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September 5, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

Approval of CRLS Handbook 2017-18

Recommendation: That the School Committee approve the CRLS Handbook 2017-18, including revisions as detailed in the attached document.

Description: These revisions to the CRLS Handbook 2017-18 are being presented to coordinate with the roll out of the 1:1 student Chromebook distribution at CRLS, and proposed changes to the school district's Non-Discrimination Policy and Prohibition against Sexual Harassment.

This is a second reading of these proposed revisions to the CRLS Handbook 2017-18.

Supporting Data: Attached CRLS Handbook 2017-18 with new policy section changes highlighted.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "KS", written over a faint circular stamp.

Kenneth N. Salim, Ed.D.  
Superintendent of Schools

Opportunity Diversity Respect (add as header to each page and centered)

# CRLS Handbook 2017-18

## Cambridge Rindge & Latin School Handbook 2017-2018

### Cambridge Rindge and Latin School

#### MISSION

The Cambridge Rindge and Latin School is an inclusive learning community that challenges and supports all students. Through academic, social and civic engagement, our students are preparing to contribute to a just society.

CRLS has three core values that underlie our beliefs about learning: Opportunity, Diversity, and Respect.

#### KEEP INFORMED

Every student at CRLS and parent/guardian has access to **Aspen** which contains, academic and attendance information. Students and parent/guardians should look at their accounts regularly to be up to date as announcements and the CRLS daily bulletin, Did You Know (DYK), contains information about school events, student government meetings, club meetings, and sports events. It also includes school policy information, academic and scholarship opportunities, job internships, employment listings and much more. Students are urged to read the DYK every day. It can be picked up in the Main Office and Learning Community Offices and is available each day on our website: <http://www.cpsd.us/crls/dyk>.

Students should also check the bulletin boards outside their Learning Community Office for information about school events.

#### LETTER FROM OUR PRINCIPAL

Dear CRLS Students and Families,

Welcome to Cambridge Rindge and Latin School and the 2016-2017 school year! Our faculty, staff and administration is committed to your achievement and we are excited to work with you. CRLS values **Opportunity, Diversity and Respect** and as the school year commences, I challenge each student to embody the core values embedded in our motto by excelling in academic and extracurricular pursuits while being a civically engaged and responsible student. Accordingly, I encourage both students and families to read the SY 2016-2017 Handbook in order to take advantage of all that the school offers and be knowledgeable of policies.

The SY 2016-2017 Handbook has been developed to support students' academic, social and extracurricular success. Should you need help or assistance, a review of the Handbook will guide you to those within the CRLS community that can best support your efforts and address questions. Within the document you will find comprehensive information regarding student services, co-curricular opportunities, academic procedures and disciplinary policies. Additionally, the Handbook contains contact information for all CRLS Learning Communities and the school's administration. Whether you are a new to the school or a senior, utilize this Handbook as a resource to further enhance your progress in 2016-2017. I look forward to working with you and I wish you the best of luck this school year.

Sincerely,

Damon Smith  
Principal  
Cambridge Rindge and Latin School

**INTRODUCTION**

In this handbook are the school-based rules that all CRLS students are expected to follow. If a student breaks any of these Codes of Conduct, he or she will be disciplined.

In addition to following these Codes of Conduct, CRLS follows the codes of conduct set forth in the Cambridge Public Schools Rights and Responsibilities Handbook. The Rights and Responsibilities Handbook lists the rules that all Cambridge Public School students are expected to follow. Both the CRLS Codes of Conduct and the Rights and Responsibilities Handbook apply to behavior of students while they are in school, at a school-sponsored activity, and on their way to and from school. You may obtain a copy of the Rights and Responsibilities Handbook from the CRLS Principal or the Office of the Deputy Superintendent. A copy of the Rights and Responsibilities Handbook is also published on the school district's website at [www.cpsd.us](http://www.cpsd.us).

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## **STUDENT LEARNING EXPECTATIONS**

### **ACADEMIC EXPECTATIONS**

The Cambridge Rindge and Latin School Student  
Proficiently:

- 1. Reads for information and understanding;
- 2. Communicates as a writer and speaker;
- 3. Represents ideas through an expressive medium;
- 4. Uses deliberate thinking processes to solve problems and develop ideas; and
- 5. Applies a variety of technologies to build and convey understanding.

### **SOCIAL EXPECTATIONS**

The Cambridge Rindge and Latin School Student:

- 1. Demonstrates interpersonal skills that enable him/her to build positive, respectful, and productive relationships;
- 2. Recognizes and respects the physical, social, linguistic, and cultural differences of others; and
- 3. Pursues a lifestyle that fosters physical, emotional, and psychological health.

### **CIVIC EXPECTATIONS**

The Cambridge Rindge and Latin School Student:

- 1. Understands and exercises his/her rights and responsibilities as a citizen in a democratic and multicultural society;
- 2. Takes responsibility for his/her own actions and behavior in every setting; and
- 3. Fulfills community service requirements associated with involvement in clubs and

other extracurricular activities.

### TELEPHONE NUMBERS

#### **CRLS Main Office 617-349-6630**

Damon Smith, Principal 617-349-6630  
 Robert Tynes, Assistant Principal 617-349-6707  
 Secretary/Clerk, 617-349-6630/6632  
 FAX 617-349-6749  
 Parent Liaison, Greta Hardina 617-349-6660

#### **RINDGE SCHOOL OF TECHNICAL ARTS**

Dr. Michael V. Ananis, Executive Director 617-349-6766  
 Secretary/Clerk, Paula Riley 617-349-7782

#### **SAFETY AND SECURITY**

John Silva, Director 617-349-6772

#### **LEARNING COMMUNITY "C" 617-349-6674**

Clerk Specialist, Debbie Gentile

#### **Dean of Curriculum & Program, English**

Jennifer Hamilton 617-349-6676

#### **Dean of Students**

Dr. Susie Espinosa 617-349-6681

#### **Guidance Counselors:**

Dr. George Finn 617-349-6671

Stephanie Richards 617-349-6642

#### **LEARNING COMMUNITY "R" 617-349-6661**

Clerk Specialist, Berhan Duncan

#### **Dean of Curriculum & Program, History**

Tanya Milner 617-349-6662

#### **Dean of Students**

Maria Di Clemente 617-349-6738

#### **Guidance Counselors:**

Lorraine Davis 617-349-6684

Michael Tubinis 617-349-6757

#### **LEARNING COMMUNITY "L" 617-349-6638**

Clerk Specialist, Miriam DaSilva

**Dean of Curriculum & Program, Science**

Allan Gehant 617-349-6637

**Dean of Students**

Susie Van Blaricum 617-349-6664

**Guidance Counselors:**

Janani Nathan 617-349-6641

Ed Walker 617-349-6666

**LEARNING COMMUNITY "S" 617-349-6652**

Clerk Specialist, Yvette Jackson

**Dean of Curriculum & Program, Mathematics**

Jeff Gaglione 617-349-6650

**Dean of Students**

Jamalh Prince 617-349-6723

**Guidance Counselors:**

Dan Weathersby 617-349-6758

Jodi Mace 617-349-6655

**Career and College Resource Center 617-349-6697**

**Coordinator of Guidance, Lynn Williams 617-349-6698**

Secretary/Clerk, Jeannie Kuropatkin 617-349-6697

MCAS Coordinator, Gail Stein 617-349-6796

Scholarship Coordinator 617-349-6736

**School Nurse/Teen Health Center 617-349-6719 or 617-665-1548**

**IMPORTANT DATES** (these dates can be accessed through First Class calendar)

No School/Important Dates:

Mon. Sept. 4 Labor Day

Mon. Sept. 21 Rosh Hashanah

Mon. Oct. 9 Columbus Day

Fri. Nov. 10 Veterans' Day

Thurs Nov. 23-24 Thanksgiving Day

Mon. Dec. 25-Mon. Jan. 1 Winter Break

Mon. Jan. 15 Martin Luther King Jr. Day

Mon Feb. 19-23rd February Vacation Week

Fri. March 30th Good Friday (Observed)

Mon. April 16-20 Spring Vacation Week

Mon. May 28 Memorial Day

June 7: CRLS Graduation

Fri. June 15 Eid al-Fitr  
Mon. June 18 Last Day of School (180th day)  
Mon. June 25 Last Day of School with 5 storm days

**SEMESTERS AND MARKING PERIODS**

**SEMESTER ONE**

Marking Period One                      Marking Period Two  
09/05/17 – 11/9/17                      11/15/17 – 01/19/18

**SEMESTER TWO**

Marking Period Three                      Marking Period Four  
1/22/18 – 04/5/18                      04/6/18 – 06/18/18

**COURSE ADD/DROP DATES**

SEMESTER ONE 09/05/17 – 09/18 /17

SEMESTER TWO 01/30/18 – 02/2/18

**PARENT TEACHER CONFERENCES**

**SEMESTER ONE**

Tuesday, October 17, 2017                      12:30-3:30 PM  
Wednesday, October 18, 2017                      8:00-11:00AM  
Thursday, October 19, 2017                      6:00 - 8:00PM

**SEMESTER TWO**

Tuesday, March 15, 2018                      12:30-3:30 PM  
Wednesday, March 16, 2018                      8:00-11:00AM  
Thursday, March 17, 2018                      6:00 - 8:00PM

**CRLS GUIDANCE DEPARTMENT EVENTS**

Post-Secondary Planning Night for Seniors..... September 14, 2017 at 6 PM  
Financial Aid Night..... September 19, 2017 at 6 PM  
Career and College Fair..... October4, 2017 at 6 PM  
College Goal Sunday..... November 5, 2017 1 PM  
Post-Secondary Planning Nights For Juniors..... February 15, 2018 at 5 PM

**TEST DATES**

CRLS IS TEST CENTER #22-256 / C.E.E.B. NUMBER 220-493

**SAT**

Aug. 26, 2017  
Oct. 7, 2017

Nov. 4, 2017  
Dec. 2, 2017  
Mar. 10, 2018  
May 5, 2018  
June 2, 2018

**ACT**

Sep. 9, 2017  
Oct. 28, 2017  
Dec. 9, 2017  
Feb. 10, 2018  
Apr. 14, 2018  
June 9, 2018  
July 14, 2018

**PSAT/NMSQT**

Will be administered during the school day on October 11, 2017 for all 10<sup>th</sup> and 11<sup>th</sup> grade students.

**STUDENT SERVICES**

**GUIDANCE DEPARTMENT**

*Vision Statement*

Achievement for all students through opportunity, diversity and respect.

*Mission Statement*

The mission of the Cambridge Rindge and Latin School Counseling Department is to foster academic achievement, civic engagement, social development, individual responsibility and sound decision making. Working in partnership with families and community resources, CRLS School Counseling Team helps all students access educational and career opportunities.

Guidance counselors provide the following services to address student needs:

- Schedule courses;
- Develop a four-year academic plan;
- Monitor academic progress;
- Refer students for tutoring services;
- Recommend and assist in the TAT evaluation process;
- Provide counseling and referral services;
- Evaluate promotion and graduation eligibility;
- Provide career and college counseling;
- Coordinate the college application process; and



· Inform students of educational and scholarship opportunities.

Parents/guardians should feel free to contact their child's guidance counselor whenever they have concerns regarding student programs and progress.

## COLLEGE INFORMATION

It is never too soon for students to be thinking about their plans following graduation, students should be aware of the following facts:

1. Our **Career and College Resource Center (CCRC)**, has complete information about all types of colleges, vocational institutions, gap year programs, career opportunities and college testing information. Computers are available to give students the most accurate information about the various programs. Throughout the year college representatives, gap year programs and military representatives visit the CCRC to meet with students and provide specific information about their program. In addition, the CCRC hosts many career forums where students can hear about a specific career and the educational path leading to the career. Sign into Naviance to see the schedule of when programs are visiting, you can then sign up to attend the presentation and print your confirmation as a pass to leave class. The CCRC is located in room 1501.
2. A special **Career & College Fair** will be held on October 4, 2017 from 6 - 8PM in the CRLS Frisoli Field House. Representatives from over 200 schools will be present to talk with parents/guardians and students about their institutions. Juniors and seniors should take advantage of this opportunity to obtain up-to-date college information.
3. **College Board (SAT, ACT, TOEFL)** – SAT's are administered at CRLS throughout the school year (see Test Dates listed on page 50. All students thinking about college should take the SAT or ACT. For the ACT and TOEFL testing sites please refer to the online test sites. Students with disabilities should see their guidance counselors to review eligibility for special testing conditions. (See TESTING, below.)
4. Your counselor can help you with your **college applications, recommendations, and transcript preparations**. Special group sessions are held for all juniors and seniors to discuss post-high school plans.

## SCHOLARSHIPS

The Scholarship Coordinator provides information in the DYK regarding opportunities for awards, scholarships and contests which offer prizes. In addition, a scholarship newsletter is sent to all senior Community Meetings during the first semester and all seniors receive a *Scholarship and Awards Booklet* in December which lists many scholarships and explains how to apply for them. Every spring deserving CRLS graduating seniors receive many scholarships and awards. Approximately \$180,000 was awarded through the CRLS scholarship program in 2016.

All students are encouraged to take advantage of these scholarship opportunities.

## **LIBRARY**

The Pearl K. Wise Library offers a variety of resources. The book collection of over 15,000 volumes is carefully selected to support the curriculum and to provide materials for independent reading.

Students may borrow up to five books for two weeks at a time. Students are responsible for paying replacement costs for lost or damaged books. (\$15.00)

There are 30 computers for access to online sources as well as word processing and other applications. All computers are for schoolwork only - before, during and after school. The library subscribes to many online databases which are accessible through our web site at <http://www.cpsd.us/crls/library>. Library computers may not be used for: e-mail, chats, downloading software, any entertainment sites, sharing accounts or passwords, personal projects that are not school related, use of music CD's or other CD-ROM programs, headphones, destruction or theft of library hardware, hacking. If you break these rules, you will be disciplined and lose your computer privileges and you may lose pass privileges to the library as well.

The library staff works collaboratively with classroom teachers to plan and implement research and information skills instruction. Students may visit the library during school hours with a pass from a Dean, or without a pass before and after school. **Students must present their CRLS photo ID and have a completed Acceptable Use Policy (AUP) form on file in order to access computers at the Library.**

## **CAMBRIDGE-HARVARD SUMMER ACADEMY / SUMMER SCHOOL**

The Cambridge-Harvard Summer Academy program is **free** and open to all current Cambridge Rindge and Latin School students as well as rising ninth graders from the Cambridge Public Schools. All current CRLS students in the ninth, tenth and eleventh grade may enroll in the Summer Academy. Students must consult with guidance counselor before being accepted into the program.

## **HARVARD EXTENSION SCHOOL**

Beginning in the sophomore year and based on their grades, CRLS Students may be eligible to apply for scholarships to study at the Harvard Extension School. Full-tuition scholarships are reserved for seniors. Eligible juniors and sophomores may apply for half-tuition scholarships. Eligible students must complete the Harvard Extension registration form, a scholarship application, an essay, and a teacher recommendation form. All scholarship applications are reviewed by the Harvard Extension School and all scholarships are awarded by Harvard. A student who receives a scholarship must take the course for undergraduate credit and will receive a transcript from the Harvard Extension School. Courses taken at Harvard Extension may also be placed on the CRLS transcript. All students must pay the registration fee and are responsible for the cost of the books and materials.

### **COMMONWEALTH DUAL ENROLLMENT PROGRAM (CDEP)**

Dual Enrollment provides opportunities for Massachusetts high school students to take college-level courses free of charge\* and earn credit simultaneously toward high school completion and their future college degrees. CDEP eases the transition from high school to college, allows students to get a head start on their college careers, and provides meaningful and challenging academic experiences to qualified students who otherwise may not have access to an early college experience. The ultimate goal of CDEP is to increase the population of high school graduates who are college ready.

\*Student participation in CDEP is at the discretion of the participating institution of higher education, subject to capacity constraints and a state appropriation. Some institutions may charge a nominal admission fee (for example, \$25), which may be waived.

Information taken directly from Massachusetts Higher Education website for more information go to: [www.mass.edu/currentinit/currentinitdualenrollment\\_studentsap](http://www.mass.edu/currentinit/currentinitdualenrollment_studentsap).

CRLS students can take their Dual Enrollment or Harvard Extension course in lieu of one of the 5 required "CRLS core academic courses". In addition, in order to minimize disruption to the student schedule, Dual Enrollment or Harvard courses taken during the school day must not meet longer than a period of time equal to one CRLS class period. Students should discuss these options with their guidance counselor.

### **High School Extension Program**

The High School Extension Program is located off campus at 359 Broadway. The program provides an opportunity for students who need an alternative placement or who are identified as needing additional support in a small personalized setting. Students must apply and interview if they have an interest in attending. Contact Principal at 617. 349.6880 for questions.

### **TUTORING CENTER / CAMBRIDGE SCHOOL VOLUNTEERS**

The Tutoring Center, a program of Cambridge School Volunteers (CSV), provides an environment in which all students can work toward their personal goals. Volunteers are available from 7:30- 3:30PM.

CRLS students may apply for individual tutors in the Tutoring Center, room 2132. Once a student is paired with a tutor, a twice-weekly commitment is expected for as long as the student requires support.

**Drop-In Math**, another program of CSV, is located near the Tutoring Center. Volunteer tutors are available before school for short-term, drop-in tutoring support in all levels of Math. No appointment is necessary. See the Tutoring Center manager for further information. 617-349-4873.

### **UPWARD BOUND PROGRAM**

The MIT-Wellesley Upward Bound program is a federally sponsored, year-round, educational program that provide academic support and career and college advising to low-income and/or

first-generation college bound youths who wish to continue their education beyond high school. This program stresses the development of sound academic skills and motivation, and provides information and assistance regarding college admissions and financial aid. In addition to its school year program, the Upward Bound program offers a summer residential session consisting of six weeks of intense, academic study on the Wellesley College campus. For more information, contact your Guidance Counselor.

## OFFICE OF SAFETY AND SECURITY

John Silva, Director

Room 1102 617-349-6772

The Office of Safety and Security is dedicated to ensuring a safe, secure, disruption-free learning environment for all who attend Cambridge Rindge and Latin School. The primary role of a Safety Specialist is to support students with any safety related issues, concerns, or problems, from providing directions to performing mediations. We are available for support from 7:00AM-5:00PM.

### MEDIATION

Mediation is a process that brings disputing parties together to resolve their conflicts and to produce acceptable solutions for everyone involved. The focus of mediation is to explore the potential for change in the behaviors and attitudes that led to the conflict. The goal of mediation is to create a jointly developed written or verbal agreement that each person involved feels is fair, balanced and an accurate reflection of the issues addressed during the mediation. Trained safety staff and faculty facilitate mediations.

The Peer Mediation Program at Cambridge Rindge & Latin School is a service provided by students for students and faculty. When a CRLS student has a difficult time or a problem with another student or teacher, he/she can bring it to Mediation. Two students who have received 20 hours of specialized training will be assigned to **confidentially** help the disputants or parties come to a voluntary agreement that is meant to prevent future conflicts. For more information, contact Chandra Banks, District Wide Conflict Mediator, Office of Mediation Services x4945.

### TEEN HEALTH CENTER

The Teen Health Center is located on the first floor on the Broadway side of the Rindge Building. The Teen Health Center offers school health services for all CRLS students, sports physical exams for team members, primary medical care for teens who are registered as patients, and counseling services on a wide range of problems commonly encountered by teenagers (regardless of insurance status). When visiting the school nurse during the school day students must have an official clinic pass signed by an administrator. To register as a patient, or for more information, visit the Teen Health Center or call 617-665-1548 or ext. 6719.

Students' physical and mental well-being is extremely important to our staff. Any situation in which a student reveals the possibility of harm to him/herself or to others is taken very seriously. If you are worried about a friend, please consider the following:

- Do not ignore a threat to harm oneself or someone else.

- Do talk to your friend. Sometimes having someone listen can stop a person from harming him/herself or someone else.
- Do not be afraid to inform a school nurse, counselor, social worker, teacher, administrator, coach or safety specialist.
- Do get your friend to a staff person.

*Special Notice Regarding Influenza*

CRLS will follow state and local guidelines related to responses to influenza. Current guidelines encourage anyone with flu-like symptoms to stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. Students should stay home even if they are using antiviral drugs. The amount of time needed to stay home may accumulate to 5-7 days or longer. CRLS recognizes that not all students will be able to provide a note from a medical provider in this instance, and will rely on verification from a parent/guardian if a medical note is not easily obtained.

In the event of an absence from school less than 10 days, parents/guardians should contact the Dean of Students to report the absence and also the student's guidance counselor to make arrangements for work that might be made up at home. In the event of a prolonged absence (2 weeks or longer), CRLS will aim to provide homebound instruction.

**Students Who Are Pregnant, Parents or Married**

Students who are pregnant, parents or married shall be encouraged to continue in school. Such students are permitted to remain in their regular academic classes and to participate in extracurricular activities with other students. Additionally, pregnant students, after giving birth, are permitted to return to their same academic and extracurricular activities as before giving birth. No student who is pregnant, a parent or married shall be denied access to classroom instruction or extra-curricular activities, nor be suspended, expelled, excluded or otherwise disciplined due to marriage, pregnancy or parenthood.

**THE YOUTH EMPLOYMENT CENTER (YEC)**

The Youth Employment Center brings information and applications into the school from youth employment programs located around the city. Eligibility for these programs may be based on age, family income level, place of residence and/or grade point average. To find out if you are eligible, stop by the YEC in Room 2104 and talk to a staff person. The office is open every day during both lunches and on Monday and Wednesday after school. Stop by during office hours for more information. New information is announced in the DYK. Spaces in all employment programs are limited. We can't guarantee you a job, but we will try to help.

**WORKING PERMITS**

Working permits are required for students aged 14-16 years. Working permits are available through the RSTA Office (1309) during lunch and after school.

**CHARLIECARD / PASS**

**Student Monthly "T" passes** will be offered through the Main Office. For the 2016-17 school year, once a student has purchased a monthly pass, a plastic, numbered CharlieCard will be issued to that student, and will be used for the entire school year. Once payment is received by the school, the CharlieCard will be activated. CharlieCards must be purchased by the last Tuesday of each month (7 day passes for \$30).

**STUDENTS SHOULD NOT DISPOSE OF THEIR CHARLIECARD.** The card will remain active as long as payment is made each month. Payments can be made on a monthly basis, several months in advance, or for the entire school year. If a monthly payment is not made, the school will notify the "T", and the CharlieCard will be deactivated for that month. Upon payment, a student's CharlieCard can be reactivated. If a student no longer wishes to participate in the program, they should return their card to the Main Office, and the numbered CharlieCard will be reassigned to another student or returned to the "T".

Students are also offered a Student CharlieCard that is free, and the student has to go to a "T" station and put money on it and when they use it they will be charged a reduced student fare. For more information students should contact the Main Office.

## LOST AND FOUND

Students who find lost articles are asked to take them to the Security Office (1102) where the owner can claim them.

## EXTRACURRICULAR ACTIVITIES

### ATHLETICS

Refer to Athletic Department Handbook for philosophy, program goals, and student-athlete expectations on the CPSD Website (under Athletics).

**FALL SPORTS** (begin August 18<sup>th</sup> for football and all other Fall Sports August 24<sup>th</sup>) Boys Soccer, Cross Country, Football, Football Cheerleading, Girls Soccer, Girls Swimming and Diving, Girls Volleyball, Golf, Rowing, Sailing. Crew Begins on September 6, 2016.

**WINTER SPORTS** (begin Monday, November 27<sup>th</sup>)

Basketball Cheerleading, Boys Basketball, Boys Ice Hockey, Boys Indoor Track, Boys Swimming and Diving, Girls Basketball, Girls Ice Hockey, Girls Indoor Track, Gymnastics, Ice Hockey Cheerleading, Wrestling.

**SPRING SPORTS** (begin Monday, March 19<sup>th</sup>)

Baseball, Boys Lacrosse, Boys Tennis, Boys Volleyball, Crew, Girls Lacrosse, Outdoor Track, Girls Tennis, Softball.

### CLUBS

Clubs provide an opportunity for students to expand knowledge and work with other students. Clubs are open to all students and are supervised by a club advisor. Each Fall, CRLS holds Club Day which features exhibits, club goals and activities where students are encouraged to sign up and get involved (See CPSD website for a list of extracurricular activities).

**SCHOOL GOVERNMENT**

The goal of the student government program is to support the development of students' leadership skills, to allow students to take an active role in student government and school-wide issues, and to provide various opportunities for students to exercise their leadership skills. Elections are held in June each year. Students are elected by majority vote for the Executive Committee positions:

Student Body President, Student Body Vice President, Student Body Secretary  
Class representatives are elected by their class by majority vote. Additionally, each Community Meeting will elect one Community Meeting ambassador.

To be elected to Student Government, student must:

- Be a student in good standing
- File nominations papers by stated deadline
- Be approved as a candidate
- Conduct a campaign for election

All Student Government meetings are open to any CRLS student, you need not be an elected member to attend meetings.

Minimum Required Meetings: Weekly Monday morning meetings

**STATE MANDATED OFFICES**

**CRLS STUDENT SCHOOL COMMITTEE\* (2 POSITIONS)**

The CRLS Student School Committee provides a learning experience in policy-making and the operation of city schools, allows students to develop self-confidence and leadership skills in a public forum, provides an opportunity to learn more about the educational system, and to have a voice in their education. The students elected will represent the interests and concerns of the CRLS student body through discussion, projects and proposals presented to the Cambridge School Committee. Students will be required to participate in training and planning sessions and to attend the Cambridge School Committee meetings, held on the first and third Tuesday evenings beginning at 6 PM in the School Committee Room at CRLS. They may also be required to attend subcommittee meetings that relate to student issues.

CRLS Student School Committee members elect a chairperson who will serve for a term of one year as an ex-officio, nonvoting member of the Cambridge School Committee without the right to attend executive sessions, unless expressly granted by the Cambridge School Committee. The CRLS Student School Committee chair is subject to all Cambridge School Committee rules and regulations.

**Meetings:** 2x/month, Tues. 6PM + planning meetings, \*mandated by state law

**STUDENT GOVERNMENT DAY REPRESENTATIVES/ DELEGATES\***

2 Positions: 1 Delegate/1 Alternate, Gr. 11 & 12

These positions provide training and experience in the entire process of representative government and the right of free petition in preparation for Student Government Day in April when students from around the State take over the State House and assume the leadership of State Government. All Student Government Day Representatives become eligible to assume the

role of a member of state government – the executive, legislative, and judiciary branches of state government, including the governor and members of his cabinet on Student Government Day.  
Meeting: April, \*mandated by state law

MEMBERS OF THE STUDENT ADVISORY COUNCIL TO THE MASSACHUSETTS BOARD OF EDUCATION

2 Students elected by Majority Vote, Gr. 9-12

Members of the Student Advisory Council (SAC) advise the Commissioner of Education and have a voting representative on the State Board of Education. SAC members act on Massachusetts’ educational policy and student rights. Projects include lobbying for educational legislation, writing curriculum recommendations, organizing student conferences, and participating in the Department of Elementary and Secondary Education’s activities such as visits of other schools.

Meetings: 1<sup>st</sup> week of the month beginning in October (Full year commitment)

ACADEMIC PROCEDURES

Student Obligation

Return all classroom and library books, athletic gear, and other school issued materials prior to ending the school year.

CRLS GRADUATION REQUIREMENTS (224 Credits)

In order to receive a CRLS diploma all seniors must fulfill the graduation requirements (including the English, Math, and Science MCAS exams).

Students that have not passed the English, Math or Science MCAS will not receive a CRLS diploma.

English 40 Credits, 4 courses - one each year
ESL 8 Semesters
History 20 Credits, 2 courses
United States History 10 Credits, 1 course
Math 40 Credits, 4 courses - one each year
Science 30 Credits, 3 courses
World Language 20 Credits, 2 courses (must be same language)
VPA and or RSTA elective 20 Credits, 2 courses
Wellness a minimum of 1 class each school year. Must take and pass each year; must pass swim test
Health 5 Credits



Must pass swim test
MCAS Math, ELA, Science

A "Senior Letter" will be sent home notifying families of important information regarding expectations and details for earning **Senior Privileges**. For more information, please contact your Dean of Students.

**EARLY GRADUATION REQUIREMENTS**

The purpose of early graduation is to permit students who have fulfilled graduation requirements the opportunity to graduate early. The school does not encourage students to graduate early, but does provide a procedure for those with valid reasons. Early graduation can occur beginning second semester of Grade 11. Any student interested in early graduation should see their Guidance Counselor and their Dean of Curriculum for further information.

**CLASS VALEDICTORIAN AND SALUTATORIAN**

The Valedictorian and Salutatorian are the seniors with the two highest Cumulative Grade Point Averages. The selection of Valedictorian and Salutatorian is determined after the third marking period of the senior year when the allotted time for grade correction has expired (three weeks from the date report cards are issued.)

To be considered for Class Valedictorian or Salutatorian, seniors must meet the following requirements.

- Be a full-time CRLS student
- Be in "good standing," which means having completed 170 credits by the beginning of senior year, and
- Been enrolled at CRLS as a full-time student for the seven (7) marking periods (quarters) immediately preceding the calculation of the class rank to determine Valedictorian and Salutatorian.

Part-time students and students in ungraded classrooms are, by definition, ineligible.

**SENIOR CONTINUATION**

Seniors who have failed courses and are not graduating must repeat the year with the permission of the principal or attend summer school. They may not attend class after senior finals; however, a senior who is not graduating has the right to continue in class provided that:

- The student was enrolled in the class and the class is one that remains in session until the end of the school year;
- The Dean of Students, in consultation with the teacher, considers the arrangement feasible, and receives the approval of the principal.

**PROMOTION / RETENTION PROCEDURE**

**Promotion to Grade 10**

At the end of 9th grade students must have earned 60 credits and passed 3 of the 4 following core academic courses\*: English or 2 semesters of ESL, History, Math, or Science to be

promoted to the 10th grade. Students who have not met this requirement will remain in 9th grade.

### Promotion to Grade 11

At the end of 10th grade students must have earned 120 credits, earned 70 out of 90 credits in the following core academic courses\*: 20 credits in English or 4 semesters of ESL, 20 credits in History, 20 credits in Math, 20 credits in Science, 10 credits in World Language. Students who have not met this requirement will remain in 10th grade.

### Promotion to Grade 12

At the end of 11th grade students must have earned 170 credits, earned 30 credits in English or 6 semesters of ESL, 30 credits in Math, 10 credits in World Language and earned 80 out of 90 credits in the other core academic courses\*. Students who have not met this requirement will remain in 11th grade.

## LETTER GRADES

CRLS issues letter grades based on the following scale:

A+	97-100	C-	70-72
A	93-96	D+	67-69
A-	90-92	D	63-66
B+	87-89	D-	59.4-62
B	83-86	F	Failing (50-59.3)
B-	80-82	P	Passing
C+	77-79	I	Incomplete
C	73-76	NM	No Mark

**AV (Attendance Violation) 10% deduction to term grade**

## COURSE REQUIREMENTS

### Grading:

- Teachers will provide all their classes with an explanation of their grading procedures and their expectations for students.
- Explanations and expectations are given out in writing during the first few weeks of each course. Students should make sure that they obtain their copy and keep it in their notebook. Students should also be sure they understand what is expected of them in each of their classes.
- Parents/Guardians will receive copies of class grading procedures at the first Parent-Teacher Night.

**Early Examinations:** Students are discouraged from asking to take midterm and final exams early. All requests for such early testing must be made to the Dean of Students.

### REPORT CARDS/INTERIM REPORTS

Report cards/Interim Reports are issued to students and parents/guardians four times each year.

- Report cards are usually distributed 10 days after the close of grades.
- Interim Reports are usually distributed midway through each term

- Report cards/Interim Reports are very important and should be reviewed carefully. Parents/Guardians and students may schedule an appointment with any teacher to discuss class performance and progress.
- Report cards are used to determine athletic eligibility.

### SCHOOL GRADING PROCEDURES

Grade Corrections: Once a teacher has issued a grade, it becomes an official part of the school record. If a teacher has made an error in calculating a grade (i.e. added wrong, forgot to include a project or grade, etc.) then the following procedure is to be followed:

**1) The student or parent/guardian of said student must make all grade-correction requests to the teacher within three weeks from the date report cards are issued. Grade correction requests submitted after this date will not be reviewed.**

**2) If the teacher determines that an error was made in calculating the grade, he/she will complete a CRLS Grade Correction form indicating the correction and reason(s) for the change. All Grade Correction forms must be submitted to his/her Dean of Curriculum for review and approval. Under no conditions can a teacher change a grade because the student made up work after the marking period closed.**

**Incomplete Grade:** If a student has missed extensive work due to absenteeism resulting from a family emergency or prolonged illness, the teacher may allow the student to make up missed work and/or tests after the marking period has closed by giving the student an Incomplete ("I") and by filling out an Incomplete Grade Contract form which is submitted with the teacher's grade list to the Dean of Curriculum. A copy of the Incomplete Contract is to be given to the student by the teacher. All Incomplete Grades ("I") must be changed to a grade the following marking period.

### HONOR ROLL

- **First Honors:** A student must earn all A grades.
- **Second Honors:** A student may earn any A or B grade, but no grades below a B-.

### COURSE CHANGE PROCEDURE

Course change requests will be granted ONLY when the student's program is deemed to be educationally inappropriate. No schedule change will be made unless a very serious problem exists. Counselors will be available for schedule changes by appointment only during the drop/add period.

Only those requests for course changes that satisfy the guidelines listed below will be considered:

- To correct an error;
- To drop or add a course as a result of summer school;
- To add a course in a scheduling gap;
- To add a required course;
- To balance a student's academic courses over two semesters
- A student is scheduled to repeat a course and has the same teacher assignment
- To change to a more appropriate level in a course in which you are already enrolled; or
- As a result of a Special Education or 504 Team decision.

No course changes will be made during the **last two weeks of a term**. In order to make a program change a student must meet with his/her Guidance Counselor.

**Course Level Change**

Course level changes must be made by one (1) week after the grades are available (online/mailed). Q1 (by 11/27/17) or Q3 (by 4/23/18) for a semester long course; or Q2 (by 2/5/18) for a year long course.

No course changes will be made during the **last two weeks of a term**. In order to make a program change a student must meet with his/her Guidance Counselor.

**COURSE WITHDRAWALS**

- Students who withdraw from a class within two weeks prior to the close of grades will receive a grade for that course.
- Students who withdraw prior to the two weeks of closing of grades will receive WP or WF as a grade for that marking period.

No course changes will be made during the **last two weeks of a term**. In order to make a program change a student must meet with his/her Guidance Counselor.

**NATIONAL HONOR SOCIETY MEMBERSHIP**

Membership in the Derry-Wood Chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by the CRLS National Honor Society Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Juniors with a cumulative GPA of 87 or higher will automatically receive an application after the second marking period. All students who meet these requirements and are interested in applying for membership must:

- A) Submit a completed NHS application;**
- B) Provide supporting documentation;**
- C) Fulfill 40 documented hours of community service prior to specified deadlines.**

In order to continue membership in the NHS, seniors are required to complete an additional 30 hours of community service (5 of these hours must be helping with an NHS sponsored event), attend regularly scheduled meetings and participate in designated NHS activities. In addition, they will need to maintain their academic eligibility and submit an endorsement from their dean of students in order to graduate as a member of the NHS.

**Scholarship:** To be eligible for membership the candidate must be a member of the junior class. Candidates must have a GPA average of 87% on a 100% scale. Grade point average will not be rounded to meet the minimum requirement.

This scholastic average for juniors will be based on their freshman, sophomore, and first semester junior year averages. Students can have no course grades below a 70% to have academic eligibility. Candidates shall then be evaluated on the basis of service, leadership, and character.

**Character:** A candidate must have complied with all civil laws and school discipline. The applicant will need the endorsement of the dean of students as well as a recommendation from a teacher who knows him/her well.

**Community Service:** Beginning with the class of 2017, all applicants must provide evidence of having completed 40 hours of community service. The class of 2016 must have completed 30 hours in order to be inducted. Community service is defined as any work for which no monetary or academic credit has been given. Community service performed during the summer can be counted. During the school year, all service must take place outside the regular school day.

**Leadership:** The applicant will have to complete documentation regarding his/her leadership accomplishments in school or community related activities. The candidate will also be required to submit an essay of 200-500 words.

All applications and supporting documentation will be carefully reviewed and considered by the NHS Faculty Council. Applicants who meet the above criteria will be selected and notified accordingly. The selection of each member to the chapter shall be by a majority vote of the faculty council

**NOTICE REGARDING STUDENTS WHO LEAVE SCHOOL**

The Cambridge Public Schools is committed to having students complete their elementary and secondary education. In the event that a student who is sixteen years of age or older seeks to leave school without a high school diploma, certificate of attainment or certificate of completion, the Cambridge Public Schools adheres to the requirements of M.G.L.c. 76, §18 and follows the procedures set forth below:

1. The principal or designee issues a letter to the parent/guardian of the student notifying the parent/guardian that the student either (a) has expressed an intention of withdrawing from school without an intention of returning, or (b) has had fifteen (15) consecutive absences from school and indicating the student's last date of attendance at school.

In order for the school to determine whether the student is withdrawing from school without intending to return, the school schedules a meeting with the student and his/her parent/guardian for the purpose of discussing the reasons why the student wants to leave school and to explore alternative educational and other placements for the student prior to him/her formally withdrawing from school. The parent/guardian may request that the date and time of this meeting be changed provided that the extension of time shall be no longer than fourteen (14) days from the date of issuance of the letter by the principal or designee.

2. After the meeting has been held with the parent/guardian and the student, the principal or designee issues a letter to the parent/guardian of the student summarizing what was discussed and any decision that was reached at the meeting, including but not limited to, whether the student is returning to school, pursuing an alternative educational placement, pursuing other support services or permanently leaving school.

3. In accordance with the provisions of M.G.L.c. 76, §18, any determination that that a student would be permanently leaving school shall not be construed as a permanent exclusion of the student if he/she wishes to resume his/her education.

**OTHER PROCEDURES**

**Acceptable Use Policy (AUP):** The Cambridge Public Schools computer network is established for limited educational purpose and has not been established as a public access service or a public forum. Accordingly, the Cambridge Public Schools has the right to place restrictions on the use of network and to require users to abide by system rules. Signed understanding of AUP's and system's rule must be returned to Dean of Students; this document is in the required booklet form.

**STUDENT CHROMEBOOKS**

**Student Responsibility**

Your school-issued Chromebook is a device for student learning and intended to support academic success of the assigned student. All activity on the device is the responsibility of the student and, as with all CPS technology, must follow the guidelines outlined in the CPS Acceptable Use Policy and you and your parent/guardian will be asked to sign an Electronic Device User Agreement for Electronic Devices Loaned to Students in connection with your receiving your school-issued Chromebook which sets forth the guidelines for the care, protection and maintenance of your school-issued Chromebook.

The Cambridge Public Schools reserves the right to inspect the Chromebook at any time and to search any files stored on it. All information stored on the device is subject to disclosure under state public records laws and regulations, except for information that may be exempt from disclosure, such as those documents protected under federal and state student record laws and regulations. In order to meet the requirements of the federal Children Internet Protection Act (CIPA), all Internet activity is, in accordance with the Cambridge Public Schools Acceptable Use Policy, filtered. The filtering of Internet activity on your school-issued Chromebook occurs whether in use at school or off school grounds. In order to ensure the security and the proper functioning of your school-issued Chromebook, your school-issued Chromebook has security monitoring installed on it that permits tracking and logging of a device activity and the Cambridge Public Schools also reserves the right to monitor device activity.

- Bring your Chromebook to school each day, fully charged
- Use the school issued case to protect the Chromebook during transport
- Follow teacher expectations for when/how your Chromebook is used for learning
- Do not allow others access to your Chromebook, and do not share login credentials
- Do not participate in any cyber bullying or harassment behavior, and report any you may encounter
- Teacher permission required to use headphones during class

**Chromebook Maintenance**

- No stickers or decals should be put on your Chromebook

- Avoid touching the screen to minimize dirt and oil
- Only use wipes specific for computer screens to clean your Chromebook screen
- Never spray cleaners directly on your Chromebook
- Never use a pencil, eraser or other object on the trackpad

#### G Suite for Education Account

All students have a CPS G Suite for Education account that includes GMail. This account is intended to support communication and collaboration for academic purposes. All email messages and documents are archived by the Cambridge Public Schools.

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### **Technology Progressive Discipline**

All activity on your Chromebook must comply with the CPS Acceptable Use Policy, federal and state laws and regulations and school district policies and school-based rules. Discipline will be progressive with first or minor offenses receiving lesser consequences than offenses that are repetitive or are more serious in nature.

#### **Sample Violations**

- Non-educational use of Chromebook
- Unlawfully copying content and taking credit (Plagiarism)
- Cyberbullying/Harassment
- Damage/Vandalism to Chromebook
- Creation or access of inappropriate content
- Use of another student's account
- Arriving to school without your Chromebook or not sufficiently charged

#### **Possible Consequences**

- Verbal warning from teacher
- Classroom consequence
- Parent contact
- Referral to Dean
- Detention
- Confiscation of Chromebook
- Suspension

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### **Damaged, Lost or Stolen Chromebooks**

Students should immediately report all incidents of damage or loss to expedite repair or recovery and minimize lack of access to your Chromebook. For incidents of damage or device failures, students can access the CRLS Tech Center in Room 3401 for support. If your Chromebook is lost or stolen, students should report the incident immediately to their Learning

Community office, or if it occurs outside the school day, send a message to [helpdesk@cpsd.us](mailto:helpdesk@cpsd.us) and then follow up with your Learning Community upon return to school.

All incidents related to damage or loss will be assessed and reviewed for fault by CRLS Administration and/or ICTS Department. If damage is deemed accidental, the Chromebook will be repaired at no cost by the ICTS Department. **Chromebooks should not be taken to any other entity for repair.** If after investigation, damage or loss is due to negligence, the student/family may be responsible for the cost of repair or replacement of the Chromebook.

School-issued Chromebooks are setup to only support CPS G Suite accounts, and therefore in the event that a device is stolen it will not be functional to anyone outside the CPS community. Furthermore, Google Management tools allow the ICTS Department to monitor account login activity on the device, and in the event of theft, lock down the device with a displayed security message.

**EMERGENCY SCHOOL CLOSINGS**

The decision to close school due to weather conditions or other emergencies is made by the Superintendent of Schools before 6:00 A.M. on the day school is to be closed and parents/guardians will receive an automated phone call. Parents/Guardians and/or students can call the LINK LINE at 617-349-6513 after 6:00 A.M. or check the CPS web site (<http://www.cpsd.us>) for up-to-date information. School closings will also be announced on the radio and television stations. Please do not call the Police or Fire Department or the CRLS Main Office.

**FIELD TRIPS**

Permission to participate on a field trip may be denied for legitimate reasons, including failure to return a signed permission form from parent(s)/guardian(s). All CRLS rules governing behavior apply to students on field trips and all violations are subject to school discipline. Students are expected to make up all class work missed because of field trips

**FUNDRAISING**

All fund raising activities for and at CRLS must be approved by the Assistant Principal. Any club advisor, administrator, teacher, coach or student wishing to raise money must receive approval before doing any publicity, solicitation, or selling. All food sales must be deemed "healthy." This procedure allows all groups an opportunity to raise funds and not be in competition with one another. Organizations wishing to reserve days for their fund raising activities should check with the Assistant Principal.

**HALL PASSES**

It is the **student's** responsibility to have a pass while in the hallway; students without a pass are in jeopardy of receiving a detention.



- During class time, any student outside of a classroom must have a valid pass from a school official. It must include the student's name, date, time, destination, and the sending teacher's signature.
- In an effort to ensure that students have every opportunity for achievement, it is important that passes be distributed only in emergency situations.
- No passes should be distributed during Community Meeting **and the first and last 10 minutes of the class period.**
- All passes must be visible when carried.

## **LOCKED DOOR POLICY**

For safety reasons, CRLS has a locked door policy. Students found assisting trespassers to enter the CRLS school buildings will be suspended from 1-5 days depending on the severity of a problem that may arise due to the trespasser entering the building. All visitors are to report to the security desk (main entrance) upon entering the building.

### **LOCKERS**

Lockers will be provided by Deans of Students. Lockers will **only be issued when all required student forms have been received for the current academic year.**

- Only School Department issued locks are to be used. All other locks will be removed at the student's expense.
- Since lockers are the property of the Cambridge Public Schools, the school maintains the right to search lockers if there is reason to believe the locker contains contraband, weapons, or evidence that will link the locker to trafficking in contraband, or if there is a clear and present danger of immediate physical threat to the school and/or students. The school will conduct announced and unannounced locker inspections to ensure compliance. See the *Rights and Responsibilities Handbook*.
- Students may not share lockers with other students. Students may not write or put stickers on their lockers and must keep their lockers neat and clean.
- The Cambridge Public Schools is not responsible for any items stolen from lockers.
- At the end of the school year, students are to remove belongings from their lockers. Locks must be returned to Dean of Students. Failure to do so will result in the removal and disposal of all contents of the locker. The Cambridge Public Schools is not responsible for the loss of property left in the locker after the last day of school.

### **LOST BOOK PROCEDURE**

If a student loses a book or instructional materials, a penalty not related to the instructional program, such as prohibiting the student from attending certain activities, may be imposed until the department is reimbursed for the replacement value of the book(s) or instructional materials.

- Students are financially responsible for all library materials signed out to them. The library follows the same procedure as that set for textbooks. Library users with overdue books are sent a letter which states that there is a charge of \$15.00 for a hardcover book which will be assessed if the book is not returned immediately. After two months, a letter will be sent to the parent/guardian asking for payment for the book or materials. This procedure covers all

catalogued materials, with a minimum charge of \$5.00. However, the library charges \$3.00 as a flat rate for any uncatalogued item.

- Students who do not return their book or complete a lost/non-returned book form may have a penalty imposed, such as being prohibited from attending certain activities not related to the instructional program. Checks should be made out payable to CRLS/(department name).

### **POSTERS**

Students, club advisors, teachers and all individuals and organizations who wish to display posters advertising any activity must receive a stamp of approval from the Main Office for each poster.

- Posters should be hung on bulletin boards **only**. It is strictly forbidden to affix poster/flyers to any painted surfaces, glass surfaces or any other that are not designated bulletin boards. The students and their advisors will be held financially accountable for any damages caused by improperly placed posters or flyers.
- Posters must be removed by the sponsoring organization within 48 hours after the event is over.

### **SCHOOL DANCES**

- CRLS dances are a school-wide activity produced by students and advisors as fund-raisers and community builders. Only students who are enrolled at CRLS, and who are students in good standing are allowed to attend after-school dances.
- All students are required to show an ID card at the entrance and pass through a metal detector to enter a CRLS dance.
- Rules for behavior at dances will be posted at the entrance to the dance and distributed when tickets are purchased.

All CRLS rules, including those regarding the prohibition of weapons, drugs and alcohol, apply to all dances. Violators will be reported to Security and Deans of Students for disciplinary consequences. Additionally, students who have been charged with violation of student codes of conduct will be placed on the "no dance list" and will not be allowed to attend school dances until such behavior is changed to the satisfaction of school officials.

### **SPECTATOR EXPECTATIONS**

#### **Be a fan, not a fanatic!!**

- Attending a high school event is not a right, but rather a privilege granted to student in good standing.
- Cheer for your team, rather than belittling the opposition. All cheers should be positive at all times. Do not verbally assault or abuse players, coaches, other spectators or officials.
- Obey and respect faculty supervisors who are responsible for providing a safe and friendly venue. Respect the integrity and judgment of game officials.
- Negative chants are prohibited. Examples include use of player's name and/or number in a negative way, cursing, or any form of taunting.
- Booming of cheerleaders is not allowed.

- Noisemakers, inappropriate signs, newspapers, etc., are not allowed.
- Stay off the playing area at all times.
- Respect school property. Do not damage bleachers, school equipment or any part of the facility.
- The use of alcohol, tobacco products, and drugs are strictly forbidden.
- Removing your hat and remain standing for the entire National Anthem

## STUDENT PHOTO ID CARDS

Pictures will be taken in the fall and students are required to wear their student IDs. In order to have full access to the school library and to participate in certain school activities, it is necessary to have a CRLS Photo ID Card. Students must have all required forms submitted in order to receive their Photo ID Card. Initial ID cards are free of charge however, a minimal fee will be charged for replacement ID's.

## STUDENT SHADOWING

Current 8th graders wishing to shadow a 9th grade student **must** be **pre-approved** by the present upper school principal/assistant principal, and (as well all other grades) must make arrangements with Greta Hardina 617-349-6660 (CRLS Parent Liaison). Additionally, students shadowing must adhere to all conditions on the Shadowing form or will be subjected to refusal of entry. (See "Visitor and Guest"). Eighth grade students will **ONLY** shadow 9<sup>th</sup> grade students. Eighth grade visits will be scheduled beginning November 2<sup>nd</sup> and upper class visits may begin on October 2<sup>nd</sup> exclusive of exam periods (no exceptions). No shadowing will be permitted after final week in May. Upper class students wishing to shadow must also have pre-approval.

Failure to follow proper school procedures will result in the visitor being sent home and the CRLS student may receive disciplinary consequences. Because the school cannot be responsible for any students other than those registered at CRLS, students should not bring friends or siblings to school.

## VISITORS & GUESTS

To maintain safety and security, all visitors to the school must register upon entering and exiting the Main Entrance security desk, and must wear a visitor's pass displaying their name and intended location while in the building. If a visitor disrupts or interferes with the work of students, teachers or other employees by behaving inappropriately or insisting on visiting at inappropriate times, the Principal, or his designee, may place limitations on the individual's ability to visit the school.

## STUDENT EXPECTATIONS: CPS Rights & Responsibilities

### *APPROPRIATE SCHOOL BEHAVIOR*

CRLS expects students to follow all school rules while at school and during all school-sponsored events, assemblies and plays, field trips, class and club trips, after-school associated programs whether held on or off campus, and while traveling to and from school. Students who fail to conduct themselves in a proper manner face school discipline, including suspension and/or expulsion.

CRLS ATTENDANCE POLICY

CRLS uses a block schedule, which means that attendance at each class is vital to successful learning. Under our system, students are expected to be in each class a minimum of 95% of the time (i.e., students should not be absent from classes more than four (4) times each quarter to achieve this goal).

- a) Parents/Guardians must call the school to give notification of an absence by no later than the morning of the absence.
- b) If a call is not made, a note from the parent/guardian or the student's medical provider is due on the day the student returns to school.
- c) In instances of chronic or irregular absence reportedly due to illness, the student's dean may request a physician's statement certifying such absences to be justifiable.
- d) If an extended absence of a student is foreseen, the parent/guardian should contact the student's Dean of Students to make arrangements for completion of academic requirements.
- e) A student who is truant, chronically absent or tardy will be referred to the Office of Safety and Security. The Director of Safety and Security, after consultation with the appropriate administrator, will review each matter and initiate corrective action which may include referral to the Middlesex County Court if the student is deemed to require additional services under the direction of the Court.

Excused absences, including verified personal illness, will not be counted against a student and will not result in the issuance of an Attendance Violation (AV) if the absences fall into the following categories.

- a) absences attributable to personal trauma; grieving, death in the family.
- b) observance of a religious holiday
- c) medical appointments or counseling visits that absolutely cannot be made outside of school hours
- d) legal matters requiring a personal appearance
- f) suspensions in and out of school
- g) school-related trips, assemblies or meetings
- h) college visits (two days in junior year and three days in senior year)
- i) one trip or educational experience of no more than five days during a student's years at the high school

Four unexcused absences in any class, however, will result in an Attendance Violation. In this case, a grade of AV will be issued for the term grade by the Dean of Students. In addition, three unexcused tardies to class will be counted as one unexcused absence.

Unexcused absences include:

- a) Truancy from school or from individual classes
- b) Trips not approved in advance by the principal
- c) Looking for employment without the approval of the principal
- d) Staying home to avoid an examination in a given subject or to study for an examination
- e) Leaving the school building during the school day without signing out in the dean's office
- f) Oversleeping or otherwise being tardy to school (Three unexcused tardies will be counted as one unexcused absence)
- g) Remaining on or near school grounds, but not attending assigned classes
- h) Any other absence that is not excused or any excusable absence that is not reported by a parent/guardian by a phone call or written note from a parent/guardian or the student's medical provider upon the student's return to school

### **TARDINESS TO SCHOOL/CLASS**

School begins at 8:05. Students are expected to be in their classrooms by this time, and if tardy, teachers will mark them accordingly. Students arriving after 8:30 must sign in to their respective learning community offices to receive a pass to class. Failure to sign in violates school rules and may lead to detention.

Upon receiving a 12<sup>th</sup> unexcused tardy in any one class, a student will receive an AV for the course.

Students who have been issued an AV due to an Attendance Violation will have the right to appeal within ten (10) days of the issuance of the failing grade. If the appeal is denied, the parents/guardians may within ten (10) days of the denial, submit a written appeal to the Superintendent of Schools for his/her review. The decision of the Superintendent will be final.

### **Attendance Violation Policy**

A violation of the above attendance guidelines will result in an Attendance Violation (AV). A student who earns receives an AV for any given class, in any given term, will receive a *10 point* reduction to the final term grade.

### **Attendance Violation Buy Back**

The CRLS attendance policy is the following, which expects students to be in each class a minimum of 95% of the time. When a student reaches a cumulative total of 12 unexcused tardies, or is unexcused absent 4 (1 unexcused absence=3 unexcused tardies), or has a combination of the two, **10 points will be deducted to the earned grade at the end of each term in whichever class the attendance violation occurs (This is a change from 10%).**

**Example 1 :** period 1: 3 unexcused tardies + 3 unexcused absence= 10 points off grade

**Example 2:** period 3: 9 unexcused tardies + 1 unexcused absence= 10 points off grade

**Example 3:** period 2: 12 unexcused tardies= 10 points off grade

**Example 4:** period 4: 6 unexcused tardies + 2 unexcused absences= 10 points off grade

**Example 5:** period 1, 2, 3, and 4: each class has 4 unexcused absences= 10 points off grade in each period

If a student wishes to NOT earn a 10 point grade deduction then, he/she must meet with his/her dean of students to create a "Buy-Back" contract/proposal established between the student and Dean of Students.

## **CLASS CUTTING AND DETENTIONS**

### **Cutting Class**

Cutting class is a deliberate, unexcused absence from a class. When a student has an unexcused absence to class, credit will not be given for the work missed that day, or the work due that day. The student is expected to complete the work assigned and due, but must resolve the matter with his/her Dean of Student in order to receive credit.

Cutting multiple classes during a given school day may result in an in school suspension.

Students who cut one class in a given day will be given the following consequences:

- Cutting class results in two detentions
- Cutting a class for the 4th time in a quarter will result in a grade of AV for the course that quarter and a possible loss of credit for the course.

### **Cutting Community Meeting**

Community Meeting counts towards instructional time and is where the CRLS official daily attendance is taken. All students must report to their assigned Community Meeting each day. Students that do not attend Community Meeting will be subjected to disciplinary consequences including exclusion from participating in afterschool athletic and extracurricular activities.

### **Detention**

All attendance-related detentions may be served with a teacher or with a Dean of Students during lunch period. Teachers are encouraged to assign their own detentions in their classrooms to students as a strategy to promote stronger relationships as well as a richer and more respectful classroom environment.

- Students who are assigned an after school detention are not excused from serving detention because of work or extracurricular activities.
- Students are expected to bring books or work to detention and to remain quiet.
- Student must make up missed detention or face further disciplinary consequences.

## **CAFETERIAS: HELP KEEP OUR CAMPUS CLEAN!**

- Food and beverages are only to be consumed in the Cafeteria or outside the building. Food and beverages are not to be consumed in the corridors or classrooms.
  - Glass containers of any type are not allowed in the building.
  - Students are expected to pick up after themselves both in the cafeterias and outside the building. Use trash & recycling containers.
  - Be courteous and wait patiently in line.
  - Eat your lunch while sitting appropriately at a table or standing at a counter.
- Failure to comply with these rules will result in disciplinary consequences.

**CAMPUS BOUNDARIES**

Students are not to leave the school area bounded by Felton, Broadway, Ellery and Cambridge Streets.

- Students may leave the campus, but not go beyond these boundaries, during their assigned lunch time **only**.
- During Community Meeting and scheduled class time, students must remain in the CRLS buildings.
- Cambridge Public Library is off-limits during lunch and during the school day unless students are accompanied by a teacher.
- Students need to be respectful and not trespass/loiter on private property.

**Students found off campus in violation of the above rule will receive the following penalty:**

- Parent/Guardian will be notified and a warning will be issued. Any subsequent offenses will result in an out of school suspension.

**Students found in an “unauthorized area”\* will receive the following penalty:**

- Student conference and detention. Any subsequent offenses will result in further disciplinary action.

\*(An unauthorized is any area in which a student does not have a pass or permission to enter; it also includes elevators and staff bathrooms)

**DISMISSAL**

Students who need to be dismissed during the school day must bring a note from their parent/guardian dismissing him/her, or have his/her parent/guardian contact the Learning Community Office prior to the start of school. Once dismissal is verified, the student will be given a dismissal note which they **MUST** present to the classroom teacher prior to dismissal. Students must also sign out in their Learning Community Office before they leave the building. Failure to do so will result in a class cut.

**ELECTRONIC DEVICES (Phones)**

CRLS policy is predicated on the notion that students need to learn how to make appropriate decisions regarding the use of electronic devices (phones). Each classroom teacher will develop his/her own classroom policy regarding the appropriate use of electronics. Some teachers elect to use smartphones for educational purposes and will direct students to use them **when** it is appropriate. Electronic devices are otherwise not to be visible in the classrooms. Electronic devices should **not** be charging while in class. They are **not** to be used to video record/audio record students and/or staff at any point in time because it is disrespectful and is a violation of personal privacy. Disregarding this can lead to harassment and cyber- bullying charges.

Electronic devices such as cell phones and headphones are not permitted to be used in the hallways during class time; appropriate use of electronic devices is permitted in the hallways **during passing time only** and in the cafeteria during lunch time.

## **Inappropriate use of technology**

### Disrupting others

- Cheating
- Inciting/promoting fight
- Harassment/bullying/cyberbullying/sexting
- Personal videos/pictures/voice recording
- Texting/calling (**leaving class to text/call**)
  - **In hallways/bathrooms during class time**
- During direct instruction
- In a meeting
- During assemblies/performances/presentations
- In the auditorium
- In a school office
- During the pledge of allegiance/playing of national anthem
- While in line in the cafeteria, credit union
- When addressing adults
- During tests and quizzes
- Standardized testing (MCAS/SATs)
- In a class **without** explicit teacher permission
- While walking to the bathroom or taking a walking break during class time

**If a student uses any of these devices inappropriately, the student will be referred to the Dean of Students.** Any subsequent offenses will be considered defiance of school authority and students will be disciplined accordingly.

- **FIRST OFFENSE:** warning
- **SECOND OFFENSE:** Confiscated and held by the student's Dean of Students\*, returned at the end of day
- **THIRD OFFENSE:** Confiscated, phone call to parent/guardian notifying them of a repeated violation, and held by the student's Dean of Students, detention (returned after completed detention)
- **SUBSEQUENT OFFENSES:** Confiscated, parent/guardian notified; and device returned only to parent/guardian during school hours

\*The Cambridge Public Schools and its employees, representatives and agents do not offer any express or implied warranties for the protection of property confiscated for violation of school rules and are not responsible for, and shall not be held responsible for damages or losses sustained as a result of property being confiscated for violation of school rules.

## **ELEVATORS**

Students are not permitted to use any elevator in the school without written permission from a staff member. Students found using the elevators without permission will face disciplinary action as well as pay the cost of repairs resulting from their unauthorized use if damage is done. Students who need to use the elevators for medical reasons need a note from the school nurse, submitted to the clerk in their Learning Community office.



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## **EMAIL**

### **G Suite for Education Account**

All students have a CPS G Suite for Education account that includes GMail. This account is intended to support communication and collaboration for academic purposes. All email messages and documents are archived by the Cambridge Public Schools. All communication with CRLS staff must through school-issued gmail accounts.

## **FAILURE TO IDENTIFY/FALSE NAME**

CRLS students are expected to identify themselves to any teacher or other staff member when asked. Failure to identify oneself or giving a false name will result in **at least** a one-day out of school suspension assigned by the Dean of Students.

## **FREEDOM OF EXPRESSION AND ASSEMBLY**

Students in a school setting have Constitutional rights as defined by court decisions. These rights include the right to express themselves by speaking, writing, wearing or displaying symbols such as buttons, badges, emblems or arm bands or through other media or forms of expression and to peaceably assemble for a specific purpose. These rights, however, come with certain limitations. Administrators may regulate expression or assembly if the expression or assembly will result in a substantial disruption to the orderly operation of the school or the educational process. Such disruption may consist of expression or assembly that is obscene, is libelous, slanderous or defamatory, creates an immediate danger of causing students to commit an act that is unlawful or in violation of school rules, involves the invasion of the rights of other students or would otherwise cause a substantial disruption of the orderly operation of the school and/or the educational process. Additionally, any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the school principal. Any student whose conduct does cause a substantial disruption to the operation of the school or educational process may be subject to disciplinary action. For a fuller discussion of these rights, see the Cambridge Public Schools Rights and Responsibilities Handbook.

## **PLAGIARISM AND CHEATING**

Every student is expected to complete his or her own work. In the case where cheating or plagiarism occurs, the following actions will be taken:

- **FIRST OFFENSE** (in any class): Conference with student, guidance counselor, parent/guardian and Dean of Students. The student will receive a failing grade (0%) for the assignment.
- **SUBSEQUENT OFFENSE** (in any class): Conference with student, guidance counselor, parent/guardian and Dean of Students. Student will receive a failing grade for the term in whichever class the subsequent offense has occurred.

## **PRIVATE / PUBLIC PROPERTY**

CRLS students are reminded that the OPEN CAMPUS policy prohibits students from sitting on private property during lunch time. The steps of the Cambridge Public Library and those of private residences are off limits to all students. Students are expected to assume responsibility for their trash and to use the barrels throughout the area.

## **SCHOOL DRESS CODE**

Students are permitted to dress in compliance with this dress code in a manner consistent with their gender identity. Students shall have the right to express themselves by the dress and hairstyles of their own choosing provided students meet their responsibility to dress and groom in a manner that conforms to the reasonable and acceptable standards for health, safety and cleanliness, will not cause a disruption of the educational process, and is not offensive and/or does not endanger the health, safety and welfare of the student or others. Feet must be covered (shod) at all times.

Students are prohibited from wearing clothing and accessories that have slogans, comments or designs that are obscene, lewd, vulgar, are directed towards or intended to harm, harass, threaten, intimidate or demean individual groups or individuals on the basis of sex, gender, sexual orientation, race, color, ancestry, national origin, ethnicity, religion, age disability, genetic information, gender identity or marital status; and/or advertise alcoholic beverages, tobacco products or illegal drugs.

Students may not come to school shirtless, pantless, or shoeless. All students must be dressed in accordance with this policy should not experience student or staff repercussions related to apparel regardless of how their clothing coincides with their body type, or their gender, sexual orientation, race, color, ancestry, national origin, ethnicity, religion, age disability, genetic information, gender identity or race.

Parents/guardians will be notified if the student has arrived to school in clothing that is not suitable for school, and the student will be provided with a school-issued suitable item of clothing (e.g., sweatshirt or t-shirt from the school store) to wear during the course of the school day, asked to turn clothing inside out, sent home to change their clothing or to borrow clothing from a classmate/friend to wear during the course of the school day.

Students are expected to follow all school rules with respect to wearing any protective clothing, safety glasses or other protective or safety equipment that may be required for participation in specialized programs.

Conversations about student apparel should be facilitated where both parties have an equal voice. Such conversations should not occur in front of a class or other students.

### **SCHOOL THEATER/Fitzgerald Auditorium**

CRLS is very fortunate to have a beautifully renovated theater. Everyone's cooperation is needed to keep the facility in excellent condition.

- All food, beverages, candy, or chewing gum must be disposed of prior to entering the theater
- All students must have adult supervision while in the auditorium

- All those wishing to reserve the theater for use during the school day must see the Assistant Principal for approval.

**SEARCH AND SEIZURE OF PERSONAL PROPERTY**

While students have legitimate expectation of privacy while in school, a search will be considered valid if there is a reasonable suspicion at its inception that the search will discover evidence of a violation of a school rule or the laws, and the search is reasonable in scope.

**SMOKING (TOBACCO-FREE POLICY)**

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

**SPITTING**

Spitting is an offensive, unsafe and unhealthy habit. Students found spitting indoors and on campus surfaces will be disciplined. Spitting at/on a person will be considered an assault (suspendable offense).

**STUDENT VEHICLES**

**Automobiles**

- CRLS does not provide parking facilities for students.
- Students who drive to school should park in legal spaces around the school.
- Students are urged to use the MBTA.
- **Students discovered in a car during the school day are considered “off campus.”**
- Students may not park their vehicles in the faculty garage. Unauthorized vehicles will be towed at the owner’s expense.
- Massachusetts General Laws chapter 71, section 37H prohibits all operators of school buses and operators of personal motor vehicles from idling vehicles on school grounds or within one hundred (100) feet of school grounds.

**Bicycles, scooters, roller blades and skateboards** are to be parked upon arrival at school and are not to be used until the end of the day.

- Special bicycle areas for students have been established and are monitored by the Security staff.
- For safety reasons, students are not allowed to use skateboards, scooters or rollerblades in school.
- If a student uses a skateboard, scooter, or rollerblades as a form of transportation, they are to be stored in the student’s locker until he/she leaves for the day.
- Failure to comply with the above rule will result in confiscation.

· The Cambridge Public Schools is not responsible for stolen vehicles. A stolen vehicle should be reported to the Security Office. Protect your bicycle by registering it with the Cambridge Police Department.

· Students are reminded to wear bike helmets and other safety gear. The City of Cambridge has enacted a Bicycle Policy which expands the areas where bicycles cannot be ridden on sidewalks. These areas are posted and the ordinance is enforced. Students are reminded that pedestrians have the right of way and should be treated with respect and courtesy.

**STUDENT WALKOUTS**

Students who participate in walkouts that do not result in a substantial disruption to the orderly operation of the school or the educational process will be disciplined in the same manner as a student who otherwise cuts class. In other words, this deliberate absence from class will result in the imposition of two detentions. Additionally, the rules and provisions regarding Freedom of Expression and Freedom of Assembly that are set forth in the Cambridge Public Schools *Rights and Responsibilities Handbook* and later on in this student handbook also apply to such conduct.

**SUBSTITUTE TEACHERS**

Substitute teachers are CPS employees and students are expected to show respect to all substitute teachers. Students who fail to behave in the expected manner in any classroom being taught by a substitute will be subject to discipline.

**DISCIPLINARY PROCEEDINGS**

**DETENTION**

Students are assigned detention by their teacher or by their Dean of Students. Students who arrive late to detention may receive an additional detention.

- Students who work after school or are involved in extracurricular activities are not excused from serving detention.
- Students are expected to school work during detention and to remain quiet.
- Students must make up missed detentions. Failure to make up missed detentions will result in further disciplinary actions.

**REMOVAL/SUSPENSION FROM CLASS**

When a student is removed from class it is considered a suspension from class. Depending on the severity of the incident, further action will be taken including, but not limited to, a detention, a suspension, and/or parent-teacher conference.

- If a student needs to be removed from class, a safety specialist will be called to the room to escort the student to the Dean of Students' office. Failure to immediately report and or comply with the directives of the safety specialist may result in a suspension.

**SUSPENSIONS**

It is the policy of the Cambridge Public Schools that every effort should be made to help students solve conduct problems without resorting to extreme disciplin-ary measures. However, in those cases where a student's behavior is disruptive to the school, hurtful to her or him-self or others,

or engages in activity forbidden by the laws of the Commonwealth of Massachusetts and/or the codes of conduct set forth in the *Rights and Responsibilities Handbook* and/or school-based rules, then a suspension may be warranted.

The suspension of the student is to be conducted by the principal or designee. Extenuating or mitigating circumstances will receive consideration before a decision on suspension is made. See the *Rights and Responsibilities Handbook* for further information.

The principal may suspend a student from school for a period from **one to ten days** for violation of school rules that occur while in school buildings, on school grounds, in transit to and from school, or during any authorized school activity, whether on or off school grounds.

**De-pending on the severity of the incident, a student will be suspended from one to ten days if he or she is found to have:**

- used violence, force, coercion, threats, intimidation or other comparable conduct;
- set fire or caused damage to any school building or property;
- sounded a school type alarm with knowledge that no fire emergency exists;
- been or is in possession of a weapon;
- in the presence of, possession of, or under the influence of controlled substances or alcohol;
- has been charged with a felony and it is determined that his or her continued presence in school would have a substantial detrimental effect on the general welfare of the school;
- prevented or attempted to prevent by physical act the convening or continued functioning of any school or educational function or any lawful meeting on school property;
- damaged or stolen personal property of another or was found in possession of stolen personal property while in school;
- caused or attempted to cause damage to school property, stole or attempted to steal school property;
- intentionally caused or attempted to cause physical injury to any student;
- failed to comply with the directions of any school personnel acting legitimately in their official capacity which resulted in any disruptive effect upon the education of other students;
- interfered with any school personnel or student by use of threats, harassment or coercion or disrupted or obstructed any school activity with or without the use of force or violence;
- engaged in any activity forbidden by the laws of the Commonwealth of Massachusetts which constituted a disruption of school activity;
- gambling;
- forgery (altering documents or falsifying signatures);
- caused or done any act repeatedly which constituted a knowing and intentional violation of any of the rules and responsibilities set forth in the *Rights and Responsibilities Handbook*;
- been involved in any activity which violated the Massachusetts law prohibiting the practice of hazing (G.L. c.269, Sections 17-19);
- threatened, harassed or intimidated any person while on school grounds, at a school activity on or off school grounds;
- engaged in conduct violative of M.G.L. c. 71, Section 37H and/or 37H1/2; and/or
- engaged in other conduct violative of school-based rules or the *Rights and Responsibilities Handbook*.

While on suspension, a student is not to be within the vicinity of the school and is not eligible to participate in or attend any school events or activity. Failure to comply with these conditions can result in the suspension being extended by the principal.

## EXPULSION

It is the policy of the Cambridge Public Schools to provide a safe environment in which students can learn and participate in all programs. Unfortunately, because there are situations where a student's behavior is a threat to the health and safety of other students or school department personnel, it may be necessary to expel the student.

Under Massachusetts General Laws, Chapter 71, Section 37H, the principal can expel or suspend a student for possession of a dangerous weapon, possession of a controlled substance, and/or assault on a staff member.

Additionally, under Massachusetts General Laws, Chapter 71, Section 37H 1/2, the principal can indefinitely suspend a student who has been charged with a felony, and may expel a student who has been convicted of a felony if the student's continued presence in school will have a substantial detrimental effect on the general welfare of the school.

**Expulsion Appeals Process:** If, after the hearing, the Principal decides to expel the student for a violation under M.G.L. c. 37H, the student shall have **ten days** from the date of the hearing to notify the Superintendent of his or her appeal. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this section. If, after the hearing, the principal decides to expel or indefinitely suspend the student for a violation of M.G.L. c. 71, Section 37H1/2, the student shall have five days from the date of the hearing to notify the Superintendent of his or her appeal. The student will remain out of school until a decision is rendered on any appeal. The student has the right to counsel at a hearing before the Superintendent or his or her designee. The Superintendent or his or her designee will notify the parent/guardian of the decision on the appeal in writing. See the *Rights and Responsibilities Handbook* for further information.

## *PARTICIPATION IN EXTRACURRICULAR ACTIVITIES*

The Cambridge Public Schools Administration and the Department of Safety and Security reserve the right to deny admission to extracurricular activities to anyone who poses a potential threat to the safety and security of spectators and participants.

Students who fall under the conditions listed below will be excluded from athletic, drama, music, dances, prom, field trip and other extracurricular activities that have spectators:

- Students serving a suspension;
- Former students who have been expelled; and/or
- Students enrolled at an alternative program due to issues of discipline.

Any student who falls within the above categories who feels that his/her behavior warrants consideration for admittance must submit a request to his/her Dean of Students. A mutual agreement must be reached between the Director of Security and the Dean of Students in order for this student to receive permission to attend any extracurricular activity.

The Cambridge Public Schools also reserve the right to exclude from any athletic, drama, music, dances, proms, field trips, and other extracurricular activities that have spectators, members of the community who:

- Have been involved in a serious incident in the community;
- Have a history of violence; and/or
- Have been disruptive and/or disrespectful to staff.

## MAJOR OFFENSES

## ANTI-BULLYING POLICY AND BULLYING PREVENTION AND INTERVENTION PLAN

The Cambridge Public Schools is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying of any of its students by anyone and also strictly enforces a prohibition against retaliation of any person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about bullying. Site-based initiatives, developed collaboratively between school administration and personnel, students, families and community members will seek to: (1) help students of all ages and abilities stay safe, act wisely, and believe in themselves; and (2) help adults respond effectively to students' reports and their own observations. Bullying is defined as 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 victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or herself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For purposes of this policy, bullying shall include cyberbullying. Cyberbullying is further defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer or signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Aggressor is defined as a student who engages in bullying, cyberbullying, or retaliation.

Hostile environment, as defined in M.G.L.c. 71, §37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is defined as 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 is defined to include, 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 or Victim is defined as a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Bullying can take many forms and can occur in any setting. Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; or physical aggression such as assaults on a student or attacks on a student's property. Bullying can create an atmosphere of fear for all members of the school community. It also can create unnecessary and unwarranted anxiety that affects the ability of a student to attend school, learn in school, walk in school corridors, eat in the school cafeteria, play in the school yard or recreation areas, participate in or attend special or extracurricular activities or travel to and from school. More specifically, a "hostile environment" is defined as a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education. Bullying behaviors that are not addressed can lead to devastating consequences for young people, including depression, drops in school performance and attendance. The failure to address bullying behaviors also gives other students the message that it is permissible to engage in negative behaviors.

Bullying of students occurring in the schools is prohibited by law and will not be tolerated by the Cambridge Public Schools. For purposes of this policy, "school" includes schools, school grounds, travel to and from school and/or school-sponsored events and functions, property immediately adjacent to school grounds, school-sponsored or school-related activities, functions, programs whether on or off school grounds (such as social events, trips, sports events, or similar school-sponsored events and functions), at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district or a school, on the way to or from school, or through the use of technology or an electronic device owned, leased or used by the school district or a school and at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district or school, if the bullying creates a hostile environment at school for the victim or witnesses, infringes on the rights of the victim or witnesses at school or materially and substantially disrupts the education process or the orderly operation of a school.

The Cambridge Public Schools takes allegations of bullying seriously and will respond promptly to complaints and allegations of bullying. Additionally, retaliation against a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about bullying shall be prohibited.

If any student, parent/guardian of a student, staff member or other community member believes that the student has been subjected to bullying, or to retaliation for reporting bullying, providing information during an investigation of bullying or witnessing or having reliable information about bullying, he or she should bring the matter to the attention of the principal of the school where the child attends. This may be done verbally or in writing. Reports of bullying and/or reports of retaliation for reporting bullying, providing information during an investigation of bullying or witnessing or having reliable information about bullying may also be made anonymously to the principal of the school where the student attends. Please note;



however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report having been received.

All school staff (including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities or paraprofessionals) are trained on an annual basis regarding the Cambridge Public Schools Anti-Bullying Policy and the Bullying Prevention and Intervention Plan. The duties and responsibilities of staff are further set forth in the Cambridge Public Schools Bullying Prevention and Intervention Plan.

#### Collaboration with Families

The Welcoming Schools/School Climate Coordinator and Family Liaisons, in conjunction with the central office and principals, will provide opportunities for parents/guardians to learn how to recognize bullying and understand its effects on targets, bystanders and on individuals who bully. Parents/guardians will also be informed about the bullying curriculum of their child's school; the dynamics of bullying and online safety and cyberbullying; the impact of the law on bullying and the potential consequences that can occur if a student engages in bullying and the process for reporting complaints of bullying and the confidentiality requirements of the Massachusetts student record regulations, 603 C.M.R. 23.00, and the Federal Family Educational Rights and Privacy Act regulations, 34 C.F.R. Part 99, as set forth in 603 C.M.R. 49.07 with respect to a principal's notification to a parent/guardian about an incident or report of bullying or retaliation.

#### Intervention and Reporting Requirements

**It, however, is important to note that *all school staff are required to immediately report any instance of bullying or retaliation they witness or become aware of to the principal or designee of the school.* The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school district policies and procedures for behavior management and discipline.**

When the complaint is received, the principal will immediately notify:

- Parents/guardians of the alleged target
- Parents/guardians of the alleged aggressor
- Office of Safety and Security
- The principal may consult with the School Resource Officer but shall not share identifying information of the alleged target or aggressor.

In notifying the parents/guardians of the target and aggressor, the principal must comply with the confidentiality requirements of the Massachusetts Student Record regulations, 603 C.M.R. 23.00, and the Federal Family Educational Rights and Privacy Act regulations, 34 C.F.R. Part 99, as set forth in 603 C.M.R. 49.07. More specifically, a principal may not disclose information from a student record of a target or aggressor to a parent/guardian unless the information is about the parent/guardian's own child. A principal may disclose a determination of bullying or

retaliation to a local law enforcement agency under 603 C.M.R. 49.06 without consent of a student or his/her parent/guardian but the principal shall communicate with law enforcement officials in a manner that protects the privacy of targets, student witnesses, and aggressors to the extent practicable under the circumstances. Additionally, if the principal has determined that there is an immediate and significant threat to the health or safety of the student or other individuals, a principal may disclose student record information about a target or aggressor to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals as provided in 603 C.M.R. 23.07(4)(e) and 34 C.F.R. 99.13(a)(10) and 99.36. In this latter situation, the disclosure is limited to the period of the emergency and the principal must document the disclosure and the reasons that the principal determined that a health or safety emergency exists.

The principal will provide a copy of the *Cambridge Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment* and the *Cambridge Public Schools Anti-Bullying Policy* to all parties including the person making the complaint, the alleged student target, the parents/guardians of the alleged student target, the alleged aggressor and the parents/guardians of the alleged aggressor.

Reports of bullying and/or retaliation for reporting bullying may also be made anonymously to the principal of the school where the student attends. Please note, however, that no disciplinary action can be taken against a student solely on the basis of an anonymous report having been received.

**Complaint Investigation**

When the Cambridge Public Schools receives a complaint of bullying or retaliation for reporting bullying, providing information during an investigation of bullying or witnessing or having reliable information about bullying, the Cambridge Public Schools will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and to protect from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying.

The investigation may include an interview with the student, parent/guardian, staff member or community member filing the complaint, the student alleged to be a victim of bullying or retaliation, the student(s) alleged to have committed the bullying or retaliation, witnesses to any alleged incidents or other individuals as determined by the school department. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents/guardians of the target and the aggressor of this and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents/guardians prior to any investigation. Notice will be consistent with state regulations at 603 C.M.R. 49.00. In notifying the parents/guardians of the target and aggressor, the principal must comply with the confidentiality requirements of the Massachusetts Student Record regulations, 603 C.M.R. 23.00, and the Federal Family Educational Rights and Privacy Act regulations, 34 C.F.R. Part 99, as set forth in 603 C.M.R. 49.07 More specifically, a principal may not disclose information from a student record of a target or aggressor to a parent/guardian

unless the information is about parent/guardian's own child. A principal may disclose a determination of a bullying or retaliation to a local law enforcement agency under 603 C.M.R. 49.06 without consent of a student or his/her parent/guardian but the principal shall communicate with law enforcement officials in a manner that protects the privacy of targets, student witnesses, and aggressors to the extent practicable under the circumstances. Additionally, if the principal has determined that there is an immediate and significant threat to the health or safety of the student or other individuals, a principal may disclose student record information about a target or aggressor to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals as provided in 603 C.M.R. 23.07(4)(e) and 34 C.F.R. 99.13(a)(10) and 99.36. In this latter situation, the disclosure is limited to the period of the emergency and the principal must document the disclosure and the reasons that the principal determined that a health or safety emergency exists. Additionally, consistent with state law, the parents/guardians of the target(s) shall be notified of the results of the investigation and any actions that will be taken to prevent any further acts of bullying or retaliation if it is determined that such conduct has occurred.

Additionally, consistent with state law and the terms of the Memorandum of Understanding between the Cambridge Public Schools and Cambridge Police Department, if it is determined that bullying or retaliation has occurred, the principal, in conjunction with the Director of Safety and Security, shall:

- Notify School Resource Officer if the principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor or has determined that there is an immediate and significant threat to the health or safety of the student or other individuals
- Take appropriate disciplinary action consistent with the *Cambridge Public Schools Rights and Responsibilities Handbook*
- Notify the parents/guardians of the aggressor(s)
- Notify the parents/guardians of the target(s), and to the extent consistent with state and federal law and regulations, notify them of the action taken to prevent any further acts of bullying or retaliation

Moreover, if an incident of bullying or retaliation involves students from more than one school district, charter school, nonpublic school, approved private day or residential school or collaborative school, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal, in conjunction with the Director of Safety and Security, will notify local law enforcement. Notice will be consistent with the requirements of 603 C.M.R. 49.00 and the terms of the Memorandum of Understanding between the Cambridge Public Schools and Cambridge Police Department. Additionally, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, nonpublic school, approved private day or

residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement in a manner consistent with state and federal law and regulations. In making this determination the principal will, consistent with the Plan, applicable school district policies and procedures and the terms of the Memorandum of Understanding between the Cambridge Public Schools and Cambridge Police Department, consult with the school resource officer and other individuals the principal or designee deems appropriate.

**Disciplinary Action/Responses to Bullying**

If it is determined that bullying or other inappropriate conduct has been committed, the Cambridge Public Schools will take action that is appropriate under the circumstances. The disciplinary action taken will balance the need for accountability with the need to teach appropriate behavior. The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

There are a range of options for teaching appropriate behavior including: offering individualized skill-building sessions; modeling and using restorative practices; providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate school personnel; implementing a range of academic and non-academic positive behavioral supports to help students understand pro-social ways to achieve their goals; meeting with parents/guardians to engage parental support and to reinforce bullying prevention and social skills building activities at home; adopting behavioral plans to include a focus on developing specific social skills.

Action for students who are found to have engaged in bullying may further include requiring the aggressor to work with school personnel to improve behavior; a recommendation of counseling, support services or other therapeutic interventions for the student and appropriate family members of the student; disciplinary consequences for the student up to and including court involvement; or school-related discipline consistent with the *Cambridge Public Schools Rights and Responsibilities Handbook* up to and including suspension, expulsion and/or court involvement.

All students who are found to have engaged in bullying will be informed about the prohibition against retaliation and that any acts of retaliation will result in disciplinary action. Where it is determined that inappropriate conduct has occurred, the Cambridge Public Schools will act

promptly to eliminate the conduct and will impose corrective action as necessary, which may range from requiring the offender to work with school personnel on better behavior, the recommendation for the provision of counseling or other therapeutic services and/or disciplinary action where appropriate, up to and including suspension, expulsion and/or court involvement. Additionally, consistent with state law, if it is determined that bullying or retaliation has occurred, the principal, in conjunction with the Director of Safety and Security, shall (i) notify local law enforcement if the principal believes that criminal charges may be pursued against the perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents/guardians of the perpetrator; and (iv) notify the parents/guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation. Furthermore, if it is determined that a student has knowingly made a false accusation of bullying or retaliation, he/she shall be subject to discipline consistent with the provisions of the Cambridge Public Schools Rights and Responsibilities Handbook which may include suspension, expulsion and/or court involvement.

### **Promoting Safety for the Target and Others**

In order to restore a sense of safety for the student target of bullying and assess the target's needs for protection, a meeting shall be held with the student, his/her parents/guardians, and appropriate school personnel (i.e. school principal, assistant principal, dean of students, safety specialist and/or school resource officer). The purpose of this meeting will be to discuss the development and implementation of a safety plan for the student, including staff to whom the student may report if any concerns arise. The Cambridge Public Schools also may, as appropriate, recommend counseling, support services or other therapeutic interventions for the student and appropriate family members of the student.

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

If a restraining order is in place, one purpose of the meeting will be to review the implications of the restraining order and procedures for reporting if any violation of the restraining order occurs. If the restraining order is against another student or an employee, a separate meeting should be held with that individual to review the restraining order and its implications, expectations and the consequences for violation of the order.

### **False Accusations/Retaliation**

If it is determined that a student has knowingly made a false accusation of bullying or retaliation, he/she shall be subject to discipline consistent with the provisions of the *Cambridge Public Schools Rights & Responsibilities Handbook*.

All students shall be afforded the same protection regardless of their status under the law.

## Other Complaint Processes Also Available

It should be noted that the provisions of these procedures detailed above in this section and in the *Cambridge Public Schools Rights and Responsibilities Handbook*, Anti-Bullying Policy and Bullying Prevention and Intervention Plan do not preclude a student from using the complaint process set forth in the Cambridge Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment Policy to seek resolution of any complaints of discrimination or harassment that is based on a characteristic protected by law such as sex, race, color, ancestry, national origin, ethnicity, religion, age, disability, marital status, genetic information or sexual orientation. It also should be noted that the provisions of this section do not preclude a student from using the complaint process set forth in Section 23.0 of the *Cambridge Public Schools Rights and Responsibilities Handbook* to seek resolution of any complaints regarding a student's deprivation of rights set forth in the *Cambridge Public Schools Rights and Responsibilities Handbook*.

## Relationship to Other Laws

Consistent with federal and state laws and regulations and the policies of the school district, no person shall be discriminated against in admission to a public school of any city or town or in obtaining the advantages, privilege and courses or study of such public school on account of race, color, sex, religion, national origin, genetic information, disability, gender identity or sexual orientation. Nothing in this section or in the *Cambridge Public School Rights and Responsibilities Handbook*, Anti-Bullying Policy and Bullying Prevention and Intervention Plan prevents a school or the school district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law or school district policies. In addition, nothing in this section or in the *Cambridge Public Schools Rights and Responsibilities Handbook*, Anti-Bullying Policy and Bullying Prevention and Intervention Plan is designed or intended to limit the authority of a school or the school district to take disciplinary action under M.G.L.c. 71, sections 37H and 37H 1/2, other applicable laws, or local school or school district policies in response to violent, harmful or disruptive behavior, regardless of whether this section of the *Cambridge Public Schools Rights and Responsibilities Handbook*, Anti-Bullying Policy and/or Bullying Prevention and Intervention Plan covers the behavior.

### ASSAULTS ON SCHOOL STAFF

#### 19.5 Assaults/Threats on School Staff

Students are prohibited from assaulting, battering or harassing any school staff. These behaviors may be defined as: (1) intentionally, knowingly or recklessly causing bodily injury to another; (2) intentionally or knowingly threatening another with imminent bodily injury; or (3) intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive, provocative, or create a reasonable fear of imminent danger.

The consequences for assault may include a: (1) Five-day to ten-day suspension and an expulsion hearing; (2) criminal complaint may be filed; and (3) police notified.

Any student who assaults a Principal/Head of Upper School, Assistant Principal, Dean, teacher, teacher's aide or other staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal/Head of Upper School.

**FIGHTING/PHYSICAL ASSAULT**

Severe, immediate disciplinary action will be taken against individuals who participate in a fight or encourage it in any way. Absolutely no disruptive behavior of this kind will be tolerated. The penalty for this behavior is a **one-to-ten day suspension** depending on the degree of involvement category, number of offenses and/or severity of incident. Police are notified of all physical assaults and parents/guardians are notified about their right to file a criminal complaint with the Middlesex County Court. Depending on the circumstances, the Cambridge Public Schools may file criminal complaints on assaults and assault and battery.

Students know when they are in dispute and are expected to seek assistance, if necessary, to resolve it peacefully. A student has a responsibility to avoid fighting by bringing the situation to the attention of any school official. CRLS has outstanding, highly proficient adult mediators available at all times through the Safety and Security Office, dedicated to help resolve disputes. Ask your Dean of Students, counselor, safety specialists or student mediator about the program. All referrals are kept confidential.

The following guidelines may be used in disciplining students who engage in altercations (physical assault or verbal nature).

**CATEGORY ONE:**

Inciter/ Promoter/ Instigator:

A student who has been asked to leave the vicinity of a disruptive altercation or a fight and who refuses to do so, falls under this category.

**CATEGORY TWO:**

Assault and Battery Upon a Person:

An assault on a person and an assault and battery on a person is a crime. The Cambridge Public Schools has an obligation to report all crimes that occur on school property, school buses, or at school-related and/or school-sponsored events and police will be notified. Victims will be advised of their right to file a criminal complaint and the Cambridge Public Schools may file a criminal complaint against the perpetrator.

**CATEGORY THREE:**

Fight/ Mutual Assault and Battery:

An assault on a person and an assault and battery on a person is a crime. The Cambridge Public Schools has an obligation to report all crimes that occur on school property, school buses, or at school-related and/or school-sponsored events and police will be notified. Victims will be advised of their right to file a criminal complaint and the Cambridge Public Schools may file a criminal complaint against the perpetrator.

**CATEGORY FOUR:**

Fight/ Mutual assault and battery in classrooms, cafeterias, assemblies, in the corridor, during passing time, or at a school dance, etc. Altercations (physical or not) create a particularly volatile situation within our school climate when they erupt when large numbers of people are present. This extremely disruptive and pernicious behavior warrants strict disciplinary action. Examples: at lunchtime in the cafeteria, during dismissal time or upon entering the building, at dances, sporting events or at any school assembly or related event.

**FIRE ALARMS**

By state law, schools must have periodic fire drills. Students are to follow the directives of their teachers during these drills.

- Exit procedures are posted in every classroom.
- Students are not to go to their lockers during a drill, and must leave the building as quickly as possible. Orders to return inside the building will be given by the Principal, Director of Security or their designee.
- Any students determined to have intentionally set a fire will be suspended for ten days and scheduled for an expulsion hearing. Police and Fire Departments will be notified and criminal complaints will be filed.

Any student who pulls a false alarm will be suspended for 10 days and scheduled for an expulsion hearing. Police and Fire Departments will be notified and criminal complaints will be filed.

**HAZING**

- Hazing means any conduct or method of initiation into a student class or group, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any other student. All high school students will be required to sign a statement regarding hazing.

- Hazing is a violation of school policy. Students involved in hazing may be suspended. A criminal complaint will be filed. Information regarding this subject is distributed to all students at the opening of school.

- Massachusetts General Laws Chapter 269, Section 17  
*Crime of Hazing; Definition; Penalty*



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

The term hazing as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Added by St. 1985, c. 536; amended by St. 1987, c. 665.

Massachusetts General Laws Chapter 269, Section 18

*Duty to Report Hazing*

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

Added by St. 1985, c. 536; amended by St. 1987, c. 665.

Massachusetts General Laws Chapter 269, Section 19

Statutes to be Provided to Student Groups; Compliance Statement and Discipline Policy Required

Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen

and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general and such institution which fails to make such reports.

Added by St. 1985, c. 536; amended by St. 1987, c. 665; St. 1998, c. 161, ss. 557, 558

**POLICY AGAINST TEEN DATING VIOLENCE**

The Cambridge Public Schools is committed to providing a learning environment in which dating violence is not tolerated. Consistent with this philosophy, the Cambridge Public Schools is committed to promoting an environment free from dating violence. Accordingly, the Cambridge Public Schools seeks to increase awareness of teen dating violence and help in responding to the needs of victims and children who are witnesses to such violence.

Teen dating violence occurring in any setting is unlawful and teen dating violence occurring in any school setting will not be tolerated. Further, retaliation against an individual who has complained about teen dating violence or cooperated in an investigation of teen dating violence will not be tolerated. The Cambridge Public Schools will respond promptly to complaints and reports of teen dating violence or retaliation and corrective action will be taken where necessary, including disciplinary action where appropriate.

The definitions used in this policy are as follows:

**Domestic Violence/Interpersonal Violence:** Domestic Violence is a pattern of coercive behavior in which one partner attempts to control another through threats or actual use of tactics, which may include any or all of the following: physical, sexual,

verbal, financial, psychological abuse and/or through the use of technology (i.e. cyberbullying).

Domestic Violence affects every community across the country, regardless of ethnic group, culture, or background. People of all ages, income levels, faiths, sexual orientation, gender, and education levels experience domestic violence.

**Teen Dating Violence:** Dating violence (or relationship abuse) is a pattern of over-controlling behavior that someone uses against their girlfriend or boyfriend. Dating violence can take many forms, including mental/emotional abuse, physical abuse, sexual abuse and/or through the use of technology (i.e. cyberbullying). Someone may experience dating violence even if there is no physical abuse. It can occur in both casual dating situations and serious, long-term relationships.

**Child Witness/Exposure to Domestic Violence:** Witnessing violence can affect every aspect of a child's life, growth, and development. Exposure can include seeing or hearing the abuse, discovering the effects of abuse (their parent/guardian's injuries or broken furniture, etc.) and/or being injured/hurt defending a parent/guardian against the abusive behavior.

**Family Violence:** Family Violence is a broader definition, including child abuse, elder abuse, and other violent acts between family members.

**Victim/Survivor/Battered:** Interchangeable terms to refer to the person who has been hurt, abused or threatened with harm, whether or not there has been actual physical abuse.

**Abuser/Perpetrator/Batterer:** Interchangeable terms to refer to the person inflicting the abuse and causing harm, whether or not there has been actual physical abuse.

Additionally, such conduct may also constitute harassment, a form of discrimination, that is prohibited by federal and state law; and/or such conduct may constitute bullying, including without limitation, cyberbullying, which is prohibited by state law. Such conduct also is prohibited by the Cambridge Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment, the Cambridge Public Schools Anti-Violence Policy and the Cambridge Public Schools Anti-Bullying Policy.

### Recognizing Warning Signs

Signs of abusive behavior include: acting really jealous if his/her girlfriend/boyfriend talks to others, trying to decide what the other should do, blowing disagreements out of proportion, constantly threatening to break up, losing his/her temper verbally, blaming the other for their own problems, physically and emotionally hurting their partner, or acts of cyberbullying.

Signs of victimization include: constantly cancelling plans for reasons that do not sound right, always worrying about making their boyfriend/girlfriend angry, giving up things that are important to them, showing signs of physical abuse, such as bruises or cuts, getting pressured into having sex or feeling like a sex object, having a boyfriend/girlfriend that wants them to be available all the time, and becoming isolated from family or friends, or been cyberbullied.

Procedure for Reporting Teen Dating Violence

A student who believes that he/she has been a victim of teen dating violence, believes that he/she is in danger of teen dating violence, or has a restraining order against an individual, may report the matter to any of the following individuals: (1) principal, (2) assistant principal, (3) dean, (4) teacher, or (5) school nurse.

The person who receives the report must immediately notify the principal.

Additionally, any employee who observes an incident of teen dating violence on school property or at a school related event, must immediately notify the principal.

The principal must immediately do the following: (1) notify the parents/guardians of the victim, and (2) notify the Office of Safety and Security.

The principal must also refer the student and/or the student's parents/guardians to the Cambridge Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment which addresses procedures for informal resolution and filing of formal complaints and the Cambridge Public Schools Anti-Bullying Policy and provide copies of the same upon request.

When a report of teen dating violence is received, whether it occurred off school property or has occurred on school property, on the way to or from school or at a school related event, or a violation of a restraining order on school property, on the way to or from school or at a school related event is received, the Cambridge Public Schools will act promptly to notify the appropriate authorities of the alleged incident. Reporting of any such incident will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

It is important to take third party information seriously where teen dating violence is concerned. It is recommended that an appropriately trained member to the school staff approach the student to discuss what has been heard and potential concerns. If abuse is acknowledged, a "safety plan" should be worked on, in addition to recommending and sharing referrals for counseling, support groups, and police/court assistance.

Additionally, school staff must remember to comply with all statutory reporting obligations for suspected abuse and neglect (51A reporting). Filing of 51 A complaints should be done by following the Cambridge Public Schools Child Abuse and Neglect Reporting Guidelines, including notifying the principal of the suspected abuse and

neglect. Furthermore, school staff also must remember to report all crimes to the police. Staff should notify the principal, who will notify the Director of Safety and Security, and who will coordinate notification to the police. Reporting of any such incident will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

Procedures When the School Is Provided With a Copy of a Restraining Order

When a student has a restraining order against an individual and provides a copy of the order to the school, the principal should hold a meeting with the employee or with the student and his/her parents/guardians to review the restraining order and its implications. A "safety plan" should be worked out to address the victim's needs and concerns, including staff to whom the student may report if any concerns arise or any violation of the restraining order occurs while the student or employee is on school property or at a school related event. If the restraining order is against another member of the school community, a separate meeting should be held with that individual to review the restraining order and its implications, expectations and the consequences for violation of the order. The development of the "safety plan" will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances,

Disciplinary Action

If it is determined that inappropriate conduct has been committed, the Cambridge Public Schools will take such action as it deems appropriate under the circumstances. Such action may range from counseling and/or discipline up to and including suspension or expulsion from school.

Other Remedies

In addition to reporting a teen dating violence incident that occurs on school property, on the way to or from school, or at a school related event in accordance with the procedures above, a student who believes that he/she has been the victim of teen dating violence on school property, on the way to or from school, or at a school related event may also file a complaint of harassment and/or bullying in accordance with the procedures set forth in either the Cambridge Public Schools Non-Discrimination Policy and Prohibition Against Sexual Harassment and/or the Cambridge Public Schools Anti-Bullying Policy. Furthermore, a student who believes that he/she has been the victim of teen dating violence that has occurred off school grounds and/or during non-school hours may report the alleged incident to the police.

Students who believe that they are in danger may also seek a restraining order to protect a person from physical pain or injury or the threat of pain or injury by filing an application for a restraining order at the local courthouse.

**STINK BOMBS**

Massachusetts State Law states that the sale of stink bombs is punishable by a fine.

- A student found in possession of a stink bomb will be suspended for one day.
- A student found selling a stink bomb will be suspended for two days and a court complaint will be filed in accordance with Chapter 269.
- A student found igniting a stink bomb will be suspended for three days and a court complaint will be filed for disruption of public building

**STUDENTS CHARGED WITH OR CONVICTED OF A FELONY**

If a student is charged with a felony and his or her continued presence in school would have a substantial detrimental effect on the general welfare of the school, the student may be suspended until the matter is adjudicated by the court. If convicted, the student may be expelled by the principal, if his/her continued presence in school would have a substantial detrimental effect on the general welfare of the school.

In either situation the student and parent(s)/guardian(s) will be notified in writing of an opportunity to have a hearing. Further, the student will have the right to representation at the hearing and with the opportunity to present evidence and witnesses.

**SUBSTANCE ABUSE/DRUG POLICY**

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance as defined in Chapter 94C including, but not limited to, alcohol, marijuana, cocaine or heroin, may be subject to expulsion from the school or school district by the Principal. Additionally, other legal proceedings may result from investigations by the Cambridge Police Department or other law enforcement agencies as a result of a student having engaged in this type of conduct.

Students with drug and alcohol problems are encouraged to seek the assistance of school personnel in solving such problems, and will be referred to the appropriate city/health agencies for substance abuse treatment and support. With the discretion of the Administrator, such a student may be given the opportunity and encouraged to attend a facility specializing in the treatment of persons with such problems.

**SUBSTANCE ABUSE: ALCOHOL AND DRUGS WILL NOT BE TOLERATED!**

The presence of controlled and/or dangerous substance implies that a student has been found to be in the immediate area where it was used, detected, or confiscated; and makes no reasonable attempt to leave the area.

- All communications regarding such problems are to be kept in strictest confidence.
- Procedure for Students in the Presence:
  - o If the administrator determines there is enough circumstantial evidence to confirm that the student was present to participate in substance abuse, the student will receive the same consequences as the user.

Students in the presence of controlled and/or dangerous substances are subjected to disciplinary consequences which range up to 3 days out of school suspension, as well as a referral to a substance abuse counselor.

**USE** of a controlled and/or dangerous substance implies that a student is reasonably known to have made use of same (e.g. drinking alcohol, using cocaine, smoking or ingesting marijuana,

taking a pill, etc.) or is reasonably found to be under the influence of same while under the jurisdiction of school authorities. Use shall also include unauthorized use or abuse of a prescription drug.

Students under the influence of any controlled and/or dangerous substance are subjected to disciplinary consequences which range from 5-10 days out of school suspension, exclusion hearing, police notification, criminal charges may be filed, as well as a referral to a substance abuse counselor.

· In appropriate cases where a student is under the influence of alcoholic beverages or drugs while in school, the Principal or his/her designee may send the student to the nurse or doctor, notify the student's parent/ guardian, and refer the matter to appropriate medical and/or legal authorities.

**POSSESSION** of such a substance implies that a student has on his/her personal property, or under his/her control (locker) while under the jurisdiction of school authorities. A student that is in possession of any controlled and/or dangerous substance are subjected to disciplinary consequences which range from 5-10 days out of school suspension, exclusion hearing, police notification, criminal charges may be filed, as well as a referral to a substance abuse counselor.

**DISTRIBUTION** of such a substance implies the transfer of such substance to another person, with or without the exchange of money or other valuables. The Expulsion Policy governs possession, use and distribution of a controlled substance.

**WEAPON'S POLICY**

· Any student who possesses a legally dangerous weapon or any other weapon at school or at school-sponsored and/or school-related events will be immediately suspended and may be recommended for expulsion.

· All students attending CRLS and parents/guardians of CRLS students receive a copy of the Weapons Policy each year. Both parents/guardians and students must sign and return to the student's Learning Community office a statement acknowledging that they have read the Weapons Policy, understand the consequences of entering school grounds with any weapon, and that there are no exceptions with regard to disciplinary procedures.

**Disciplinary Action for Incidents Involving Weapons**

Bringing a weapon to school, using a weapon on school grounds or at a school activity or on the bus, or having a weapon in school on school grounds or at a school activity or on the bus is against the law.

**There are three kinds of weapons:**

A. Those that are "legally dangerous" include weapons that are against the law to possess. Anything that is carried and used in a manner to intimidate or with the intent to cause harm to another person is considered a dangerous weapon. "Legally dangerous" weapons include, but are not limited to, the following:

B. Prohibited items are those items that are not defined as weapons under the Massachusetts General Laws, Chapter 269, Section 10, but are of no reasonable use to a student in a school and are not permitted on school premises, at school-sponsored events and/or at school related events, including athletic games. Possession or use of said items will result in suspension and may result in expulsion from school.

C. Ordinary items that are used in a dangerous or threatening manner. Use of these items in a dangerous or threatening manner will result in suspension or expulsion from school. These

items include, but are not limited to: pencils, scissors, pins, nails, carpentry tools, laser pointers, walking aides and athletic equipment.

**NOTE:** No toy or replica weapons of any kind, including guns and knives, are permitted on school premises, at school-sponsored events and/or at school-related events, including athletic games. Items such as these will be confiscated and may result in **suspension** or **expulsion** if the Principal of CRLS determines them to be in violation of the Expulsion Policy.

**PROCEDURE**

**All disciplinary actions will be made in accordance with the provisions of Sections 15 through 18 of the *Rights and Responsibilities Handbook* and all applicable laws and regulations.** A brief summary of the process follows.

If a student is found with either a dangerous weapon or any other weapon, using an item in a threatening way, or is found with or having used a controlled substance, or assaults a member of the school staff, the following procedures will apply:

- The staff member involved will contact the Dean of Students.
- The Dean of Students will notify: (a) The Director of Safety and Security, (b) the Principal of CRLS, (c) the parent(s)/guardian(s) by telephone, with a follow-up letter, and, if necessary, by certified mail.
- The Director of Safety and Security will notify the Principal and the Deputy Superintendent; a copy of the incident report will be forwarded to the Principal and to the Deputy Superintendent by the end of the school day.
- The student will be removed from school grounds after the parent(s)/ guardian(s) has been contacted.
- In the case of a "legally dangerous" weapon, the Director of Safety and Security will notify the Cambridge Police Department and file a complaint with the Middlesex County Court, and, if necessary, take other appropriate action.
- The Dean of Students will conduct an informal suspension hearing at the school to determine if the weapons policy has been violated. The hearing may be delayed on (1) day at the parent's/guardian's request to allow him or her to be present. The hearing will include the student, the parents/ guardians, the Principal or designee, and the staff member who reported the incident. At the hearing, the student will be told the reason for the suspension and will be given a chance to explain to the Dean of Students if he or she believes that the suspension is not deserved.
- If the Dean of Students finds the student to be in violation of the weapons policy, the Dean of Students will IMMEDIATELY SUSPEND THE STUDENT FOR UP TO (10) DAYS and further disciplinary action may be taken, as stipulated below. Copies of the suspension letter will be sent to the Deputy Superintendent, Principal, Director of Safety and Security, and counselor.
- During the ten-day (10) suspension period, the student and parent(s)/ guardian(s) will be notified in writing of an opportunity to have a hearing with the Principal of Cambridge Rindge and Latin School to discuss whether or not the student's actions warrant expulsion according to Chapter 71, Section 37H, of the Massachusetts General Laws. Further, the student shall have the right to representation at the hearing, along with the opportunity to present evidence and witnesses. If, after the hearing, the Principal decides to expel the student based on the evidence presented, the expelled student will be informed that he/she shall have the right to appeal the decision to the Superintendent of Schools. The expelled student shall have ten days from the date of the expulsion to notify the Superintendent of Schools of his/her appeal. The student has



the right to counsel at a hearing before the Superintendent or her designee. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this policy.

When a student is expelled under the provisions of this policy and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

**VANDALISM / DESTRUCTION OF SCHOOL PROPERTY**

No one is to injure, destroy, deface or trespass on school property. All students and staff are urged to treat the building with care and respect. Parent(s)/Guardian(s) are responsible for paying for any damage done to the building by their child. The Cambridge Public Schools will take the parents/guardians to court.

People with any information about damage done to the building or its contents shall report it to the Office of Safety and Security. Writing or spraying inappropriately on or around campus (graffiti), carving on a desk, mishandling a book, malicious use of glass bottles, breaking a window, destroying equipment or damaging materials are all infringements on the right of the CRLS community to have a clean environment. Students and the parent(s)/guardian(s) of students who have perpetrated such vandalism will be held responsible.

Depending on the severity of the damages, a one to ten day out of school suspension and possible expulsion hearing will occur. Damages will be assessed and restitution will be made, a criminal complaint may be filed, and police may be notified.

**RIGHTS AND PRIVILEGES**

Chapter 76, section 5 of the Massachusetts General Laws provides, in pertinent part, that: "[n]o person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation."

Cambridge Public Schools and CRLS are committed to providing an atmosphere in which all students can learn and participate in all activities pertaining to their education. Corporal punishment in any form is expressly forbidden. Moreover, any behaviors that insult the dignity of others, interfere with their freedom to learn is unacceptable, or creates a hostile academic environment in unacceptable and shall result in disciplinary action being taken. Additionally, any intimidation, threats, harassment, degradation, humiliation or other retaliatory conduct of students will not be tolerated and shall result in disciplinary action being taken. School staff will not attempt to impede or discourage students or their parents/guardians from reporting such conduct to school officials. Any such interference should be reported immediately to the principal. Additionally, reports can be made to the Superintendent of Schools, Deputy Superintendent of Teaching and Learning or Program Manager for Diversity Development. Further details on the reporting process are set forth below.

**NON-DISCRIMINATION POLICY AND PROHIBITION AGAINST SEXUAL HARASSMENT**

The Cambridge Public Schools, including Cambridge Rindge and Latin School, are committed to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, religious beliefs, disability, genetic information or age are not tolerated and

where any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable.

The Cambridge Public Schools strictly enforces a prohibition against harassment and discrimination, sexual or otherwise, of any of its students or employees by anyone, including any fellow student, teacher, supervisor, co-worker, vendor, or other third party, as such conduct is contrary to the mission of the Cambridge Public Schools and its commitment to equal opportunity in education and employment.

Discrimination and harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, religion, age, disability, veteran status, marital status, genetic information, gender identity or sexual orientation. The Cambridge Public Schools will not tolerate harassing or discriminatory conduct that affects employment or educational conditions, that interferes unreasonably with an individual's school or work performance, or that creates an intimidating, hostile, or offensive work or school environment. Discrimination and/or harassment of employees or students occurring in the schools or workplace is prohibited by law and will not be tolerated by the Cambridge Public Schools. For purposes of this policy, "workplace" or "school" includes school-sponsored social events, trips, sports events, work-related travel or similar events connected with school or employment, including without limitation, extracurricular and athletic activities and programs, traveling to and from school or on a school-sponsored field trip. Further, any retaliation against an individual who has complained about discrimination, harassment or retaliation; or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint is similarly unlawful and will not be tolerated.

The Cambridge Public Schools takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Where it is determined that inappropriate conduct has occurred, the Cambridge Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include termination of employment or school-related discipline.

**II. Definition of Discrimination and Harassment**

"Discrimination" and "Harassment" is defined as unwelcome conduct, whether verbal or physical, that is based on race, color, national origin, ethnicity, sex, sexual orientation, religious beliefs, disability, veteran status, marital status, genetic information, gender identity or age. Discrimination and/or harassment includes, but is not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group described above.
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group described above.

- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above.
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group (as described above) to participate in or benefit from employment or a program or activity of the Cambridge Public Schools; or (ii) creates an intimidating, threatening or abusive educational or working environment.

Many forms of harassment and discrimination have been recognized as violations of the civil rights laws (including Section 504 of the Rehabilitation Act of 1973, Title VI and Title IX) by federal courts, state courts, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education, Office for Civil Rights and the Massachusetts Commission Against Discrimination.

“Sexual harassment” is defined as unwelcome conduct of a sexual nature. It includes sexual advances, requests for sexual favors, and verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly as a term or condition of employment, academic standing, school-related opportunities or as a basis for employment decisions.
- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s academic or work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.

Sexual harassment includes acts of sexual violence, including without limitation, physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol, or is unable to give consent due to an intellectual impairment or other disability. A number of different acts fall into the category of sexual violence, including, but not limited to, rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX, a federal non-discrimination statute.

Under the definition stated above, direct or implied requests by a teacher, supervisor or any individual in a position of work or school authority for sexual favors in exchange for actual or promised job or school benefits such as favorable reviews, salary increases, promotions, increased benefits, continued employment, better grades, recommendations or other advantages constitutes sexual harassment.

While it is not possible to list all circumstances that may be considered sexual harassment, the following are examples of conduct that are inappropriate and that, if unwelcome, may constitute

sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances, whether they involve physical touching or not.
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Sexual epithets, jokes, written or verbal references to sexual conduct, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess.
- Discussions of one's own sexual activities or inquiries into others' sexual experiences.
- Displaying sexually suggestive objects, pictures, cartoons.

The definitions of discrimination, harassment and sexual harassment are broad. In addition to the above examples, other unwelcome conduct, whether intended or not, that has the effect of creating a school or work environment that is hostile, offensive, intimidating, or humiliating to either male or female students or workers also may constitute discrimination, harassment and/or sexual harassment.

**III. Reporting Complaints of Discrimination and Harassment**

A student can raise complaints regarding alleged discriminatory practices may be raised informally with a student's teacher, principal or dean, Program Manager for Diversity Development or Deputy Super-intendent. An employee can raise complaints with his/her supervisor, the Program Manager for Diversity Development or the Executive Director of Human Resources. The offices of the Program Manager for Diversity Development and Deputy Superintendent both are located at 159 Thorndike Street, Cambridge, Massachusetts. The telephone number for the Program Manager for Diversity Development is 617-349-6456, the telephone number for the Deputy Superintendent is 617-349-6418, and the telephone number for the Executive Director of Human Resources is 617-349-6438.

Teachers or other staff members who observe incidents of harassment involving students shall report such incidents immediately to the student's Principal, Head of Upper School, Assistant Principal or Dean. Administrators aware of harassment involving any employee shall report such incidents to the Program Manager for Diversity Development or the Executive Director of Human Resources.

The Program Manager for Diversity Development also handles formal complaints regarding alleged discriminatory practices. In some cases, the conduct complained of may constitute sexual harassment under Title IX and criminal activity. If you believe that the conduct also

constitutes a crime you have a right to file a criminal complaint at any time, including during or after the school's investigation into your complaint. A complete copy of the school district's nondiscrimination policy and prohibition against sexual harassment can be obtained on-line at [www.cpsd.us](http://www.cpsd.us) or ask the principal or dean for a copy of the document.

The Cambridge Public Schools takes allegations of dis-crimination and harassment seriously and will respond promptly to complaints. Where it is determined that inappropriate conduct has occurred, the Cambridge Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include termination of employment or school-related discipline, up to and including suspension and/or expulsion/exclusion of a student from school.

**Reporting Sexual Harassment and Sexual Assault**

We understand that reporting incidences of sexual assault or harassment can be uncomfortable, intimidating, and emotional for students. As a school, we would like to support you through difficult situations but are also mandated reporters, and there are certain actions that we as Cambridge Public School employees must take (notifying parents and police when it is assault). If you report yourself to be unsafe, or in harm's way, or report someone else to be unsafe or in harm's way, we must report this to your parent/guardian, and possibly even to the police.

In an effort to be transparent prior to a student coming forward with a concern, we outline the following steps.

If a student reports any incident of sexual assault or uncomfortable, non-consensual physical contact or language by another student/teacher, it must be reported to the Dean of Students immediately. It does not matter which Dean it is reported to, as we want students to feel most supported and comfortable in reporting difficult information. If a student wants a friend present for support, it is his/her prerogative. The adult to whom it was reported is a mandated reporter (must be reported within 48 hours), and should accompany the student to the dean to speak of the incident (If the student feels comfortable doing it on their own, tell him/her that you will notify the DOS immediately).

When the student is with the DOS, a secondary adult and/or support staff may be invited (i.e. guidance counselor, social worker, DOC, etc). Officer Pacheco (School resource officer) will also be called as any incidents of sexual assaults are criminal matters.

A parent/guardian must also be notified. The student (and a friend if desired) and dean can make the phone call together (the student can talk first if desired) and a meeting with parent/guardian can be established to speak of next steps. A student and family have the choice to press charges but do not have to.

Depending on where the assault occurred, school grounds or weekend, a 51 A will be filed against the guardian. The dean will alert the parent to the legality around filing: child was under the guardian's care when the assault occurred.

If the alleged perpetrator is another student in the school, the dean of that student must also be in communication with that student and parent/guardian. A disciplinary consequence may be warranted. Sexual Harassment training is a service provided by one of our safety specialists. The high school also has a contract with a domestic violence agency which can provide services to both the victim and the perpetrator.

Per Title IX, a restraining order must be filed and a safety plan created.

When there is an allegation about a **staff member** conducting him/herself inappropriately, the dean will immediately report it to the Principal and Assistant Principal. Similar to reporting any concerning behavior, a student should meet with a dean to share the concern. The student will be asked to write an incident report

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The Cambridge Public Schools is an equal opportunity employer and is committed to the provision of quality educational programs for all students. CPS does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender identity, sexual orientation, disability, genetic information, age, veteran or marital status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

**CAMBRIDGE SCHOOL COMMITTEE**

Mayor E. Denise Simmons, Chair

Manikka L. Bowman

Emily R. Dexter

Alfred B. Fantini

Richard Harding

Kathleen Kelly

Patricia M. Nolan

**SUPERINTENDENT OF SCHOOLS**

Kenneth Salim, Ed.D.

**Deputy Superintendent for Teaching and Learning**

Carolyn L. Turk, Ed.D.

**Assistant Superintendent for Elementary Education**

Maryann MacDonald

**Assistant Superintendent for Curriculum and Instruction**

Anda Adams, Ed.L.D.

**Acting Assistant Superintendent for Student Services**

Jean Spera

**Chief Operating Officer**

James Maloney

**Chief Financial Officer**

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**Legal Counsel**

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