

**Uncommon**  
Schools

**ROXBURY PREP**

**Student & Family  
Handbook  
2018 – 2019**

**Roxbury Preparatory Charter School**

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## MISSION STATEMENT

Roxbury Preparatory Charter School, a public school, prepares its students to enter, succeed in, and graduate from college. Roxbury Prep is founded on the philosophy that all students are entitled to and can succeed in college preparatory programs when: 1) the curriculum is rigorous, engaging, and well-planned; 2) the school emphasizes student character, community responsibility, and exposure to life's possibilities; and 3) a community network supports student academic, social, and physical well-being.

## ACADEMIC PROGRAM

### OVERVIEW

#### ***Academic Calendar***

The academic year is divided into four quarters. All academic courses are one academic-year long. The middle school core curriculum includes courses in:

- Health
- History
- Math
- Physical Education
- Science
- Literacy
- Performing Arts

The High School Course Catalog is available upon request.

#### ***Academic Assessments***

##### Standardized Tests

- The school prepares students to succeed on standardized tests required for high school graduation (MCAS) and essential for success in college (ISEE, SSAT, SAT, SAT II).
- Standardized test scores are used to help teachers develop strategies to improve the academic achievement of each student.

##### Interim Assessments (IAs)

Interim assessments are administered four times per academic year: the end of each quarter to measure student progress and at the end of the academic year to determine promotion.

### STANDARDS OF PROMOTION – Middle School

#### ***Grading Scale***

The standard grading scale for all middle school academic courses is as follows:

A+ = 97 – 100	B+ = 87 – 89	C+ = 77 – 79	D+ = 67 – 69	F = Below 60
A = 93 – 96	B = 83 – 86	C = 73 – 76	D = 63 – 66	
A- = 90 – 92	B- = 80 – 82	C- = 70 – 72	D- = 60 – 62	

Grades of Pass or Fail are given for Physical Education and Performing Arts.

#### **Students earn course credit and promotion by passing their coursework and interim assessments (“IAs”) for each class:**

- A student who does not have a passing final average of 60% in a class does not earn credit for the course.

#### **Consequences of not receiving credit for the year:**

- Students who fail one or two classes may be retained or required to attend summer school to pass the failing classes.
- Students who fail Literacy and Math are required to repeat the grade.
- Students who fail 3 or more classes are required to repeat the grade.
- All promotion decisions are made at the discretion of the principal.

**STANDARDS OF PROMOTION**

**Grading Scale - High School Classes of 2021 and after**

The standard grading scale for all high school academic courses is as follows:

A+ = 97 - 100 4.33	B+ = 87 - 89 3.33	C+ = 77 - 79 2.33
A = 93 - 96 4.00	B = 83 - 86 3.00	C = 73 - 76 2.00
A- = 90 - 92 3.67	B- = 80 - 82 2.67	C- = 70 - 72 1.67

F = 56-69	F = Below 60 0.00
F- = 0-55	

**High School - Classes of 2019 and 2020**

The standard grading scale for students in the classes of 2019 and 2020 is as follows:

A = 93 - 100 4.00	B+ = 87 - 89 3.33	C+ = 77 - 79 2.33
A- = 90 - 92 3.67	B = 83 - 86 3.00	C = 73 - 76 2.00
	B- = 80 - 82 2.67	C- = 70 - 72 1.67

D+ = 67 - 69 1.33	F = Below 60 0.00
D = 63 - 66 1.00	
D- = 60 - 62 0.67	

Grades of Pass or Fail are given for Physical Education and Performing Arts.

**Students earn course credit and promotion by passing their coursework and interim assessments ("IAs") for each class:**

- A student must attain a **70%** in each course to ensure promotion to the next grade level and course.

**Consequences of not receiving credit for the year:**

- Students who fail credit-specific classes are required to attend summer school or may be retained in order to pass classes they have failed during the school year and which they will need for Roxbury Preparatory High School diploma requirements.
- All promotion decisions are made at the discretion of the principal

For all questions families are encouraged to schedule a meeting with your student's advisor or principal.

**REPORT CARDS - MIDDLE SCHOOL**

**Progress Reports (7)**

Students receive mid-quarter progress reports that include:

- Information on student progress in each grading category for each class (e.g., tests/quizzes, homework, class participation, lab reports, etc.)
- Grades for coursework to date in each class

**Quarter Report Cards (3)**

Students receive quarter report cards that include:

- A grade for the quarter's coursework and Interim Assessments
- An overall grade for academic performance during the quarter in each class

***Final Report Cards (1)***

Students receive final report cards that include:

- Average coursework grades for each quarter and for the year
- Final comprehensive assessment grades
- Final grades for each class

**REPORT CARDS – HIGH SCHOOL**

Interim Exploration of Learning (IEOL): HS progress reports

Students receive mid-quarter progress reports that include:

- Information on student progress in each grading category for each class (e.g., tests/quizzes, homework, class participation, lab reports, etc.)
- Grades for coursework to date in each class

Exploration of Learning (EOL): HS Quarterly Report cards

***Quarter Report Cards (3)***

Students receive quarter report cards that include:

- A grade for the quarter's coursework and Interim Assessments
- An overall grade for academic performance during the quarter in each class

***Final Report Cards (1)***

Students receive final report cards that include:

- Average coursework grades for each quarter and for the year
- Final grades for each class
- Final GPA

**TUTORING, SATURDAY SCHOOL, AND SUMMER SCHOOL**

- At the discretion of teachers, the Principal, or Director of Operations, students may be required to attend tutoring or study sessions at any time during the school day or after school.
- To improve academic performance, students are subject to being assigned to mandatory after-school tutoring, Saturday School, and/or Summer School.
- Students who receive final averages below 60% are required to attend Summer School unless it is determined that the student must repeat the grade in the following academic year.
- Students who pass their courses and final Interim Assessments, but demonstrate academic skill deficiencies may be required to attend Summer School at the discretion of the Principal and Director of Operations.
- Students are responsible for transportation home when they are assigned to mandatory after-school tutoring and for transportation to and from Saturday School and/or Summer School.
- A student who does not attend tutoring, Saturday School, and/or Summer School when required is subject to disciplinary action.

## SPECIAL NEEDS

The school provides special education services for students in accordance with state and federal special education laws, M.G.L. c.71B, and the Individuals with Disabilities Education Act (IDEA) and the regulations implementing those laws. Individual Needs Coordinator, in coordination with the Director of Special Education and English Language Learners:

- Maintain all special education records in accordance with state and federal law
- Schedule all annual IEP reviews
- Organize professional development for teaching staff
- Support teachers in making appropriate curriculum and instruction modifications

If a parent or guardian has concerns regarding a suspected disability, they should inform school administration or the Individual Needs Coordinator in writing, of their request to receive an evaluation. Once this request has been made, the school district will respond in writing with an evaluation consent form within 5 school working days.

## LIMITED ENGLISH PROFICIENCY

The school provides services for students with limited English proficiency in accordance with Massachusetts state law M.G.L. c.71A and the regulations associated with this law. The Director of Special Education and English Language Learners is responsible for overseeing students with limited English proficiency and supports teachers in both instruction and curriculum.

## HOMELESS STUDENTS

In accordance with the McKinney-Vento Homeless Assistance Act of 2002 the school provides services for students who are defined as homeless. The School's Homeless Liaison is responsible for providing information and outreach regarding transportation and other services. The School's Homeless Liaison is:

Oliver Truog

[otruog@roxburyprep.org](mailto:otruog@roxburyprep.org)

617-858-2301

## IN HOME OR HOSPITALIZATION INSTRUCTION PROGRAM

In accordance with 603 CMR 28.03(3)(C), Roxbury Prep provides an instructional program for any student who, in the judgment of the student's physician, will have to remain at home or in a hospital for a period of not less than fourteen days. As soon as it is known that the student will be absent from school, the principal will authorize a Home or Hospital Instruction program. Home Instruction may also be provided when a special education student has a valid signed Individualized Educational Plan indicating a Home Instruction Program.

A Home or Hospital Program is an extension of the school program. Curriculum may be delivered by a school-assigned tutor or a school staff member. The instructor will assist the student in maintaining adequate progress in school subjects, and the classroom teachers will assign the actual grades. The Principal will inform parents that their child is eligible for a Home or Hospital Program. The Principal will ensure services are delivered in accordance with policy and monitor until the student is able to return to school

## CLASSROOM POLICIES

### COMMON BLACKBOARD CONFIGURATION

At the beginning of every class the following items are on each blackboard:

- The specific and measurable **“Aim”** for the day (connected to the school standards)
- The **“Do Now,”** or opening activity which immediately engages students in writing for two to five minutes
- The **“Agenda,”** or list of the activities for the class period
- The **“Homework”** assignment due the following day

### COMMON HOMEWORK POLICY

Students are assigned homework daily for each of their academic classes. In total, students will have approximately two hours of homework every evening, including weekend homework. Any student who has not completed a homework assignment receives a demerit. For homework submitted by the start of class the next day, students may receive a maximum of 50% credit at the discretion of each teacher.

### MAJOR ASSIGNMENTS AND EXAMS

In general, students will have a maximum of two major assignments (e.g. tests, essays, projects) due on any given day. If a student is absent on the day of an exam or quiz, the student should be prepared to take the exam or quiz the day s/he returns.

### POSTING OF STUDENT WORK

Teachers and administrators periodically post exemplary student work.



## COMMUNITY

### FAMILY INVOLVEMENT ACTIVITIES

In addition to frequent progress reports, family-school relationships are maintained through:

- Conferences with students, families, and teachers
- Family Involvement Committee Meetings
- Family Nights in the fall
- Gatherings at cultural events and activities around the city
- Teacher-family and advisor-family calls
- Parents/guardians who serve on the school's Board of Trustees
- Saturday and evening programs for students and families

Families are asked to:

- Reinforce the school's academic and behavioral standards at home
- Establish a daily routine for students
- Provide a quiet space for students to study
- Provide positive reinforcement of student progress and success
- Discuss academics and student work among family members
- Ensure that students complete all of their homework every night
- Teach, contribute to, or attend Saturday or evening programs for students and families
- Chaperone field trips and volunteer at the school
- Provide links to summer enrichment opportunities
- Help with fundraisers
- Assist with student recruitment
- Support other families

### FAMILY COUNCILS

Partnering with families is vital to ensuring the success of our students and schools. We recognize that we cannot fulfill our mission of preparing students to enter, succeed in, and graduate from college without the support of our families. Although the job of making decisions about school policy belongs to the Board of Trustees and school leader, family involvement is not only welcome, but also absolutely necessary for the success of the school. All families are encouraged to participate in their schools Family Council.

#### *The family council*

- Partners with school leaders and staff
- Connects families to volunteer opportunities at the school
- Develops and implements special programs for families
- Sponsors events and initiatives for the entire school community

**BOARD OF TRUSTEES FAMILY TRUSTEE**

Family members who are interested in serving as a member of the Board of Trustees (see below) can submit a letter of interest to the Board of Trustees. The Board of Trustees selects, interviews, and votes on all candidates.

**BOARD OF TRUSTEES (as of May 1, 2018, subject to amendment)**

<b>Trustee Name</b>	<b>Board Position</b>	<b>Term/Tenure</b>
Ms. Hope Crosier	Trustee	Elected: June 2012 Term Ends: June 2020
Mr. Russell Franks	Trustee	Elected: June 2012 Term Ends: June 2018
Ms. Renee Foster	Trustee	Elected: June 2014 Term Ends: June 2020
Ms. Kristina Gonzalez	Trustee	Elected: June 2013 Term Ends: June 2020
Ms. Sarah Kraus	Chairperson	Elected: June 2012 Term Ends: June 2018
Mr. Richard McQuaid	Trustee	Elected: June 2011 Term Ends: June 2020
Ms. Janet Nahirny	Trustee	Elected: June 2014 Term Ends: June 2020
Mr. Mark Baranski	Trustee	Elected: June 2015 Term Ends: June 2018
Mr. Drew Tamoney	Trustee	Elected: June 2015 Term Ends: June 2018
Ms. Sylvia Kuzman	Trustee	Elected: October 2016 Term Ends: June 2019
Mr. Jesus Lopez	Trustee	Elected: September 2016 Term Ends: June 2019
Mr. Francisco Marriott	Trustee	Elected: January 2018 Term Ends: June 2020
Mr. Ruven Rodriguez	Trustee	Elected: March 2018 Term Ends: June 2020

## ATTENDANCE POLICY

Attendance is vital for the well-being of individual students and for the school community. For that reason, the school enforces the following attendance policy:

- Parents and guardians are encouraged to ensure that their children regularly attend school and are strongly discouraged from scheduling appointments for their children during school hours.
- Parents or guardians should call the school as early as possible, but no later than 7:30 AM, if their children cannot be at school for any part of the day.
- Absences are excused at the discretion of the school leaders only in the case of a verified illness, religious observance, court appearance, college visit, or school-imposed disciplinary action (i.e., suspension).
- Immediately upon returning to school, each student must submit to the Office Manager a detailed note—signed by a parent or guardian—that verifies the date(s) of absence(s) and explains the reasons for the absence(s). **Unless such a note is submitted the day of the student's return to school, the absence(s) may be considered unexcused.**
- If a student is absent for more than five (5) days in a single quarter, it may affect his/her promotion to the next grade. A mandatory family meeting with the Dean of Students and/or the school leaders may be required for any student with five (5) or more unexcused absences or 15 tardies in a quarter.
- After eight (8) absences in a quarter, the school may report the student's excessive absenteeism to state or local authorities. In addition, a student may lose his/her ability to participate in the school's activities and trips.
- It is incredibly important for students to arrive at school on time each day. Unexcused tardies are never acceptable. Every three (3) incidents of lateness will be counted as one (1) absence. Additional mandatory family meetings with the school leaders may also be scheduled.
- A student may be assigned disciplinary consequences, including demerits or detention, pursuant to the disciplinary code, for being tardy and/or for unexcused absences.
- A student who misses five (5) or more consecutive days of school without notifying the school or who enrolls in another school is subject to being unenrolled. In addition, parents may withdraw students in writing.

## STUDENT CODE OF CONDUCT

Roxbury Preparatory Charter School campuses provide a safe and structured environment that promotes students' academic and social development. The disciplined environment is largely responsible for the school's academic success. Students who fail to meet the clearly defined standards for appropriate and acceptable conduct are not allowed to disrupt the education of others. Students are held accountable through clear consequences for violating the school's rules.

### DISCIPLINARY INFRACTIONS

A disciplinary infraction is a violation of the Code of Conduct that occurs while the student is: at school and/or on school grounds; participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity. School-related disciplinary infractions may also include serious misconduct outside the school where the Principal and/or Director of Operations determine that the student's continued presence would have a substantial detrimental effect on the general welfare of the school.

**Disciplinary infractions result in consequences subject to the discretion of the Principal, Director of Operations or their designee(s)** and may include demerits, detention, school service/cleaning, loss of school privileges, denial of school-provided transportation, Homework Center, Saturday School, extended detention, in-school suspension, short-term or long-term out-of-school suspension, and/or expulsion (certain expulsions may be subject to the discretion of the Board of Trustees as outlined below in "Procedures for Disciplinary Action"). The list of punishable infractions is not exhaustive, but provides examples of prohibited conduct. These rules and regulations may be supplemented by teachers' rules for classes and other school events. Repeated infractions resulting in demerits and/or detention may lead to suspension. Suspended students are not entitled to participate in school activities. In addition, any breaches of state or federal law may be handled in cooperation with the Boston Police Department or other authorities. Infractions of the Code of Conduct include:

#### Prohibited Student Conduct

Students may be subject to disciplinary action, up to and including suspension and/or expulsion from school, for:

1. **Engaging in Insubordinate and/or Disorderly Conduct.** Examples of insubordinate and/or disorderly conduct include, but are not limited to:
  - 1.1. **Violating the Dress Code:** Parent(s)/guardian(s) may be required to pick up children who are not properly dressed for school or bring the missing Dress Code items to the school as the students may not be permitted to attend class. Violations of the dress code also may result in additional disciplinary consequences.
  - 1.2. **Arriving to Class Unprepared:** When class begins, students must be prepared and have all necessary materials (folder, pencils, books, etc.).
  - 1.3. **Failing to Complete Homework:** Completing homework is essential to the success of individual students and the classroom community. Students are expected to complete all assignments on time.
  - 1.4. **Arriving Late to School or Class:** Student tardiness disrupts class, inconveniences others, and often results in academic difficulties. Students may not be late to school or class.

- 1.5. **Skipping School, Class, Detention, Homework Club, or Mandatory School Events:** Students are required to attend all academic classes, assigned detention, assigned Homework Club, , and mandatory school events. Students are not permitted to have unexcused absences or to leave the school building.
- 1.6. **Misbehaving on School-Provided Transportation:** Students may not misbehave while walking to or from, waiting for, or riding on school-provided transportation, including the school bus (this policy applies to all students under the jurisdiction of the School, including public and private school students). Please note that students are subject to temporary or permanent denial of school-provided transportation (in which case students and parent(s)/guardian(s) are responsible for travel to and from school) in addition to other consequences. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching other students inappropriately, being disrespectful of others, or failing to follow the bus driver's instructions.
- 1.7. **Misbehaving inside or outside of Class:** Misbehavior inside or outside of class (at school and/or on school grounds; participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity) is not permitted. Students may not engage in any willful act that disrupts the normal operation of the school community.
- 1.8. **Disrupting Class and Preventing Teaching:** The School can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Students may not interfere with or disrupt class or the educational process.
- 1.9. **Being Disrespectful toward a Staff Member or His/Her Designee(s):** The School cannot function properly if students are permitted to be disrespectful toward adults. For that reason, students may not be disrespectful toward a staff member or any other adult associated with the School.
- 1.10. **Lying to a Staff Member or His/Her Designee(s):** Honesty is an essential element of personal character and is needed to build a community based on trust and respect. Students are not permitted to lie or attempt to conceal the truth.
- 1.11. **Failing to Comply with the Lawful Directive(s) of a Staff Member or His/Her Designee(s):** Failing to comply with the lawful directives of teachers, school administrators, other school employees, or their designee(s) is unacceptable.
- 1.12. **Being Disrespectful toward a Student:** If students do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, students may not be disrespectful toward other students.
- 1.13. **Abusive or Profane Language or Treatment:** Students may not use abusive, threatening, lewd, vulgar, coarse, or degrading language or gestures (including racial epithets or sexist or homophobic remarks).
- 1.14. **Selling, Using or Possessing Obscene Material:** Students may not sell, use, or possess obscene material.
- 1.15. **Failing to Submit a Required Signature:** Students are required to secure the signature of a parent/guardian on homework assignments or school forms when requested.
- 1.16. **Forgery:** Students may not forge a signature.
- 1.17. **Running in Hallways.** Running in the School's hallways is dangerous and is prohibited.
- 1.18. **Making Unreasonable Noise:** Students are not permitted to make unreasonable noise at school.
- 1.19. **Gum, Food, and Beverages:** Students may not chew gum at school. Students may not eat or drink at unauthorized times or places at school.

- 1.20. **Obstructing Vehicular or Pedestrian traffic.** Students are not permitted to obstruct vehicular or pedestrian traffic.
  - 1.21. **Blocking Access to any Part of the School Building:** Students are not permitted to block access to any room or part of the school building.
  - 1.22. **Creating a Hazardous or Offensive Condition.** Students may not create a hazardous or offensive condition.
  - 1.23. **Trespassing.** Students may not trespass onto school or other connected property.
  - 1.24. **Possession of Inappropriate Property:** Students cannot possess, cell-phones, cameras, laser pointers, electronic equipment, games, printed text or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school. Such items will be confiscated and may be confiscated indefinitely irrespective of any costs or fees students and/or their families may incur as a result.
  - 1.25. **Defamation:** Students may not defame others by making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them through any medium, whether on or off school grounds.
  - 1.26. **Cheating, Plagiarism, or Copying Other's Work, or Allowing Others to Copy Work:** Cheating or copying the work of others (or allowing other students to copy work) is unacceptable.
  - 1.27. **Altering Records:** Students may not alter school or school-related records.
  - 1.28. **Gambling:** Gambling or betting is not tolerated.
  - 1.29. **Failing to Comply with School-Imposed Consequences:** Students must comply with school-imposed consequences, including but not limited to detention, Homework Club, school service, suspension from school and/or temporary or permanent denial of school-provided transportation.
2. **Engaging in Conduct that Endangers the Safety, Morals, Health, or Welfare of Self or Others.**  
Examples of such conduct include, but are not limited to:
- 2.1. **Theft, Loss, or Destruction of Personal or School Property:** Students may not steal, lose, vandalize, or damage the property of the School, other students, school personnel, or any other person lawfully on school property or attending a school function. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the school for lost, damaged, or stolen property.
  - 2.2. **Mistreatment or Inappropriate Use of Technology or School Property:** Students must treat computers, printers, and other technology with care. The School does not tolerate attempts to access the school's files or other inappropriate uses of technology or the internet. Students do not have the right to use school computers to access chat rooms or email or to access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Students are prohibited from using school telephones. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of school staff members. Students must not mistreat other school property.
  - 2.3. **Violating the Civil Rights of Others:** Students may not violate the civil rights of others.
  - 2.4. **Harassment and/or Discrimination:** Harassment or intimidation of or discrimination toward any members of the school community on the basis of race, color, creed, national origin, age, religion, gender, sexual orientation or disability is not permitted. Students may not commit harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.

- 2.5. **Sexual Harassment:** Students may not make unwanted sexual advances toward or commit sexual harassment of any members of the school community.
  - 2.6. **Engaging in Sexual Activity or Inappropriate Touching:** A student may not engage in sexual activity of any kind or touch himself/herself or others inappropriately.
  - 2.7. **Indecent Exposure.** Students may not expose the private parts of the body in a lewd or indecent manner.
  - 2.8. **Hazing.** Students may not commit hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club, or team.
  - 2.9. **Using or Possessing Drugs or Alcohol:** Students may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substances commonly referred to as “designer drugs,” or other intoxicants of any kind. Prescribed and over-the-counter drugs must be delivered to the Nurse or Office Manager by a parent/guardian with a doctor-signed Medication Authorization Form. Students may not be in possession of prescribed or over-the-counter drugs.
  - 2.10. **Selling or Transferring Drugs or Alcohol:** Students may not sell, distribute, or possess with intent to sell or distribute a prescribed or non-prescribed controlled substance.
  - 2.11. **Using or Possessing Tobacco Products:** The use of tobacco is banned. Students may not use or possess cigarettes, cigars, chewing-tobacco, or other tobacco products.
  - 2.12. **Selling or Transferring Tobacco Products:** Students may not sell, distribute, or possess with intent to sell or distribute cigarettes, cigars, chewing-tobacco, or other tobacco products.
  - 2.13. **Inappropriately Using, Sharing, or Distributing Prescription and Over-the-Counter Drugs.** Students may not inappropriately use, share, or distribute prescription and over-the-counter drugs.
  - 2.14. **Inappropriate Use of Social Media** Students may not be involved in online activities that involve detrimental content to the School, its faculty or its students.
  - 2.15. **Using or Possessing “Electronic Smoking Device”** - Students may not use or possess electronic smoking devices. Students may not use or possess e-cigarettes, e-cigars, e-pipes, e-hookahs, or vaporizers or vaporizer pens, or under any other product name or descriptor.
3. **Engaging in Violent, Disruptive, and/or Threatening Conduct.** Examples of violent, disruptive, and/or threatening conduct include, but are not limited to:
    - 3.1. **Committing a Physical or Emotional Act of Violence on Self or Others.** Students may not commit assault, including sexual assault, or assault and battery on other students, school personnel or their designee(s), or any other person on school property. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person. Students cannot engage in conduct that has the potential of resulting in violence on school property. Students can be disciplined for actions that threaten harm to themselves or others.
    - 3.2. **Causing Bodily Harm:** Students may not cause physical injury to other students, school personnel or their designee(s), or any other person on school property.
    - 3.3. **Fighting or Unwanted Physical Contact:** The School’s students may not fight with other students—from the School or any other school. Harassing, pushing, touching, or any form of unwanted physical contact is not tolerated.
    - 3.4. **Playfighting, Threatening, Bullying, and/or Intimidating:** Playfighting and/or the use of threats or intimidation threaten the safety of the community. Students may not playfight and/or threaten, bully, or intimidate others.

- 3.5. **Possessing, Displaying, Using, or Threatening to Use a Firearm:** Students may not possess, display, use, or threaten to use a firearm.
- 3.6. **Possessing, Displaying, Using, or Threatening to Use a Mock Firearm:** Students may not possess, display, use, or threaten to use a mock firearm.
- 3.7. **Possessing, Displaying, Using, or Threatening to Use a Weapon or Dangerous Object:** Students are not allowed to bring a weapon of any sort to school, display, use or threaten to use any object in a dangerous or threatening manner, or have a weapon on him/her or his/her property.
- 3.8. **Committing Arson:** Students may not set a fire.
- 3.9. **Setting off a False Alarm or Making a Threat:** Students may not intentionally set off a false alarm, call 911, or discharge a fire extinguisher without valid cause or make a destructive threat.

## PROCEDURES FOR DISCIPLINARY ACTION

### *Demerits (or other campus-specific term) and Detention*

If a student commits an infraction that calls for the assignment of demerits, detention, school service/cleaning, Saturday School or other in-school disciplinary action, s/he is subject to the following:

- The staff member addresses the conduct and assigns an appropriate consequence. The staff member may refer the matter to a school leader for review and possible additional disciplinary action. The consequences are implemented at the discretion of the Principal, Director of Operations, or their designee(s).
- If necessary, the student is removed from class.
- For the accumulation of demerits or other infractions, students may be assigned detention during or after school hours at the discretion of school administrators.
- Students who do not have their full uniform by 7:45 AM will receive a school consequence. Parents will be called to bring the missing Dress Code items to the school, Students who have their full uniform with them but are not fully dressed (including shoes, belt, etc.) by 7:45 AM, will be considered tardy and will receive a demerit.
- Students are responsible for transportation home when they are assigned to tutoring and for transportation to and from Saturday School.
- If the incident is not resolved or occurs again, further disciplinary action is taken. A parent or guardian may be required to meet with an administrator regarding infractions prior to a student's return to school.

### **Due Process for Disciplinary Removals and Services Pursuant to M.G.L. ch. 71, §37H¾**

A student will not be excluded from school without being afforded appropriate due process as set forth below. If, however, a student's continued presence in school poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's, judgment there is no alternative available to alleviate the danger or disruption, a student who is charged with a disciplinary infraction may be removed temporarily from school before receiving due process pursuant to an Emergency Removal (see below for more information).



**Student and Parent/Guardian Rights under Massachusetts' law, M.G.L. c. 71 §37H<sup>3/4</sup>**

This section governs all student infractions that may be subject to short- or long-term suspensions that *do not* involve dangerous weapons, controlled substances, assault on school staff, felony or felony delinquency charges, and/or felony delinquency findings or admissions, all of which are governed by M.G.L. c.71 §§37H and 37H<sup>1/2</sup>, as detailed above.

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

*Removal from Privileges and Extracurricular Activities*

The Principal or his/her designee may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. A removal from privileges and/or extracurricular activities is not subject to the procedures set forth herein.

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

1. The administrator will inform the student of the disciplinary infraction charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary infraction, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary infraction, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

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

## II. Short-Term Suspensions

Short-term suspension means the removal of a student from the school premises and/or regular classroom activities for ten (10) consecutive school days or less. ROXBURY PREP uses two types of short term suspensions: In-School Suspension and Out-of-School Suspension. In-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. A student serving short-term suspension, whether In-School or Out-of-School, has the opportunity to earn credits, as applicable, and make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. All student disciplinary infractions resulting in removal from the classroom, including short-term suspensions, are subject to due process procedures. Please see the **Due Process** section below for more information.

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

**1. Notice:** The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- a) the disciplinary infraction;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

**2. Efforts to Involve Parent:** The administrator will make reasonable efforts to notify the parent of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. Format of Hearing: The administrator will discuss the disciplinary infraction, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision: The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

### III. Long-Term Suspensions

Long-term suspension is defined as the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary infractions in any school year. Pursuant to M.G.L. ch. 71, §37H<sup>3/4</sup>, the Middle School Principal or High School Principal or designee may issue a long-term suspension if a student is in repeat, deliberate, and/or extreme violation of the school's code of conduct as set forth in the Student & Family Handbook. Long-term suspensions pursuant to M.G.L. ch. 71, §37H<sup>3/4</sup> may not exceed ninety (90) consecutive days.

Except in the case of an Emergency Removal provided on page [ ], prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple infractions during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in Section C above, plus the following:

- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d) the right to cross-examine witnesses presented by the school district;
- e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
- f) the right to appeal administrator's decision to impose long-term suspension to the Chief Operating Officer.

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

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

1. Identify the disciplinary infraction, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the Chief Operating Officer or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
  - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Chief Operating Officer within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Chief Operating Officer an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
  - b) the long-term suspension will remain in effect unless and until the Chief Operating Officer decides to reverse the administrator's determination on appeal.

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

### *Continuation of Educational Services*

Students serving an in-school suspension, short-term suspension, or long-term suspension have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Students who are suspended under §37H<sup>3</sup>/<sub>4</sub> for more than ten (10) consecutive days, whether in school or out of school, are entitled to receive educational services during the period of suspension under ROXBURY PREP 's Education Service Plan, which is described below. If the student withdraws from the charter school and/or moves to another school district or public school during the period of suspension, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

### **Services during Removals and School-Wide Education Service Plan**

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

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

Roxbury Prep's Education Service Plan is subject to change, and may include, but is not limited to, tutoring, alternative placement, Saturday school, and online or distance learning.

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

### **EXCEPTION FOR EMERGENCY REMOVAL**

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary infraction may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the Chief Operating Officer in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided in Section C or D above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

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

#### **APPEAL TO THE CHIEF OPERATING OFFICER**

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

The following apply:

- The Head of School will make a good faith effort to include the parent in the hearing. The Chief Operating Officer will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Chief Operating Officer to participate. The Chief Operating Officer will send written notice to the parent of the date, time, and location of the hearing.
- The Chief Operating Officer will conduct a hearing to determine whether the student committed the disciplinary infraction of which the student is accused, and if so, what the consequence will be. The Chief Operating Officer will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The Chief Operating Officer will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The Chief Operating Officer will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the Chief Operating Officer determines that the student committed the disciplinary infraction, the Chief Operating Officer may impose the same or a lesser consequence than

the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the Chief Operating Officer constitutes the final decision of the school district.

#### IV. Expulsion

Expulsion is the permanent exclusion from School and can only apply pursuant to M.G.L. ch. 71, §37H and §37H½.

Misconduct may result in long-term suspension and/or expulsion under any of the following circumstances (See also M.G.L. ch. 71, §37H and 37H½ at page [ ]):

- Pursuant to Massachusetts' law, M.G.L. c. 71 §37H, the Middle School Principal or High School Principal may expel a student or issue a long-term suspension for any of the following infractions:
  - Any time a student 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 M.G.L. c. 94C, including, but not limited to, marijuana, cocaine, and heroin, and certain prescription medications;
  - Any time a student is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon\*, including, but not limited to, a gun or a knife; and
  - Any time a student assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games.

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

- Pursuant to Massachusetts' law, M.G.L. c. 71 §37H1/2, the Principal may also issue a long-term suspension if a student is charged with a felony and the continued presence of the student would have a substantial detrimental effect on the general welfare of the school. That student may be expelled from school if the student is convicted, or is found guilty (by

admission or adjudication), of the felony and the student's continued presence would have a substantial detrimental effect on the general welfare of the school.

### PROCEDURES APPLICABLE TO CONDUCT COVERED BY M.G.L. C. 71, §37H AND 37H ½

#### Student and Parent / Guardian Rights under Massachusetts' law, M.G.L. c. 71 §37H

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

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.

2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.

3. Formal Hearing. Any student who is charged with any of the misconduct detailed above has an opportunity for a formal hearing before the Middle School or High School Principal. At the hearing, the student may have representation at his or her own expense, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, the principal may, in his or her discretion, decide to suspend rather than expel a student who has been determined by the principal to have committed the misconduct detailed above. The student is entitled to this hearing prior to an expulsion or prior to a suspension reaching more than ten (10) days in length, and the following procedures will apply:

- The student shall receive written notice of the following:
  - Charges and a statement of the evidence;
  - Date, time and place of a hearing;
  - Notice of the right at the hearing to:
    - Be represented by their parents, legal or other representative (at the student's /parent's own expense)
    - Present evidence.



- Confront and cross-examine witnesses.
- The school will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the student upon request.
- Notices and proceedings will be translated into the student's/parent's primary language if necessary for their understanding of the proceedings.
- A student and/or parent, upon request, will have the right to review the student's records in accordance with the Massachusetts Student Records Regulations or other applicable law.
- The hearing will be conducted by the Middle School or High School Principal.
- Decisions shall be put in writing and sent to the student and parents.

#### *Appeals to Expulsions or Long-Term Suspensions under §37H*

Any student who has been expelled or suspended long-term from ROXBURY PREP pursuant to GL c. 71 §37H shall have the right to appeal to the Chief Operating Officer. The expelled or suspended student shall have ten days from the date of the expulsion or long-term suspension in which to notify the Chief Operating Officer, in writing, of his or her appeal. The student has the right to counsel, at his or her own expense, at a hearing before the Chief Operating Officer. At the appeal hearing, the student shall have the right to present oral and written testimony on his/ her behalf, and shall have the right to counsel. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section. The Chief Operating Officer shall render a decision on the appeal. Such decision shall be the final decision of the school.

#### **Student and Parent / Guardian Rights under Massachusetts' law, M.G.L. c. 71 §37H1/2**

This Notice of Student and Parent Rights applies to student misconduct that involves student criminal or felony delinquency charges, findings, or admissions.

#### *Suspension Following Criminal or Felony Delinquency Complaint*

Upon the issuance of a criminal or felony delinquency complaint against a ROXBURY PREP student, the Middle School or High School Principal may suspend such student for a period of time determined appropriate by the principal if he or she determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student is entitled to receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his or her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Chief Operating Officer.

#### *Expulsion Following Felony Adjudication or Admission*

Upon a Roxbury Prep student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Middle School or High School

Principal may expel said student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Chief Operating Officer.

#### *Appeals to Expulsions or Suspensions under §37H1/2*

The student shall have the right to appeal the expulsion or suspension to the Chief Operating Officer. The student shall notify the Chief Operating Officer, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion or suspension. The Chief Operating Officer shall hold a hearing with the student and the student's parent/guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his or her behalf, and shall have the right to counsel. The Chief Operating Officer shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The Chief Operating Officer shall render a decision on the appeal within five calendar days of the hearing. The Chief Operating Officer's decision shall be the final decision of Roxbury Prep with regard to the expulsion or suspension.

#### *Continuation of Educational Services under M.G. L. ch. 71, §37H and §37H½*

Any student who is removed from school for a disciplinary infraction under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, which is described below, and will be so informed at the time of the suspension/expulsion. If the student withdraws from the charter school and/or moves to another school district during the period of suspension or expulsion, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

### **DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS AND 504 PLANS**

Federal and state law provide certain procedural rights and protections relating to discipline of students who have been identified under such laws as having special needs based upon a disability. The special education disciplinary rules also apply to some students who have not yet been found eligible for special education. If, prior to the conduct in question, the parent has put his or her concern that the student's has a possible disability in writing to supervisory or administrative personnel or the student's teacher; if the teacher or other staff has expressed concerns about the student's pattern of behavior directly to the director of special education or other supervisory personnel, or if the student has been referred for an evaluation that has not yet been completed these special rules apply. The special education disciplinary rules do not apply if the parent has refused to consent to the evaluation, if the student has previously been found to be not eligible for special education, or if the parent has revoked consent to special education and related services.

In general, students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

Pursuant to 34 CFR 300.530, if a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures, the evaluation shall be conducted in an *expedited manner*. Roxbury Prep has determined that an expedited evaluation shall be completed no later than 15 school days after receipt of parent or guardian consent for evaluation, and shall be conducted in accordance with the procedural requirements laid out in the [IEP Process Guide](#) (DESE June 2001). The school-based evaluation team (including the parent or guardian) shall make a determination of eligibility of such student in a meeting held no later than five (5) school days after completion of the expedited evaluation.

Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. If, as a result of an expedited evaluation, the student is determined to be a student with a disability, Roxbury Prep will provide special education to the student pursuant the provisions of this section relating to students with disabilities.

#### ***Change in Placement: Long-Term Suspension or Expulsion***

- A change of placement occurs if a student is removed for more than 10 consecutive school days or is subjected to a series of removals that constitute a pattern of behavior and cumulate to more than 10 school days in a school year. To determine if there is a pattern of behavior, consider the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.
- In the case of a change in placement, a Team meeting will be held within 10 days of the school's decision to impose the discipline to determine if the student's conduct was a manifestation of his/her disability.

#### ***Manifestation Determination Meeting***

- The student's IEP Team meets to determine, after review of all relevant information in the student's file including the IEP, teacher observations, and relevant information provided by the parents, whether (1) the conduct in question was caused by or had a direct and substantial relationship to the student's disability; *or* (2) the conduct in question was the direct result of the district's failure to implement the student's IEP. 34 CFR § 300.530(e).
- If the team determines that the student's behavior was *not* caused by or directly related to the student's disability or the failure to properly implement the IEP, then a student with a disability will be disciplined in the same manner and for the same length of time as other students are disciplined for the same infraction. The student will receive, as appropriate, a functional behavioral assessment and a behavior intervention plan designed to address the behavior violation.
- If the Team determines that the student's behavior was caused by or directly related to the student's disability or the failure to properly implement the IEP, then the student will be returned to the last approved IEP placement unless the parents and the IEP Team decide on a different placement. The student will also be provided a functional behavioral assessment and a behavior intervention plan designed to address the behavior or, if the student had a

functional behavioral assessment and a behavioral intervention plan prior to the removal, the Team will review the plan and modify it, as necessary, to address the behavior. If the behavior was caused by the failure to properly implement the IEP, the school will take immediate steps to remedy the deficiencies.

School personnel may order a change in the placement of a student with a disability to an interim alternative educational setting for not more than forty-five (45) days if a student:

- (1) Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function;
- (2) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- (3) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with disabilities eligible for Special Education to an interim alternative educational setting for not more than forty-five (45) days.

### **Student Searches**

The School authorizes the Principal and the Principal's designee(s) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the School's Code of Conduct or otherwise constituted a threat to the health, safety, welfare, or morals of the School, other students, school personnel, or any other person lawfully on school property or attending a school function. In authorizing searches, the School acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the School's employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating related to an immediate threat to safety. School employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Students may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such search. Reasonable individualized suspicion to conduct a search of a student or a student's possessions and the scope of the particular search shall be based upon, among other things, the student's age, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

Students have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage places. The School exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials.

## INTERNET SECURITY POLICY AND USE OF TECHNOLOGY

### UNDESIRABLE MATERIALS

The school will take all possible precautions to restrict access to undesirable materials including, but not limited to, installing content filtering software/hardware solutions on its network or using an Internet provider which uses content filtering software on its equipment to screen all Internet web sites by URL and/or by keyword search. However, students must also accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher.

### SECURITY

Students must not allow others to use their network accounts (both Internet and School accounts). Network storage areas may be treated like school lockers. Designated school personnel may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school file servers will always be private.

### SOCIAL MEDIA

Student use of social media is not allowed without approval from the Computer teacher.

### COPYRIGHT AND CITATIONS

Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited. The use of internet sources without proper citation constitutes plagiarism.

### DOWNLOADING

Downloading from the Internet without approval from a teacher is not allowed.

### PRIVATE INTERNET PROVIDERS

Students may not use school computers to access private Internet providers.

### ACCEPTABLE INTERNET USAGE AND DISCIPLINE

The School will ensure age-appropriate internet usage among students who use its internet facilities. This will enforce the School's commitment to student safety with regard to:

- i. safety on the Internet;
- ii. appropriate behavior while on online, on social media; and
- iii. cyberbullying awareness and response.
- iv. Students should refrain from using profane language online or while on school supplied laptops, this includes abusive, obscene, harassing, defamatory, or offensive speech;
- v. distribution of spam messaging via any online communications are strictly prohibited;
- vi. Students and staff are prohibited from impersonating a teacher, student, or any other individual online;
- vii. Access is prohibited to illegal sites and activities including sexually oriented and pornographic materials, materials related to illicit substances, materials related to online gambling, or harmful material;
- viii. students and staff are prohibited from using the school hardware or network to participate in activities that contribute to financial gain;
- ix. students and staff are prohibited from destroying any hardware or software; and

- x. override of any online content filtering is strictly prohibited.

Students that commit any of the prohibited actions listed above will be referred to their Dean and the Director of Instructional Technology to discuss disciplinary action and network privileges. Possible disciplinary actions include:

- Parent conference with School Administration;
- Restoration or Restitution; and
- Suspension of network privileges at Roxbury Prep.

### **NO REASONABLE EXPECTATION OF PRIVACY**

Students should have no expectation of privacy when using or communicating on a school supplied laptop or over the school network. This includes parents and guardians that use their students' computer and visitors that access the school visitor network while on campus. Roxbury Prep reserves the right, without prior notice or consent, to monitor, log, and access any and all activity on student devices and on the school network. Students, parents, and guardians agree and consent to such monitoring by using a student laptop device or accessing the Roxbury Prep network.

## **POLICIES RELATED TO HIGH SCHOOL CHROMEBOOKS AND TECHNOLOGY USE**

### **HIGH SCHOOL CHROMEBOOKS**

#### **12<sup>th</sup> Grade ONLY:**

Students have received a Chromebook owned by the school during their first year at RPHS. Students will then be fully responsible for the care and maintenance of their Chromebook, including transporting it to and from school and caring for it on evenings, weekends and holidays for students who choose to purchase their Chromebook and therefore take it home. If the student loses or breaks a laptop, RPHS will provide a loaner for the remainder of their 12<sup>th</sup> grade year.

9-11<sup>th</sup> Grades: Will have access to Chromebooks in Chromebook carts both during their academic classes and for use after school in the computer lab. Students must use the computers on campus grounds only.

### **GENERAL CARE OF LAPTOPS**

Students are expected to take care of their laptop devices. Students and staff should be careful to keep all liquids away from laptops. Additionally, food and drink should not be consumed on or near devices.

Laptops should be carried in the closed position, with the power cord disconnected and neatly wrapped up. Do not lift the devices by the screen or while they are open. Heavy objects should never be placed on laptops while carrying them or while on the desk.

Students are expected to come to school every day with their laptop fully charged and muted. While charging, laptops should be placed on a hard surface in a well-ventilated area, outside of the protective cases, with nothing on top of the device.

Laptops are not to be vandalized; this includes writing, drawing, stickers, and labels.

**TRANSPORTING LAPTOPS**

Students should always take precautions when transporting laptops between classes and between home and school. Laptops should always be placed in their protective cases during transport. No objects should be stored in the protective case with the laptop, nor should anything be kept between the laptop screen and the keyboard during transport. Students should avoid having heavy books or objects stored in the same bag as laptops.

For the safety of all RPHS students, laptops should be kept concealed in a backpack or bag while on public transportation.

**MAINTENANCE POLICY**

Students with broken or malfunctioning laptops should contact the IT Specialist to get their laptop repaired and to get a loaner laptop. Defects and malfunctions covered under the manufacturer warranty will be handled by the IT Specialist, but will be processed through the vendor. All other defects and problems will be repaired by the IT Specialist at RPHS with the annual maintenance fees required from all families.

Loaner laptops will be supplied to students while their laptops are being repaired. Students will be required to sign a loaner agreement in order to receive a loaner laptop.

**OPTIONAL LAPTOP INSURANCE**

Students and parents/guardians will be given the opportunity to purchase laptop insurance from a third-party vendor that has an agreement with RPHS. The insurance covers wear and tear along with other maintenance issues that are not covered by the one-year manufacturer warranty.

**CLASSROOM AND SCHOOL USE EXPECTATIONS**

RPHS teachers and advisors expect students to have their laptops at school every day. Students that forget their laptop at home will have the opportunity to check-out a loaner laptop; provided they sign a loaner agreement and have the laptop returned by the end of the school day. Students that repeatedly forget to bring their laptops to school will be referred to the Dean to determine loaner eligibility and disciplinary actions.

**TELEPHONES**

Students are prohibited from using school telephones. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of school staff members.

## DRESS CODE

The school enforces a Dress Code to create a sense of community and to ensure that students focus on learning instead of clothing. Clothing and accessories that could create disruption or disorder or that do not conform to standards of health, safety, and cleanliness are not allowed. Parents must pick up children who are not properly dressed for school, bring the missing Dress Code items to the school, or authorize the student to return home to retrieve the necessary items as students may not be permitted to attend class without the proper uniform. Violations of the dress code may result in disciplinary consequences pursuant to the Code of Conduct. The Dress Code policy is specific to each campus and will be defined for families during student orientations.

Clothing worn by students at Roxbury Preparatory Charter School should emphasize the fact that the school is both a community and a place of work. Students should dress in a way that expresses their membership in the community and that suits the standards of a workplace. Their attire should be neat and tidy and should conform to the Roxbury Prep uniform at all times.

Roxbury Prep's uniform for middle school students consists of:

- An official Roxbury Prep long or short sleeve "polo" shirt. Shirts must remain tucked in at all times.
- Undershirts must be solid white, grey, navy, blue and black.
- The official Roxbury Preparatory Charter School sweater is optional, although students will not be allowed to wear other sweaters or jackets indoors.
- Khaki or navy blue pants or skirts.
- Dark colored dress shoes in solid brown or black. Students may wear lace-up style shoes, but they must not be open-toed, nor may lace-up shoes be worn unlaced. Students may not wear boots, boat shoes or moccasins. Sneakers are not acceptable except during PE activities.
- A dark colored belt in solid brown or black. Belts with studs or designs are not permitted.

### High School Uniform Expectations

- An official Roxbury Prep navy polo (short-sleeve) OR
- An official Roxbury Prep blue Oxford dress shirt
- Navy or Khaki Pants
- Black/Brown Belt
- (Optional) Official Roxbury Prep navy fleece

### PE Uniform – 11<sup>th</sup> and 12<sup>th</sup> Grades Only

- An official Roxbury Prep navy sweatpants
- An official Roxbury Prep yellow PE shirt
- (Optional): Official Roxbury Prep navy shorts

The student uniform at Roxbury Prep specifically forbids the wearing of:

- Students will not be allowed to wear long sleeve undershirts.
- Jumpers, jeggings and tight pants are not permitted.
- Any clothing with legible writing or images (other than the Roxbury Prep logo). This refers even to clothing worn under another shirt.
- Jeans. This includes khaki-colored jeans.
- Sneakers (except for Physical Education or any other time designated by the School)



- Hats, caps, bandanas, hoods or night wraps.
- Jackets or overcoats (except while outdoors)
- Any clothing tied around the waist or neck
- Temporary tattoos or pen drawings
- Students cannot wear distracting accessories (excessive jewelry, tongue rings, upper ear earrings, nose rings, glitter, press-on nails, tinted glasses, personalized belt buckles, inappropriate sneakers, inappropriate or distracting socks, tights that are not a solid color, tights without feet, colored contact lenses, tattoos, temporary tattoos, Silly Bandz, etc.).
- Chains and necklaces can only be worn beneath students' shirts.
- Shirts must be tucked in and shoelaces must be tied at all times.
- Students cannot wear clothing to school with significant stains (e.g. large ink blots, food stains, etc.).
- Students cannot alter their uniforms, including their gym uniforms, in any way (e.g. writing/drawing, ragging, slicing, cutting, etc.).

A student may not be admitted to class if his/her attire does not meet the requirements listed above. The Principal should be consulted if there are any questions about whether a particular item of clothing meets the requirements of the above policy. Further, the Principal, the Dean of Students, and the faculty reserve the right to restrict individual items of clothing as necessary, given notification of a parent or guardian, if such clothing interferes with normal school activities. Roxbury Prep reserves the right to amend the dress code for designated school functions or privileges.

## GENERAL INFORMATION & POLICIES

### CONTACT INFORMATION

Roxbury Preparatory Charter School – Mission Hill Campus  
120 Fisher Avenue  
Roxbury, MA 02120  
617-566-2361

Roxbury Preparatory Charter School – Lucy Stone Campus  
22 Regina Road  
Dorchester, MA  
617-979-0115

Roxbury Preparatory Charter School – Dorchester Campus  
206 Magnolia Street  
Dorchester, MA 02121  
617-858-2300

Roxbury Prep High School  
1286 Hyde Park Avenue  
Hyde Park, MA 02136

5 Maywood Street,  
Roxbury, MA 02119  
617-858-2288

### CANCELLATION DUE TO POOR WEATHER CONDITIONS

In the event of poor weather conditions, please listen to local television or radio stations for information about school cancellation. Roxbury Prep follows the same cancellation decisions as Boston Public Schools—if BPS is closed, Roxbury Prep is closed.

### DISMISSAL

- Monday, Tuesday, Wednesday, and Thursday, school ends at approximately 4:00 P.M.
- On Friday afternoons, students depart school at approximately 12:30 PM.
- Unless a parent/guardian contacts the school, and the school has granted permission, no student is dismissed early from school.

Should an early dismissal be required, a parent or guardian should contact the school in advance. In order to minimize disruptions to class, we ask that notification regarding early dismissals be made as far in advance as possible, but no later than 7:45 AM of the day of the early dismissal. We also ask that doctor and dentist appointments be limited to non-school hours whenever possible to avoid students missing class time.

Students will not be dismissed unless a parent, guardian or designated emergency contact has come to the Main Office. If we do not have a signed form designating an individual as an emergency

contact and/or if we are not able to corroborate the identity of a contact with proper ID, we will be unable to release your child.

Students who repeatedly miss the same classes as a result of early dismissals may be required to make up missed class time and may earn full-day absences as a result.

## TRANSPORTATION

BPS provides transportation to students in grades 5-6 who live outside a 1.5 mile radius of the school, and MBTA passes for all other eligible students.

## SCHOOL BREAKFAST, SNACK AND LUNCH POLICIES

- Students are provided with breakfast.
- Students may bring lunch from home or receive lunch at school. Lunch orders must be submitted each month.
- The school participates in the Community Eligibility option which provides free breakfast and lunch to all students.

## HEALTH POLICIES

- If the staff determines that a child needs to see a doctor or has a contagious illness, the school requests that parents/guardians take the child home.
- If a student requires medication of any kind (including Tylenol, aspirin, and asthma inhalers):
  - An Authorization to Dispense Medication form must be submitted
  - The medication must be given to the nurse or Office Manager by a parent/guardian in the original container
- Any student who carries an asthma inhaler with him or her must provide:
  - An Authorization to Dispense Medication form stating that the student needs to carry the inhaler with him/her
  - A second inhaler that is kept in the nurse's office or with the Office Manager
- Students with serious injuries are taken to the hospital for emergency medical care and the parent(s) or guardian(s) are notified immediately.

## MEDICAL RECORDS

The school is required to have the following medical records on file:

- Massachusetts School Health Record documenting a physical exam in the 12 months before the start of the school year, up-to date immunizations, and vision, hearing, and scoliosis screenings.
- Authorization to Dispense Medication form including instructions and signature of the physician who ordered the medication and signed by a parent/guardian; this is required for the school to dispense any medication.
- Health Information Form that includes a student's emergency contacts, names of health care providers, insurance information, and permission to initiate emergency medical treatment if

a parent/guardian cannot be reached; a student may be prohibited from attending school if this has not been submitted.

## STUDENT AND FAMILY RECORDS

Federal and state laws provide parents and eligible students (those who are age 14 or older) with rights of confidentiality, access, and amendment relating to student records. Copies of the Massachusetts Student Records Regulations (“Regulations”), detailing these rights, are available from the Principal or Director of Operations. The following is a general overview of the provisions in the Regulations:

- **Access and Amendment:** A parent or eligible student has a right to access student records and to seek their amendment if the parent or eligible student believes them to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. In order to obtain access or to seek amendment to student records, please contact the Principal or Director of Operations.
- **Confidentiality:** Release of student records generally requires consent of the parent or eligible student. However, the Regulations provide certain exceptions. For example, staff employed or under contract to the district have access to records as needed to perform their duties. The school also releases a student's complete student record to authorized school personnel of a school to which a student seeks or intends to transfer without further notice to, or receipt of consent from, the eligible student or parent. Please see the Regulations for a description of other circumstances in which student records may be released without the consent of a parent or eligible student.
- **Directory Information:** Pursuant to regulations, directory information for students and families will not be released to unauthorized or undisclosed individuals without prior notification and written consent from families. MGL c. 71, §34H governs access to student records by a parent who does not have physical custody of a student. Generally, Section 34H requires a non-custodial parent seeking access to submit a written request and other documentation to the principal on an annual basis. Parents who have questions or concerns regarding access to records by non-custodial parents are requested to contact the Director of Operations for detailed information regarding the procedures that must be followed under Section 34H.

## ANTI-DISCRIMINATION POLICY

Roxbury Prep values and embraces its inclusive and diverse school communities and strives to provide a welcoming, safe and supportive environment for all students and families regardless of their race, color, ethnicity, religion, gender, disability, sexual orientation and gender identity. If a student or his or her family would like to explore a particular accommodation based upon cultural or religious practices, or due to one's disability, sexual orientation, or gender identity, the student or the student's parents or guardian should contact a School Leader or adult the student feels comfortable with to schedule a meeting to discuss a plan to address the student's particular circumstances and needs.

The school does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the

Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). In addition, no person shall be discriminated against in admission to Roxbury Prep on the basis of race, sex, color, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, prior academic achievement or housing status, as required by M.G.L. c. 71, §89(l); 603 CMR 1.06(1). Finally, no person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered by the school on the basis of race, sex, color, gender identity, religion, national origin, sexual orientation or housing status as required by M.G.L. c. 76, § 5.

## HAZING LAW

### **M.G.L. c. 269, Section 17. Hazing; organizing or participating; hazing defined**

Section 17. 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 other person, or 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. *(Amended by 1987, 665.)*

### **M.G.L. c. 269, Section 18. Failure to report hazing.**

Section 18. 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. *(Amended by 1987, 665.)*

### **M.G.L. c. 269, Section 19. Copy of sections 17–19**

#### **Issuance to students and student groups, teams and organizations; report**

Each institution of secondary education and each public and private institution of post secondary 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 that an institution issue copies of

this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations 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 said 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 post secondary 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 post secondary 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 any such institution which fails to make such report. (*Amended by 1987, 665.*)

## **HARASSMENT POLICY**

The school is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender identity, gender, sexual orientation, disability or housing status. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Roxbury Prep requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender identity, gender, sexual orientation, disability, or housing status.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is

also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Roxbury Prep.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to, reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Board of Trustees, subject to applicable procedural requirements.

## GRIEVANCE PROCEDURE

### *Where to File a Complaint.*

Any student or employee who believes that Roxbury Prep has discriminated against or harassed her/him because of her/his race, color, religion, national origin, age, gender, sexual orientation, gender identity, homelessness, disability, or any other protected status under state or federal law in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the School Leader at any campus. If the School Leader is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the Associate Chief Operating Officer. These individuals are listed below and are hereinafter referred to as "Grievance Administrators."

School Leaders  
Roxbury Prep Mission Hill Campus  
120 Fisher Avenue  
Roxbury, MA 02120

School Leaders  
Roxbury Prep Lucy Stone Campus  
22 Regina Road  
Dorchester, MA 02124

School Leaders  
Roxbury Prep Dorchester Campus  
206 Magnolia Street  
Dorchester, MA 02121

School Leaders  
Roxbury Prep High School  
1286 Hyde Park Avenue  
Hyde Park, MA 02136

Associate Chief Operating Officer  
Roxbury Preparatory Charter School  
120 Fisher Avenue  
Roxbury, MA 02120

*Complaints of harassment by peers:* In the event the complaint consists of a student's allegation that another student is harassing him/her based upon the above-referenced classifications, the student may, in the alternative, file the complaint with the complaint manager (hereinafter referred to as "Building Complaint Manager"), the Dean of Students.

*Complaints of discrimination based upon disability:* A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Education's *Parents' Rights Brochure* rather than this Grievance Procedure. A copy of the brochure is available from the following individuals:

School Leaders  
Roxbury Prep Mission Hill Campus  
120 Fisher Avenue  
Roxbury, MA 02120

School Leaders  
Roxbury Prep Lucy Stone Campus  
22 Regina Road  
Dorchester, MA 02124

School Leaders  
Roxbury Prep Dorchester Campus  
206 Magnolia Street  
Dorchester, MA 02121



**School Leaders**

Roxbury Prep High School  
1286 Hyde Park Avenue  
Hyde Park, MA 02136

Associate Chief Operating Officer  
Roxbury Preparatory Charter School  
120 Fisher Avenue  
Roxbury, MA 02120

A person with a complaint involving discrimination on the basis of a disability other than that described above may either use this Grievance Procedure or file the complaint with the U.S. Department of Education at the address provided at the end of this Grievance Procedure.

**II. Contents of Complaints and Timelines for Filing.**

Complaints under this Grievance Procedure must be filed within 30 school days of the alleged discrimination. The complaint must be in writing. The Grievance Administrator or any person of the grievant's choosing may assist the grievant with filing the complaint. The written complaint must include the following information:

1. The name and school (or address and telephone number if not a student or employee) of the grievant.
2. The name (and address and telephone number if not a student or employee) of the grievant representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

**III. Investigation and Resolution of the Complaint.**

Respondents will be informed of the charges as soon as the Grievance Administrator deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The Grievance Administrator will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, the Grievance Administrator will meet with the grievant and/or her/his representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the grievant and/or representative, the Grievance Administrator will provide written disposition of the complaint to the grievant and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by Roxbury Prep involves disciplinary action against an employee or a student, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to “stay away” from the complainant, as might occur as a result of a complaint of harassment).

Any disciplinary action imposed upon an employee or student is subject to applicable procedural requirements.

All the time lines specified above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. If the time lines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific time line for notice and/or investigation of a complaint, such time lines will be followed.

Confidentiality of grievant/respondents and witnesses will be maintained, to the extent consistent with Roxbury Prep’s obligations relating to investigation of complaints and the due process rights of individuals affected.

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

#### *IV. Appeals*

If the grievant is not satisfied with a disposition by a Grievance Administrator, the grievant may appeal the disposition to the Board of Trustees, as follows:

Chairperson, Board of Trustees  
Roxbury Preparatory Charter School  
120 Fisher Avenue,  
Roxbury, MA 02120

The Board of Trustees will issue a written response on the appeal to the grievant within ten (10) school days of receiving the appeal.

Generally, a grievant may file a complaint with the U.S. Department of Education, Office for Civil Rights, JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695 as follows:

1. within 180 calendar days of alleged discrimination of harassment, or
2. within 60 calendar days of receiving notice of Roxbury Prep's final disposition on a complaint filed through Roxbury Prep, or
3. within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or
4. instead of filing a complaint with Roxbury Prep.

### TITLE IX, SECTION 504, and TITLE II COMPLIANCE

Kate Armstrong, Associate Chief Operating Officer coordinates Roxbury Prep's compliance under Title IX, Section 504, and Title II. She can be contacted at:

Kate Armstrong  
(617) 858-2300  
karmstrong@roxburyprep.org

Copies of Roxbury Prep's Grievance Procedures and complaint forms can be found at the main offices within each school at:

Roxbury Prep Mission Hill Campus  
120 Fisher Avenue  
Roxbury, MA 02120

Roxbury Prep Lucy Stone Campus  
22 Regina Road  
Dorchester, MA 02124

Roxbury Prep Dorchester Campus  
206 Magnolia Street  
Dorchester, MA 02121

Roxbury Prep High School  
1286 Hyde Park Avenue  
Hyde Park, MA 02136

### ANTI-BULLYING POLICY

Consistent with **Massachusetts law, St.2010 c.92**, the school has enacted a comprehensive Anti-Bullying Policy. The policy is posted on the school's website, and is available upon request to the Director of Operations.

**HANDBOOK AND EXPULSION LAW****M.G.L., c. 71, Section 37H and 37H½****Policies relative to conduct of teachers or students; student handbooks**

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

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

**Chapter 71: Section 37H1/2.****Felony complaint or conviction of student; suspension; expulsion; right to appeal**

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right

to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

#### **PEST CONTROL POLICY**

Pursuant to regulations, the school may contract with licensed individuals or vendors for the purpose of pest control, comporting with all regulations related to student and staff safety.

**ASBESTOS POLICY**

Pursuant to M.G.L. c. 149:6A-6G., 453 CMR 6.00 AHERA), U.S. Asbestos School Hazard Abatement Reauthorization Act of 1990 (ASHARA), 310 CMR 4.00, 7.00, 7.09(5), 7.15, and 310 CMR 19.00, Roxbury Preparatory Charter School follows guidelines required by the Massachusetts Department of Labor and Workforce Development (Division of Occupational Safety), Massachusetts Department Environmental Protection, and the United States Environmental Protection Agency (EPA) related to asbestos inspection and management.

- Designation
  - Roxbury Preparatory Charter School serves as the Local Education Agency (LEA). An LEA must designate a person (designated person) to ensure that the responsibilities of the LEA, as detailed in the regulations, are properly implemented. The LEA must verify that this individual has received proper training. The individual is not required to be a licensed asbestos consultant. There is no specific training course for the designated person; however, guides are available through the EPA. The designated person for Roxbury Preparatory Charter School is the Director of Facilities
- Asbestos Management Plan (AMP)
  - In event of asbestos suspicion or detection, the Director of Operations or his designee completes, signs, and certifies that the responsibilities of the LEA (Roxbury Preparatory Charter School) have been or will be met.
  - Completion of AMP, as provided by EPA, includes, but is not limited to:
    - General Information
    - Inspection and Reinspection
    - Response Action
    - Operations and Maintenance
    - Periodic Surveillance
    - Notification
    - Appendix
- Reinspection
  - The LEA must retain the services of a licensed asbestos inspector or management planner to conduct a reinspection every three years subsequent to implementation of a management plan.
- Written Notification
  - At least once each school year, the LEA must provide written notification to parent, teacher, and employee organizations regarding the availability of the Asbestos Management Plan and any response actions taken or planned.
- Periodic Surveillance
  - After the AMP has been implemented, the LEA must conduct periodic surveillance in each building that it leases, owns, or otherwise uses as a school building at least once every six months.
- Custodial Maintenance Training and Short-Term Worker
  - All maintenance and custodial staff who may work in a building that contains asbestos-containing building materials (ACBM) must receive at least two hours of asbestos awareness training whether or not they are required to work with ACBM.
- Record-Keeping Requirement
  - The LEA must maintain records required by the regulations to be included in the Asbestos Management Plan.

## TRANSLATION POLICY

Roxbury Prep is committed to providing all families with information about the school and their child's performance. All documents are available in a family's preferred language upon request to the Office Manager or Director of Operations.

## COMPLAINT PROCEDURE

An individual who has a complaint about a school practice or policy that does not concern the alleged violation of law or charter (e.g., a concern about an academic grade, the school's uniform policy, the school's cell phone policy, or the bus schedule) should address the complaint in writing to the Principal. The Principal will respond to the complaint in writing or in person within 14 days. If this does not resolve the complaint or if the complaint is about the Principal, the individual or group may file a complaint in writing to the Chairperson of the Board of Trustees, who shall then appoint the School's Managing Director from Uncommon Schools or another designee(s) to review the complaint. The Chairperson's designee will respond to complaints in writing within 30 days.

Should an individual wish to file a complaint with the Board of Trustees, it must be submitted in writing at least one week prior to the next Board meeting. Complaints submitted later will be addressed at the subsequent meeting of the Board of Trustees. Emergency issues will be dealt with on an as-needed basis, with the Board's designee responding at or prior to its next regular public meeting.

Every effort will be made to respectfully address each matter to the satisfaction of the individual or group that presented the complaint. Roxbury Prep will encourage all families to resolve all complaints at the school level in cooperation with the Principal. The Board, as necessary, may direct the Principal or other responsible party to act upon the complaint and report to the Board. The Board of Trustees shall render a determination in writing if appropriate or required.

## BUILDING SECURITY

- All visitors, including parents and guardians, are expected to register with the Office Manager upon entering the school.
- The school maintains the right to deny entrance to any individual whose presence in the school might threaten the safety of students or staff or disrupt the academic environment.

## SERVICE ANIMAL POLICY

Definitions under Title II of the American's with Disabilities Act

*Service Animal:* Any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory psychiatric, intellectual or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Providing non-violent protection or rescue work,
- Pulling a wheelchair,
- Assisting an individual during a seizure,
- Alerting individuals to the presence of allergens,
- Retrieving items such as medicine or the telephone,
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

Roxbury Prep will make reasonable efforts to accommodate a service animal as described above. However, Roxbury Prep may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

Roxbury Prep is not responsible for the care, feeding, supervision or handling of a service animal.

Roxbury Prep may ask for immunization and health records of the service animal.