a weapon or to engage in sports techniques that unreasonably endangers the health and safety of him/herself or other players. All athletes, their parents and coaches will participate in a yearly mandated training program before the start of the season.

## **Recognition of Concussion**

A concussion is a brain injury and all brain injuries are serious. Concussions can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child/player reports any symptoms of concussion or if you notice the symptoms or signs yourself, seek medical attention right away.

| <b><u>Signs Observed By Others</u></b> | <b><u>Symptoms Reported by the Athlete</u></b> |
|--|--|
| Athlete appears dazed or stunned       | Headache                                       |
| Confusion                              | Fatigue  |
| Forgets plays                          | Nausea or vomiting                             |
| Unsure about game, score, opponent     | Double vision, blurry vision                   |
| Moves clumsily                         | Sensitive to light or noise                    |
| Balance problems                       | Feels sluggish                                 |
| Personality change                     | Feels “foggy”                                  |
| Response slowly to questions           | Problems concentrating                         |
| Forgets events prior or after the hit  | Problems remembering                           |
| Loss of consciousness                  |  |

These signs & symptoms, or any loss of consciousness, following a witnessed or suspected blow to the head or body are indicative of a probable concussion. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent athletes will often under report symptoms or injuries. And concussions are no different. As a result, education of coaches, parents and students is key for student athlete safety. Any athlete even suspected of suffering a concussion must be removed from the game or practice immediately. When in doubt, the athlete sits out. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear. Close observation of the athlete should continue for several hours. The athlete may not return to play until

they have been evaluated by a healthcare professional trained in the evaluation and management of concussions. For further information on concussions visit: <http://cdc.gov/concussion/HeadsUp/youth.html>

### **Curriculum Exemption**

The curriculum at CCLCS is aligned with the Massachusetts Curriculum Frameworks, the Common Core State Standards and other subject specific national standards. Units of study are developed by departments and teachers. All activities which occur in our school are directly related to the goals and objectives of the curriculum and have distinct academic purposes. Exemption of a student from class is permissible only for health classes or specific sections of the curriculum. Exemption from health class is permissible with a note from a student's guardian. The health teacher sends home notification to families before teaching the following units: sex education, Signs of Suicide training and mindfulness education. Parents are given the opportunity to opt out at that time. Decisions regarding student exemption from classes for religious reasons are made in accordance with state and federal guidelines on a case by case basis. Below is the exemption procedure:

1. Legal guardians must write a letter or email to the Director stating their rationale for requesting that their child be exempted from a particular part of the curriculum.
2. This request for exemption will be reviewed by the Director and the teachers responsible for teaching the subject.
3. Their decision regarding the request will be communicated by letter or email to the parents.
4. Parents have the right to appeal that decision to a special committee of the Board of Trustees which deals with curricular issues. The Board must receive the appeal in writing. The Board has 30 days in which to respond to the written appeal.
5. If the parents are not happy with the Board's decision, they have the right to appeal to the Massachusetts Department of Elementary and Secondary Education.

### **Discrimination**

CCLCS does not discriminate in admission to, access to, treatment in, or employment in its services, program and activities, on the basis of race, color or national origin, in accordance with Title VI of the

Civil Rights Act of 1964 (Title VI), on the basis of sex, in accordance with Title IX of the Education Amdnments of 1972; on the basis of disbaility, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act), or on the basis of sexual oritention, gender identity or religion in accordance with MA General Laws Chapter 76, Section 5. Title I of the Americans with Disabilities Act of 1990 prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment. Title II of the Americans with Disabilities Act of 1990 prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities. Title VI of the Civil Rights Act of 1964 prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin. Title IX of the Educational Amdendments of 1972 prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex. Section 504 of the Rehabilitation Act of 1973 maintains no otherwise qualified handicapped individual shall, solely by reason of their handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receving federal assistance. MGL, Ch. 76, Section 5 prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion, sexual orientation and gender identity. If you have any questions, complaints or need any information regarding any of the above named Titles, please contact the coordinators as follows:

Title IX, Title VI, and ADA, Sexual Harassment Coordinator : Paul Nile, Director

504 Coordinator : Mary Marvullo, School Psychologist

Grievance procedure policy for students, parents and guardians who feel that a regulation has been applied inequitably or unjustly should follow the steps outlined below:

1. The aggrieved party should attempt remediation through a conference with the Teacher involved. Should this prove to be unsatisfactory or undesirable, the grievance may be taken to the Director.

2. The aggrieved party, if dissatisfied, may present his or her grievance to the Director who after hearing the facts and after consultation with the Teacher, takes any action he or she thinks is indicated.
3. If the aggrieved party feels that the solution or decision is not agreeable to him/her, they may appeal to the Chairman of the Board of Trustees.

## **Harassment**

CCLCS is committed to maintaining a school and work environment free of harassment of any kind, including harassment based on gender, race, color, religion, national origin, sexual orientation, or disability. CCLCS expects all employees and members of the school community to conduct themselves in an appropriate and professional manner with concern for their fellow community members. Harassment in any form will not be tolerated. Harassment may include but is not limited to:

1. Repeated or persistent remarks
2. Intimidation for favors
3. Over threats or demands
4. Unwanted physical contact
5. Display or circulation of written or electronic material or pictures of a derogatory nature

Any violation of this harassment policy should be brought to the attention of the Director or classroom teacher in the case of a student. In the case of an employee or school community member, violations should be brought to the attention of the Director. In the case of an alleged impropriety on the part of the Director, a report shall be made to the Chairperson of the Board of Trustees. Upon such notice, an investigation will be completed and appropriate action will be taken. Any employee or member of the school community found to have engaged in harassment shall be subject to sanctions, including but not limited to, a warning, suspension, or expulsion for students, and a warning, suspension, or termination of employment for staff. Under certain circumstance, harassment (particularly sexual harassment) may constitute child abuse under Massachusetts law G.L. c. 119, 51A. CCLCS shall comply with Massachusetts laws in reporting suspected cases of child abuse.

## **Medical**

### **Nut Free**

CCLCS is a nut free school. The decision to be nut free is to ensure the safety of students with severe allergies to nuts and products that contain nuts. Please carefully read labels to ensure that your child is not bringing to school any foods that may contain nuts.

### **Student Emergency Information Sheet**

The student emergency information sheet must be completed and returned as close to the first day of school as possible to be kept on file in the office. Three separate telephone numbers must be provided. Please be sure there is a local person listed who can be reached when you are not at home. Only first aid treatment can be provided at school. No student is allowed to leave the school alone when ill, and parents are expected to provide transportation. Please inform the school nurse of any medical problems that could affect the students performance in school. Medical documentation may be necessary and will need to be provided if requested.

### **Medication**

No medication will be dispensed in school, unless prescribed by a physician. When a student is required to take medicine during school hours, a consent form must be signed by the legal guardian and physician before any such medicine will be dispensed. The medicine must be in a labeled prescription bottle and must contain no more than a 4 week / 20 day supply. All medications must be brought into the building and handed directly to the nurse by the student's guardian. The medicine will be kept in a secure location, monitored only by the school nurse and her designee. These rules also apply to all over the counter medications except Tylenol and Tums, which may be dispensed with written parental consent during the school day. Consent forms are available from the nurse. For students in need of medication on long distance or overnight field trips, policies and procedures have been developed and are available from the school nurse.

## **Physicals / Immunizations**

1. All students must be up to date and current on all immunizations required by the Commonwealth of Massachusetts. This information must be on file in the office with the nurse. Failure to comply with this policy may cause your child to be excluded from school.
2. Parents should inform the school nurse of any immunizations or physical exams that a student received from a private physician, hospital, or medical center at any time in order that the health record of each student be kept current and accurate.
3. All students entering 7th grade must have the following immunizations:
  - a. 3 doses of Hepatitis B
  - b. 1 dose of Tdap
  - c. 3 doses of Polio
  - d. 2 dose of MMR
  - e. 1 dose of Varicella
  - f. 1 dose of MenACWY
  - g. 1 dose of the current school year Flu vaccine
4. All candidates for athletics must have a recent physical exam (within 13 months) on record before participation in a school sport, including practice.
5. All students must have a physical examination during elementary, middle and high school years.

## **Annual Health Screening**

1. Vision and hearing screening (grade 7)
2. Height, weight, BMI and blood pressure screening (grade 7)
3. Scoliosis screening (all grades)

*If you have any questions regarding school health policies, please call the school nurse.*

## **Physical Restraint**

CCLCS seeks to promote a safe and productive workplace and educational environment for its community members. In accordance with the Code of Massachusetts Regulations (603 C.M.R. 46.00), the

law governing the use of physical restraint on students in public schools, CCLCS seeks to ensure that every student attending our school is free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after lawful and other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind: 1. To administer a physical restraint only when necessary to protect a student and/or a member of the school community from imminent, serious, physical harm; and 2. To prevent or minimize any harm to the student as a result of the use of physical restraint. In accordance with the Cod of Massachusetts Regulations (603 C.M.R. 46.03), CCLCS seeks to ensure that:

**Prohibition:**

1. Mechanical restraint, medication restraint, and seclusion shall be prohibited in public education programs.
2. Prone restraint shall be prohibited in public education programs except on an individual student basis, and only under the following circumstances:
  - a. The student has a documented history of repeatedly causing serious self injuries and/or injuries to other students or staff;
  - b. All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;
  - c. There are no medication contraindications as documented by a licensed physician
  - d. There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;
  - e. The program has obtained consent to use prone restraint in an emergency as set out in 603.CMR 46.03(I)(b), and such use has been approved in writing by the principal; and;

- f. The program has documented 603 CMR 46.03(I)(b)1-5 in advance of the use of prone restraint and maintains the documentation
3. Physical restraint, including prone physical restraint where permitted, shall be considered an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavioral interventions, or such interventions are deemed inappropriate under the circumstances.
4. All physical restraints, including prone restraint where permitted, shall be administered in compliance with 603 CMR 46.05.
5. If a student does need to be physically restrained, a mask should **not** be on the face of the student. If the student was wearing a mask prior to being placed in a physical restraint, the mask should be removed as soon as is practical and safe. Students in physical restraints should not wear masks, regardless of the behaviors they are exhibiting because masks may restrict airflow, preventing staff from effectively monitoring the student's breathing, and the mask might be inhaled or swallowed by the student.

### **Training**

Annual training is required for all staff and is to occur within the first month of each school year and for employees hired after the school year begins, within a month of their employment. At the beginning of each school year, the executive director or their designee shall identify the program staff that are authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. Only trained school personnel shall administer physical restraints. Such staff shall participate in in-depth training in the use of physical restraint. The content of the training shall include, but not limited to: 1. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship building and the use of alternative methods to restraint, 2. Description

and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, 3. The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance, 4. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints, and 5.

Demonstration by participants of proficiency in administering physical restraint. See 603 CMR 46.03(3) and 46.03(4).

### **Reporting Requirements**

CCLCS staff shall report the use of any physical restraint as specified in 603 CMR 46.06(2). The staff member who administered the restraint shall verbally inform the executive director of the restraint as soon as possible, and by written report no later than the next school working day. The written report shall be provided to the executive director or their designee. The director, or designee, shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the DESE, upon request. If the executive director has administered the restraint, they shall prepare the report and submit it to a team designated by the Board of Trustees for review.

The executive director or their designee shall verbally inform the student's guardians of the restraint as soon as possible, and by written notification postmarked no later than three working days following the use of restraint. If the school customarily provides a guardian of a student school related information in a language other than English, the written restraint report shall be provided to the guardian in that language.

### **Notification of Rights under PPRA**

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

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - a. Political affiliations or beliefs of the student or the student’s guardian
  - b. Mental or psychological challenges of the student or student’s family
  - c. Sexual behavior or attitudes
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior
  - e. Critical appraisals of others with whom the student has close family relationships
  - f. Legally recognized privileged relationships, such as with lawyers, doctors or ministers
  - g. Religious practices, affiliations or beliefs of the student or guardian
  - h. income, other than as required by law to determine program eligibility
  
2. Receive notice and an opportunity to opt a student out of:
  - a. Any other protected information survey, regardless of funding
  - b. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical examination or screening permitted or required by law
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
  
3. Inspect, upon request before administration or use:
  - a. Protected information surveys of students
  - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
  - c. Instructional material used as part of the educational program

These rights transfer from the parents to a student who is 18 years of age or an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with:

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

## **Physical Education**

Emphasis is placed on effort and attitude as opposed to achievement. It is more important that students cooperate with others and try to succeed rather than measuring their success by the number of times they hit the ball or score a goal. Teamwork, encouragement and playing fairly, safely and hard are the keys to success in Physical Education classes. P.E. classes emphasize safety first and fun second. Students are to be responsible for their own safety and for the safety of those around them. Students shall refrain from engaging in play with the equipment until everyone is ready and will watch out for themselves and others at all times. Students are responsible for protecting themselves from the sun and weather. This means that students should remember to wear hats, sunblock and any other items necessary to keep themselves healthy outdoors. Students are encouraged to bring individual water bottles to class every day. Students should also wear clothing that they can move around in easily and clothing that is weather appropriate. Athletic sneakers must be worn to P.E. class.

## **Religion**

### **Treatment of Religion in the Curriculum**

No staff person shall provide religious instruction, i.e., teach theology and dogma for the purpose of proselytizing. However, all staff may read from holy works, discuss the historical implications of a religion, and explore the religious beliefs of a culture or country as part of an academic subject's curriculum.

### **Celebration of Religious Holidays**

In accordance with G.L. Ch. 151C, sec 2B, CCLCS recognizes and supports a staff person's or student's right to observe religious holidays. Any staff person wishing to observe a religious holiday that does not fall within regular school vacations may take a personal day. A student for whom a religious holiday falls outside the regular school vacations will be accommodated and shall be excused from attending classes on

the religious holiday. The student will also be provided an opportunity to make up work missed due to the absence. No adverse or prejudicial effects shall occur to any student because of absence due to observance of religious holidays.

In accordance with G.L. Ch. 71, sec 31A, CCLCS has set the following guidelines around the celebration of religious holidays:

1. Musical selections for annual concerts, artistic displays, and other projects relating to holidays reflect the school's desire to provide students with a heightened awareness of the diversity of religions and cultures around the world.
2. Within the context of a curricular activity, religious holidays may be studied, the purpose of which is to further the educational and cultural experiences of students.

### **Translation and Oral Interpretation**

CCLCS is committed to providing written and oral translation of school documents to families who are unable to read or understand spoken English well. The school office will maintain a folder containing the all school policy level documentation in various languages. Families can request translations or oral interpretation by filling out a translation / interpretation request form and submitting the form to the school's Director or their designee. Spanish and French translations and oral interpretations will be completed by school staff. Other translations and interpretations will be completed by outside service providers. Many special education materials have already been translated by the Department of Elementary and Secondary Education, and school personnel will use this resource when available.

## **Student Attendance**

Consistent attendance is critical to the success of all students. The purpose of the CCLCS Attendance Program is to establish appropriate steps and actions that CCLCS can take to assist families struggling with daily attendance.

1. After 5 unexcused absences, families will receive an intermediary letter to the mailing address on file. (Please refer to “Operations” under “School Procedures” for the definition of “unexcused”.)
2. After 3 more additional unexcused absences, a second letter will be sent requesting a meeting and indicating that a CRA (Child Requiring Assistance) may be filed with the Department of Children and Families (DCF). The purpose of the meeting is to identify the primary reason for truancy (medical, psychological, refusal).\*
3. The team will convene to create an action plan to address absenteeism.
4. A CRA will be filed if a student reaches the next level of unexcused absences, as defined in the meeting and action plan.

\*Absenteeism Categories:

- Medical - proper documentation must be submitted to CCLCS
- Psychological - a meeting will be held with the student’s legal guardian school psychologist, school nurse, Executive & Associate Directors, and possibly the student. The meeting may also include community based representatives. The team will set up an appropriate action plan to address absenteeism.
- Refusal / Defiance - a meeting will be held with the student’s legal guardian, the Executive & Associate Directors, and the school’s Attendance Officer. The meeting may also include a representative from the District Attorney’s office. The team will set up an appropriate action plan to address absenteeism.

## **Student Pregnancy**

CCLCS does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities on the basis of pregnancy status. Pregnant students shall have access to all areas of educational and extracurricular programming available to non-pregnant students. Pregnant students shall have access to the services of the school nurse as needed in order to encourage maximum participation in school programming.

## **Student Records**

As of 1975 the State Board of Education has issued a complete set of regulations regarding the keeping of student records within our schools. These regulations were adopted to ensure the right of confidentiality and to provide for inspection of such records by parents and eligible students.

There are basically two types of records. The first is the permanent record, consisting of the very basic information such as name, address, phone number, birthdate, parents, courses and grades. The second is the temporary record, consisting of test scores, teacher evaluations and extracurricular activities. Parents and eligible students may inspect, obtain copies at a reasonable fee, and have interpreted, either by professionally qualified school personnel or a third party of their choice, any data contained in the student's record. Access will be provided as soon as possible and within 10 days of receipt of a written request made to the Executive Director. If there is a legal need for a non-custodial parent to have their rights of access restricted, the school will need to have a letter from the custodial parent explaining the situation. Additional paperwork may be requested.

## **Wellness**

Families are the primary teachers and caregivers of their children. The present and future health, safety and well being of students are also the concern of CCLCS. Schools have a duty to help prevent unnecessary injury, disease and chronic health conditions. Poor nutrition hampers academic achievement while increased physical activity leads to higher academic success. For students to learn to take responsibility for their own health and to adopt health-enhancing attitudes and behaviors:

- CCLCS will be a safe and healthy place for children and employees to learn and work, with a climate that nurtures learning, achievement and growth of character.
- All students will be taught the essential skills and knowledge they need to become "health literate" - that is to make healthy choices and avoid behaviors that can damage their health and well-being.
- CCLCS will be organized to reinforce students' adoption of healthy behaviors and school staff will be encouraged to model healthy lifestyles.

Health and success in school are interrelated. Schools cannot achieve their primary mission of education if students and staff are not healthy and fit, physically, mentally and socially.

## **School Procedures**

### **School Hours**

The student school day begins with first period class at 8:40AM. In order to minimize foot traffic inside the building, students should not arrive on campus earlier than 8:30AM. Students arriving by car will be directed into two lanes and should wait for a teacher or staff member to grant permission before exiting the vehicle. Bus riders will be scheduled to arrive at 8:35AM. Bus seat assignments and configurations may be made so that all riders are safe and protected. Students are expected to be masked and seated at all times on the bus. Students must be picked up after school or take the bus by 3PM unless they are participating in a school activity. We encourage families who plan to dismiss their student early to do so by 2:30PM whenever possible, so as to avoid the high activity in the office during the regularly scheduled dismissal process. Bus riders will be dismissed by grade level at 2:57, and car riders will be dismissed at 3PM. Drivers are asked to pull forward in 2 lanes to the staff member directing traffic.

### **Student Schedules & Transitions**

All students will be assigned to a color group and letter group for the 21/22 school year. Students will remain in academic pods throughout the day, including lunch. Students will attend 6 classes each day they are in the school building, traveling with their letter or color group. Classes are scheduled to be 47 minutes long, with a 10 minute mask break in between each class. Students will travel outside whenever possible to get to their next class. Bathroom passes will be issued to each student, which should be kept in backpacks for the duration of the year.

## **School Cancellation**

CCLCS will contact all families via phone AND email with school cancellations. Please be sure to check these on days when inclement weather is forecasted.

## **Visitors**

All visitors must report to the front office upon arrival. Guardians should ring the main bell and await instructions from the office staff. A small table outside the office is available to sign your student both in and out. Should a visitor need to enter the building for a specified duration of time, they must sign in and receive a visitor badge from the main office.

## **Attendance**

The Department of Elementary and Secondary Education (DESE) requires that all schools maintain a minimum of 95% attendance and holds the school accountable for ensuring that this requirement is met. The state of Massachusetts defines a student as chronically absent if they miss 18 or more days of school in one school year. Individual student attendance is reported to DESE daily. Tardiness and early dismissals are considered attendance issues. If your child will not be in school or attending virtual classes, the school must be notified no later than 8:30AM. Please call 774-408-7994 and leave a message. You may also email the school at [attendance@cclcs.info](mailto:attendance@cclcs.info). If a student is absent for two or more consecutive days, a homework packet may be requested.

Time on learning is of the utmost importance to CCLCS. Every effort will be made to address excessive tardies and absences informally. In the event that a student accumulates a substantial amount of tardies or absences, parents will be notified with a formal letter which will trigger a parent conference with the school administrators. Chronic absenteeism that remains unsolved may necessitate notification to the Department of Children and Families or the filing of a Child Requiring Assistance (CRA) petition with

the court system. In addition, a hearing may be held with the parents and the school director, along with the student's team of teachers, for students with absences and/or tardies in excess of 15 days. A student with absences in excess of 30 days will trigger an administrative review to determine if the student is eligible for promotion to the next grade level. Special help is provided for specific, documented, excused absences, such as medical issues.

### **Excused Absences**

To have an absence or tardy excused, legal guardians must call or email the school no later than 8:30AM on the day of the absence with a valid explanation (see below). If the school does not receive an email or phone call, the absence is unexcused. A doctor's or legal note will also be accepted. The following absences or tardies are considered excused with valid reason once the school has been notified:

- Illness of the student
- Doctor / dentist appointments
- Death in the family
- Quarantine
- Court proceedings
- Religious holidays

In the event that a student incurs 2 or more consecutive excused absences, a written note from a doctor or a legal note will be required for CCLCS to excuse any further absences.

The following absences and/or tardies listed below and all other absences and/or tardies not listed above are considered unexcused absences:

- Oversleeping
- Family vacations
- Visiting family
- School refusal / defiance

Please note: It is at the discretion of the school to define and determine excused and unexcused absences.

Early dismissals are listed on the morning attendance sheet. Please notify the school office when a student is to be dismissed early. Any student dismissed before 2:55PM must be signed out at the office except

students dismissed early due to illness, who will be signed out by the school nurse. Students dismissed before 11:45AM will be marked absent for the day. A student must be present in school in order to participate in extracurricular activities after school, including sports and clubs. Students dismissed before or arriving after 11:45AM are considered absent, as they will be in attendance for less than half the school day. Students arriving after 8:40AM are considered tardy and must report to the front office to sign in.

### **PPE & Mask Breaks**

All students, staff and visitors are expected to wear a mask inside the school and for the duration of the day during the 21/22 school year. Masks should be clean and fitted. In the event that a mask breaks or becomes dirty, the school will provide a back up mask for students and staff. Bandanas and gators are not allowed. Additional PPE may be required for specific staff members working closely with students, including facial shields and plexiglass dividers. All students will have mask breaks during the day. These will be outside. During a mask break and travel time, students may remove masks for fresh air. Students will be expected to sanitize their hands before and after a mask break.

### **Breakfast, Lunch & Snack**

All students will be eligible to participate in our breakfast and lunch program. For the 21/22 school year, all meals provided by the school will be free of charge. CCLCS asks that families order food ahead of time using the school website ([www.ezschoollapps.com/ParentLogin.aspx](http://www.ezschoollapps.com/ParentLogin.aspx)). The school is nut free to ensure the safety of students who have severe allergies to nuts. Please make sure your student does not bring ANY food items that may contain nuts. Students who do not receive meals at school should bring a healthy snack and lunch along with a drink in their backpack. Because the school does not have a cafeteria, arrangements have been made with local restaurants so that we can offer breakfast and lunch every day to all grades. **Students are not permitted to bring soda, energy drinks, coffee or candy to**

**school.** If your child will be tardy please notify the office by 9:30 am or his/her breakfast and lunch will be cancelled. Breakfast and lunch order will be cancelled for a student who is not present.

### **Transportation**

Families must provide transportation to and from school. For families from Bourne to Dennis, a parent funded bus service for CCLCS students has been established. For information about this bus, please contact the business manager at the school ([kscichilone@cclcs.info](mailto:kscichilone@cclcs.info)). DART and Flex buses operated by the Cape Cod Regional Transit Authority serve the school. A student Charlie Pass is available for students at the CCRTA transportation center in Hyannis. For schedules and contact information, please visit their website at [www.capecodtransit.org](http://www.capecodtransit.org).

### **Dismissal**

Because student safety is of paramount importance, special dismissal procedures have been implemented for the 21/22 school year and must be followed by all. Students riding a yellow bus or public bus will be dismissed first and by grade level. Students being picked up will be dismissed from their last period class by academic group, as soon as the buses depart. Drivers will follow the designated traffic patterns and remain in their vehicle. Walkers will remain in the building until all cars have departed.

### **Safe Parent Carpool**

The bus entrance AND Halls Path may be used by all vehicles during the morning drop off. **The bus entrance may NOT BE USED by carpools during the afternoon pick up.** In the afternoon, Halls Path is the only access road to the school. Earliest arriving parents are directed to park in lanes at the front of the school. Drivers should be off their phones and follow traffic directives from the school staff. There will be no parking in the lanes directly in front of the school, as this area is for buses who must have full visibility and no traffic hazards. For safety's sake, we require that anytime someone other than a legal

guardian or carpool member is picking up a child, that the office be notified by the guardian, identifying the person authorized to pick up the student.

## **Athletics & Clubs**

### **Athletics**

CCLCS will be following DESE guidelines regarding athletic play and afterschool activities for the 21/22 school year. Practices and games (including locations) will be scheduled and communicated by the school's Athletic Director. During the Fall sports season, CCLCS offers girls and boys soccer, girls field hockey and girls and boys cross country. During the winter season, CCLCS offers boys and girls basketball and in the Spring season, CCLCS offers girls softball and boys baseball. Athletes are expected to arrive at all practices on time and stay for the duration of the practice, unless a guardian has communicated directly with the coach and other arrangements have been coordinated. Athletes will need to be picked up on time by their guardian after all practices. Transportation to and from scheduled games will be provided by coaches and parent volunteers.

### **Clubs**

After school Clubs vary each term and are led primarily by teachers and parent volunteers. Club offerings, including sign up and schedule details, will be provided in advance in the weekly school newsletter, titled "Notes to Home".

### **Building Use**

For safety and liability reasons, public use of CCLCS buildings and vehicles is generally limited to school activities that are directed by CCLCS staff.

## **Cleaning Regimen**

CCLCS has contracted with a COVID certified clean team that disinfects the building nightly. All teachers and staff have been trained in cleaning classroom spaces throughout the day, using Force of Nature cleaning products. After each academic group uses a classroom space, it is sanitized and vacant for a designated amount of time. Students are also asked to sanitize or wash their hands upon entering and exiting every classroom space.

## **Student Services**

### **Counseling Services**

The individual counseling needs of students and their families are met in a variety of ways.

### **In-school Counseling**

CCLCS offers the services of a school psychologist to assist students with problems that can be dealt with on a short term basis. CCLCS also contracts with a therapeutic counselor through Gosnold's school based program two days a week.

### **Out of School Counseling**

In those cases where student or family needs exceed the domain of the school, guardians will be referred to professional services and counseling. In cases where a student is at risk, the school will intervene according to the mandates of Massachusetts educational law. The school psychologist is available at all times for immediate advice, intervention and referral.

### **Special Education**

In accordance with Chapter 766 and the Individuals with Disabilities Education Act of 2004, the school operates special education programs that fully meet the needs of students with Individual Educational Programs (IEPs). The school employs a Special Education Administrator and Coordinator, a full time school psychologist, three full time special education teachers and several support staff. Parents with

students who have special needs are urged to meet with the special education teachers as early in the school year as possible if they have questions about their child's program.

#### **504 Accommodation Plans**

Students with disabilities who do not require special education services to make progress in general education may be entitled to accommodations under Section 504 of the Rehabilitation Act of 1973. The school ensures that students with disabilities have meaningful opportunities to participate in all aspects of school on an equal basis with students without disabilities. If you have a child with a disability, please contact the school psychologist for more information on 504 accommodation plans.

#### **Instructional Support Intervention Team**

A school team meets on an as needed basis to assist students who are experiencing educational, physical, or social & emotional difficulties. If you have concerns regarding your child's development please discuss with your child's teacher, school psychologist, or the school director.

#### **“Portvisory” / Point People**

Every CCLCS student has been assigned an advisor at the school, with whom they will meet on a consistent basis for 30 minutes. Because almost every teacher and staff member serves as an Advisor, advisory groups consist of 9-12 students and discuss a variety of topics. Advisory groups also create and compile student portfolios, which over time, exhibit a student's goals, accomplishments and reflections during their tenure at the school. Advisors may also serve as point people for families who may have questions about their student's CCLCS experience.

#### **Disciplinary Actions**

State and federal regulations provide certain protections relevant to disciplinary action for students who are eligible for or may be eligible for special education services. Please refer to the “Student Responsibilities” section of the handbook for more information.

## **Student Responsibilities**

### **Statement of Purpose**

CCLCS seeks to encourage in each student a sense of self discipline with individual responsibility and accountability for one's actions; self respect as well as respect for others; and a personal code of conduct which reflects the values of family and the school community. In order for CCLCS to be successful, everyone in the school must do the following:

- Work towards educational goals and objectives of the school
- Preserve individual dignity and respect
- Recognize and honor the rights of others as well as ourselves

For students to learn, get along with each other, and feel happy, they must be in an orderly atmosphere with fair, well understood rules. The goal of positive discipline is to turn poor behavior into good behavior. Guardians are important people in the school community. Family support reinforces the school's disciplinary effort and is crucial to assisting teachers by encouraging appropriate behavior.

CCLCS, its teachers, families, students and volunteers are committed to creating an extraordinary educational environment in our school. Our school must be as safe, secure and trouble free as possible.

We know that the learning process is substantially enhanced by order, cooperation and respect. We, as a community, will abide by a code of conduct that will preserve this educational environment. We support and defend high expectations and expect others to do the same.

### **Individual Rights and Responsibilities**

CCLCS, as a public school, recognizes the importance of its responsibility to educate students. We strive to establish a curriculum and a working community based on academic freedom. Certain individual rights and responsibilities are considered essential to our school community. They are the right to:

- Be respected as a member of the community. In turn, each student is responsible for treating others the way they would like to be treated.
- Receive the best possible education. In turn, each student is responsible for being prepared to work in class and on homework to the best of their ability and for cooperating with teachers and classmates
- Feel safe and secure in school. In turn, each student is responsible for following the discipline code of the school and to respect their classmates and their property.
- Be treated fairly. In turn, each student must accept the consequences for their actions.

### **Clear Expectations**

At the beginning of the school year each student at CCLCS is expected to understand and sign a copy of the behavioral contract below. This contract (referred to as the Universal Student Contract) translates the rights and responsibilities described above into a clear set of behavior expectations that help to guide student actions during the tenure at CCLCS.

### **Universal Student Contract**

The Universal Student Contract is designed to serve as a guide for helping students understand the kinds of behaviors towards other students that are most helpful in creating a safe, supportive environment where all students and adults can learn and develop to the best of their potential. The main value at the heart of the school's behavioral code is that all members of the school community respect each other and work to support each other. Putting the values of respect and support into action means that members of the CCLCS community must pledge to avoid certain behaviors that tend to harm others in the community and behaviors that can weaken the learning environment. This contract clearly spells out some of the behaviors that students agree to avoid in order to ensure a healthy, supportive learning environment. Most students at CCLCS already exhibit these behaviors daily, and some students will only need occasional reminders. It is possible that some students may have a harder time following these rules. If a student is found to be a "repeat offender" and participates in behaviors that break this contract on a regular basis, that student will receive an individualized behavior plan that spells out the consequences of breaking these rules in greater detail. The Universal Student Contract reads as follows:

“As a member of the learning community at CCLCS, I understand that my behavior is an important ingredient in building a strong, supportive community of learners, and I agree to follow all parts of the behavioral code described below in this document.” All students and guardians agree to the Universal Student Contract by signing the handbook letter:

- I agree to demonstrate respect for CCLCS through care of the building, school equipment and all school resources. This includes contributing to keeping our physical space clean and healthy, as well as taking care of and not damaging school property, from paper clips to vans.
- I agree to act as a thoughtful and responsible representative of CCLCS on school grounds and in public spaces. I recognize that I am a reflection of my community and should act with courtesy and consideration for the safety and comfort of others. This includes walking (not running) in the hallways and on the sidewalks, demonstrating appropriate behavior in the vans, and using appropriate language and behavior on school trips.
- I agree to respect the learning climate at CCLCS by coming to classes prepared and on time, and by behaving appropriately and positively in the classroom setting. This includes a commitment to honesty in my schoolwork, avoiding cheating, and plagiarism.
- I agree to never put down or pick on another student or staff member with my remarks or actions or participate in bullying other students. This includes being a bystander to bullying.
- I agree to avoid participating in gossip or in circulating information that could be designed to hurt somebody else’s feelings.
- I agree to avoid unwanted physical contact with other students and if a student or staff member asks me to stop such behavior, I will do so immediately.
- I agree to respect other people’s possessions, and keep my hands off others’ items and anything that does not belong to me.
- I understand that if I break these rules I will be hurting myself, my friends and the CCLCS community. In addition, I will risk earning penalties, ranging from loss of privileges to more serious penalties.
- I understand that a student who consistently breaks the rules may require an Individualized Behavior Contract with specific and very clear expectations and consequences.

### **Responsible Use of Technology (RUP)**

All students and staff at CCLCS will have access to school provided technology as part of their learning environment. It is expected that CCLCS community members will sign and abide by the RUP when using school issued technology. A more detailed description of the RUP can be found on the school website.

CCLCS reserves the right to oversee and access all school related technology accounts at any time.

Students will not receive a school issued device until the RUP is signed by the student and guardian.

1. Usage - students will use technology responsibly and ethically
2. Communication - students will always be kind, supportive and respectful when using technology to interact with members of the school community and beyond
3. Personal devices - students will turn off personal devices upon arrival at school. Devices will remain off for the duration of the day. Students may turn their devices on once they have exited the building for the day.

### **Consequences for Breaking Rules**

#### **Very Serious Infractions**

The following very serious infractions, several of which involve criminal offenses as well as violations of the school's rules, can result in suspensions of up to 10 days or exclusion or expulsion by the Director.

When a student is excluded from school, the Director may establish a list of conditions that must be completely met before the student can be readmitted to school. Any student suspended for 10 days or more or excluded or expelled may appeal the Director's decision, including the conditions for re-admittance, in writing to the Board of Trustees. The Board is the final arbiter in all disciplinary matters. However, if the Board upholds the Director's decision and the Director determines that the student has failed to meet the conditions set forth in the exclusion, the Director has final authority to deny the student's readmission to the school. These rules apply to behavior on the school premises or at school related functions. Very serious infractions include:

- Possession and/or use of a weapon
- Possession or use of explosives
- Possession, sale or distribution or use of drugs (illegal substances)
- Possession, sale or distribution or use of alcohol or alcoholic beverages
- Possession, sale, or distribution or use of tobacco products
- Misuse of over the counter drugs
- Extortion
- Giving false alarms
- Theft
- Arson
- Assault of staff or students

- Threatening the health and safety of staff or students
- Battery of staff or students
- Vandalism
- Hazing, bullying and harassment
- Upon issuance of a felony complaint against the student, if the Director determines that continued presence in school will have a substantial detrimental effect on the school's welfare
- Any other action that seriously affects the educational process or safety of the school's staff and students

Additionally, any breaches of Federal law, Massachusetts state law or the by-laws of the Town of Harwich, will be handled in cooperation with the Harwich Police Department. It is also important that parents and students understand that according to the Massachusetts general laws (M.G.L. ch 71, sec. 55), "A student may be expelled from a charter school based on criteria determined by the Board of Trustees and approved by the Secretary of Education with the advice of the principal and teachers."

### **Other Infractions**

There are a wide range of other negative behaviors, similar to those described in the student contract, that can undermine the strength of the school community and thus require a corrective action. At CCLCS we have developed tools to respond to these situations. The tools are designed for clear identification, communication, restitution to the community and, when appropriate, sanctions to allow increased self awareness for the offender and a safe and appropriate learning climate for the "victims" of the misbehavior. Behaviors requiring such intervention include but are not limited to:

- Disruption of the learning environment
- Disrespect or bullying directed towards teachers or other students
- Mistreatment of the physical setting or materials
- Disobeying or being disrespectful of teachers or other adults in charge
- Treating others badly because of their ethnicity, religion, gender, sexual preference, family background or general appearance (see discrimination / harassment policies in this handbook)
- Inappropriate or distracting items brought to school
- Unsafe behaviors in class or in shared spaces
- Poor sportsmanship in group settings
- Violation of the RUP
- Inappropriate language

Teachers and other adults in charge have a range of options available to address these situations. As noted in the Student Behavior Contract, responses may vary depending upon how many infractions a student accumulates (see section on “Tracking Behavior”). Teacher responses need to balance the need for consistency with the ability to appropriately judge the magnitude of a response in a given situation. As such, maintaining discipline is part art, part science. Teacher responses will include the following tools:

- Verbal warnings
- Adjustment to seating in the classroom
- Email or calls home to guardians to discuss a student’s behavior
- Asking the student to repair damages
- Sending the the student to the Office

### **Tracking Student Behavior**

Behaviors requiring more than just verbal warnings, but not serious enough to be classified as “very serious”, can be managed through the “Think About It” process. This is a multi-step process that involves the following components:

- 1.) Initial identification of the incident. At this stage, the staff member notices the incident and engages the student to begin processing.
- 2.) After initial verbal processing, the student is prompted to fill in a “Think About It” sheet (TAI sheet). This may be done in the classroom, in a time out space outside of the classroom, or in the office area.
- 3.) After the sheet has been completed, the teacher or administrator determines next actions steps and fills them in on the form. Steps can include a student conference with teachers, a parental meeting or phone conference, or loss of privileges for the student. Staff should be sure to follow special protocols that may have been developed for students on behavioral plans.
- 4.) One of the adults processing the incident is assigned to take charge of the action steps.
- 5.) The adult processing the incident informs all team members of the infraction, including the Executive & Associate Directors.
- 6.) The Associate Director enters the incident onto the student’s electronic database file, records on the form how many TAI sheets the student has accumulated to date, and logs and transfers the sheet into the grade’s disciplinary notebook.
- 7.) An accumulation of TAI sheets may result in suspension as well as a meeting with the student’s guardians to address the root causes of the behavior and to discuss strategies to improve behavior.

As mentioned in the Student Behavioral Contract, repeated misbehavior may require a more specific Individual Behavior Contract. Accumulation of the “Think About It” sheets may trigger review of the student’s eligibility for field trips, athletics or other educational programming and activities. The review may determine that a student is ineligible, or it may trigger a warning letter.

### **Suspension Recording Protocol**

Student suspensions are logged into the school’s electronic system. When a student receives a suspension, the Director or the Director’s designee will check the yearly record to assess the student’s cumulative suspension data in order to assure that the school complies with all regulations with respect to student suspension requirements.

### **Expulsion Policy**

1. Specific discipline offenses subject to expulsion:

Students are subject to expulsion (i.e. permanent exclusion) by the Executive Director 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 fellow students, teachers, administrative staff or other personnel

This includes not only knives and guns, explosive devices and realistic replicas of such weapons, 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 year, with exceptions granted only by the Board Chair. 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 or expulsion by the Executive Director when charged or convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, 37H1/2.

## 2. Standards and procedures ensuring due process for expulsion:

A student and the student's family will receive written notice of the charges, of the reasons and of the evidence for expulsion before the expulsion takes effect. A student will not be excluded from school without being afforded appropriate due process as set forth below. 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 administrator's judgment, there is no alternative available to alleviate the danger or disruption, a student who is charged with a disciplinary offence may be removed temporarily from school before receiving due process pursuant to an emergency removal (see below for more information).

A student and the student's family will receive written notice of their rights to a hearing with the Director before the expulsion takes effect. The notice will include the time, date and location of the hearing. The student's parent or Guardian will be present at the hearing. The decision maker charged with deciding the consequence at the hearing has the responsibility of using discretion. At the hearing, students and parents have the right to: bring counsel (at the family's expense), present evidence (through the student's own testimony or witnesses and through written evidence) and cross-examine witnesses provided by the school.

After the hearing, the Director may, in its discretion, decide to suspend rather than expel a student who has been determined by the Director to have violated either chapter 71, section 37h, paragraph A or B.

The expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

If the Director decides to expel the student after the hearing, the Director shall give written notification at the hearing to the student and guardian of the student's right to appeal, of the process for appealing the expulsion and of the opportunity to receive Educational Services.

The expulsion will remain in effect prior to any appeal hearing. For a 37H 1/2 charge, delinquency complaint, conviction, adjudication or admission of guilt, the Director may remove the student for a period of time up to expulsion if the Director determines the student's continued presence would have a detrimental effect on the general welfare of the school. The student has 10 days from the date of expulsion to notify the superintendent of an appeal.

3. Any student who has been expelled has the right to appeal to the Chair of the school's Board of Trustees:

The student or the guardian of the student shall notify the Board Chair in writing to request an appeal. If a decision by an administrator, following the parent meeting, results in the expulsion of a student or the suspension of a student for more than 10 days, the student may appeal the decision to the Board Chair. In order to do so for a section 37H 1/2 offense, the student or Guardian must file a notice of appeal with the Board Chair within 5 calendar days, with a 7-day postponement option. The Board Chair must hold the hearing within 3 school days of the student's request, unless the student or Guardian requests an extension of up to 7 additional calendar days. If the offense falls under Section 37H, then the student or Guardian shall have 10 days from the date of expulsion to file an appeal. If the appeal is not filed within this timeframe, the Board Chair may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Board Chair shall hold the hearing with the student and the student's Guardians within the time frames described in Section 3-a of this policy.

At the hearing, the student shall have the right to present oral and written testimony, the right to counsel (at the family's expense) and the right to confront and cross-examine witnesses presented by the school.

The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of section 37H.

The Board Chair shall have the authority to overturn or alter the decision of the Director, including recommending an alternative educational program for the student. The Board Chair shall render a decision on the appeal within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the expulsion.

4. Description of educational services that will be made available for a student to make academic progress during the period of expulsion once it is imposed:

The Director shall inform the student and parent of this opportunity in writing to receive educational services at the time the student is expelled, in accordance with M.G.L. Chapter 76, Section 21; Chapter 71, Section 37H(e); 603 CMR 53.01 and 53.13(1),(2) and (4).

If the student moves to another district during the period of expulsion, the new district of residence shall either admit the student to its school or provide Educational Services to the student in an education service plan.

5. Disciplinary measures taken in serious cases:

In serious cases, defined as involving the possession or use of illegal substances or weapons, assault, vandalism, or violation of a student's civil rights, the decision to suspend rather than expel may depend on whether the Director determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. This determination is made in accordance with M.G.L. Chapter 71, Section 37H, paragraph 2, 37H ½.

### **Transportation Behavior/Expectations**

Whether traveling on the Lighthouse bus, in CCLCS Vans, or on public transportation, students are expected to behave appropriately and responsibly. The safety of our students and drivers must be held at the utmost importance. All cclcs community members, including students, staff, and family members

must act in a manner that does not jeopardize the safety and anyway. Safe behaviors include, but are not limited to:

- Wearing a seat belt at all times
- Remaining seated at all times
- Keeping belongings securely tucked away
- Using personal devices appropriately, responsibly and respectfully
- Maintaining a reasonable noise level
- Treating other passengers respectfully and kindly

Furthermore, financial and legal issues require us to keep our vans well into the future. Because of this, we need to be mindful of the way we treat the vans. We ask students to comply with the following code of behavior in order to enjoy the privilege of using the school vans.

- Seat belts must be worn at all times
- No eating or drinking in the vans without permission from the driver
- Clean when you leave
- Check the van as you leave and pitch in by removing any trash, articles of clothing, notebooks, pencils, backpacks and school equipment (these items can be left outside the office)
- Do not abuse the van themselves
- No writing on or tearing material or upholstery in the van

Students neglecting these responsibilities may face disciplinary action.

### **Field Trip Behavior**

The curriculum at CCLCS often provides for learning experiences away from the school grounds.

Activity site examples include but are not limited to: Cape Cod Museum of Fine Arts, Cape Cod Museum of Natural History, Cape Cod National Seashore, local ponds and beaches. During these activities, it is important for all students to be responsible for their behavior. Inappropriate behavior (in person or virtually) may result in the loss of field trip privileges. The following rules are in addition to normal school rules.

- Students must give parents and other school community members assisting with field trips the same respect that they would provide to teachers.
- When asked by a driver of a van or bus to be quiet, students are required to do so.

- Consumption of food and drink is not permitted in the school vans without permission from the driver.
- Students must leave the vans clean and free of debris at the end of each trip.

### **Behavioral/Performance Expectations for Participation in Extended Field Trips**

The extended field trips at CCLCS are designed to build class cohesion, meet specific learning objectives, and serve as a fun reward for students' enthusiastic participation in the academic and civic life at our school. The success of the trips require students, parents, chaperones and teachers to uphold very high standards of behavior. Living together in harmony for 5 days in the June heat of Pennsylvania, the woods at Nature's Classroom or for 3 days in the rustic White Mountains, requires a climate of mutual trust between students and staff. At CCLCS we have been able to build and maintain this trust, as evidenced by years of very successful trips.

The purpose of a class trip participation policy is to establish standards that demonstrate each student's desire and ability to participate in an extended educational off campus exploration productively, positively, and collaboratively. We strive to make these trips Positive Growth experiences for all students, but it does sometimes happen that students need to be excluded from a class trip. These exclusions are rare, and are based on the student's behavioral and academic performance at school. In order to be included on a class trip, a student must meet the following academic standards:

- Complete at least 80% of his/her homework assignments in all classes
- Complete all project work in all classes
- Have a passing class participation grade in all classes

Any student in danger of falling short of these standards will receive warnings when they fall out of compliance, so that they can complete the work necessary to be included in the trip. Students can also be excluded from overnight field trips for behavioral reasons. These behaviors include serious violations of the school rules, such as possession of drugs or weapons, vandalism, assault or harassment or multiple less serious violations.

Teachers will routinely review students' field trip participation status at weekly team meetings. Parents of students in danger of being excluded from trips will be informed of this. Students excluded from a trip will be informed with a letter from the school's Director at least one week before the trip, unless the event leading to the exclusion happens closer to the trip date.

### **Due Process**

All students involved in a discipline concern will be afforded due process. Due process includes the student's right to be treated with fairness and respect, to be given the opportunity to share his or her side of a situation, and to be assigned consequences in a reasonable and impartial manner. Due process includes the right to request a review of any decision and the right to appeal through the school's appeal process.

Students will be given the opportunity to reflect on their misbehavior, to assume personal responsibility for their part in a situation, to brainstorm and or rehearse alternate methods of handling the situation, and to make amends, when practical, in an appropriate manner.

### **Academic Integrity**

“On my honor, I pledge this is my own work.”

The term “cheating”, includes but is not limited to:

- Copying parts of or all of a homework assignment
- copying parts of or all of an essay
- copying parts of or all of a quiz or test
- copying internet or published material without proper citation and giving appropriate credit
- using a cheat sheet or any other unapproved piece of work to assist you on an assignment
- allowing other students to copy your work

All students and parents agree to the CCLCS Academic Integrity Policy by signing the handbook letter.

CCLCS has a tiered system for determining disciplinary action on cheating.

First Offense:

- referral to Executive and Associate director
- notification to parents
- written apology to teacher
- possible partial or full loss of credit on an assignment

Second Offense:

- referral to Executive and Associate director
- notification to parents
- written apology to teacher
- Loss of partial or full credit on an assignment
- half day in school suspension where the assignment will be redone

Third Offense:

- referral to Executive and Associate director
- notification to parents
- written apology to teacher
- loss of full credit on assignment
- full day in school suspension where the assignment will be redone and additional work may be assigned
- possible withdrawal from extracurricular activities for an extended period of time

### **Special Disciplinary Procedures**

Massachusetts General Laws Chapter 71, Section 37H requires that all student handbooks shall contain the following provisions:

1. Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or knife; or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, or heroin, may be subject to expulsion from school or school district by the Executive Director.

2. Any student who assaults an administrator, 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 school or school district by the Executive Director.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Executive Director. After said hearing the Executive Director may, in their discretion, decide to suspend rather than expel a student who has been determined by the Executive Director to have violated either paragraph (1) or (2).
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Board of Trustees. The expelled student shall have ten days from the date of expulsion in which to notify the Board of Trustees of their appeal. The student has the right to counsel at a hearing before the Board of Trustees. The subject matter of the appeal shall not be limited solely to the factual determination of whether the student has violated any provisions of this section.
5. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is being made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

## **Discipline of Students who are Eligible for Special Education Services**

In general, if a student has violated the school's disciplinary code, the school may suspend or remove the student from his or her current educational placement for a period not to exceed (10) ten consecutive school days in any school year. If a student possesses, uses, sells or solicits illegal drugs on school grounds or at a school sponsored event or carries a weapon to school or a school function or has repeated incidents of suspendable offenses, the school place the student in an interim alternative educational setting for up to 45 calendar days. If a student has been placed in an interim educational setting as a result of disciplinary action, the student may remain in the interim setting for a period not exceeding 45 days. Thereafter, the student will return to the previously agreed upon educational placement unless either a hearing officer orders another placement or guardians and the school agree on another placement. Anytime the school wishes to remove your child from their current educational placement for more than (10) ten consecutive school days in any school year, for more than ten cumulative days when a pattern of removal is occurring, this constitutes a "change in placement". A change in placement invokes certain procedural protections under the IDEA, the federal special education law. These include the following:

- Prior to any removal that constitutes a change in placement, the school district must send guardians a full statement of their procedural right (Notice of Procedural Safeguards) and inform guardians that the Team will consider whether or not the behavior that forms the basis for removal is related to the student's disability or was the direct result of the district's failure to implement the IEP. This consideration is called a "manifestation determination". Guardians have the right to participate as a member of the Team.
- Prior to any removal that constitutes a change in placement and/or upon determination that the behavior is a manifestation of the disability, the school must convene a Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the problematic behavior(s). If a behavioral intervention

plan has been previously developed, the Team shall review its implementation and modify if necessary.

### **Consideration of Whether the Behavior is a Manifestation of the Student's Disability**

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

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

If the Team determines that the behavior was not related to the student's disability, then the school may suspend or otherwise discipline the student according to the school's code of conduct, except that for any period of removal exceeding (10) ten school days, the school must provide your child with a free and appropriate education (FAPE). The school must determine the educational services necessary for and the manner in which and location for providing these services.

### **In the Case of a Disagreement with the Team's Determination**

If a guardian disagrees with the Team's decision on the "manifestation determination" or with the decision relating to placement of a student in an interim alternative education setting or any other disciplinary action, guardians have the right to request an expedited due process hearing from the Bureau of Special Education Appeals.

## **Discipline and Procedural Requirements Applied to Students not yet Determined to be Eligible for Special Education**

If, prior to the disciplinary action, a school district had knowledge that a student may be a student with a disability, then the school district makes all protections under law available to the student until and unless the student is subsequently determined not to be eligible for special education. The school district may be considered to have prior knowledge if:

- 1.) The guardian had expressed concern in writing; or
- 2.) The guardian had requested an evaluation; or
- 3.) School district staff had expressed concern that the student had a disability.

If the school district had no reason to consider the student disabled, and the guardian requests an evaluation subsequent to disciplinary action, the school district will complete an expedited evaluation to determine eligibility for special education. The expedited evaluation will be completed and delivered to the guardian via Team meeting discussions and reports within 15 school days from the school's receipt of a written consent to evaluate. If the student is found to have a disability and is eligible for special education services, then he or she receives all procedural protections subsequent to the finding of eligibility.

---

**2021/2022 Board of Trustees Directory & Meeting Schedule**

| <b>Name</b>           | <b>Position</b>        | <b>Meeting Dates</b>  |
|-----------------------|------------------------|---|
| Andy Murphy           | Chair                  | August 23rd   |
| Jim McCauliff         | Vice Chair             | September 20th  |
| Pat Johnson           | Clerk                  | October 18th  |
| Thomas Langway        | Treasurer              | November 15th   |
| Paul Niles            | Executive Director     | December 20th   |
| Susannah Remillard    | Faculty Representative | January 24th  |
| Kathryn Wilkinson     | Faculty Representative | February 28th   |
| Seth Rolbein          | Trustee                | March 21st  |
| Lauren Elliott-Grunes | Trustee                | April 25th  |
| Laura Gill            | Trustee                | All Board Meetings are open to the public. They begin at 6PM and convene in the 6th grade Science room. |
| James Foley           | Trustee                |   |
| Catherine O’Leary     | Trustee                |   |
| Rachel Lake           | Trustee                |   |
| Tracy Murphy          | Trustee                |   |