



Guide to Policies for Students & Families

2017-18

CPS
Cambridge Public Schools

Cambridge Public Schools

2017-2018

Guide to Policies for Students & Families

ALL forms in the enclosed Annual Student Forms booklet must be completed and returned with students to their homeroom teacher ON THE FIRST DAY OF SCHOOL.

Translations of this publication are available on the CPS website: www.cpsd.us.

Table of Contents

Section	Description	Page #
1	Student Privacy.....	4
2	Student Records.....	5
3	Release of Basic Contact Information to Military Recruiters, Prospective Employers Colleges and Universities	6
4	Notice of Rights Under the Family Educational Rights and Privacy Act (FERPA)	6
5	Student Data and Online Instructional Applications	8
6	Attendance	8
7	Child Requiring Assistance (CRA)	9
8	Notice Regarding Students Who Leave School	9
9	Child Abuse	10
10	Care and Protection Actions	10
11	Unaccounted For or Missing Child	10
12	Transportation	11
13	Standardized Testing	11
14	Sexuality Education	11
15	Physical Restraints	11
 CODES OF CONDUCT		
16	Introduction	16
17	Philosophy	17
 Behavior and Discipline Policies		
18	Smoking: Tobacco-Free Policy	17
19	Statutory Prohibition Against Drugs, Weapons & Assault on School Staff	17
20	Drug Policy	18

21	Weapons Policy	18
22	Staff Assault	19
23	Students Charged with or Convicted of a Felony	19
24	Hazing	19
25	Vandalism	20
26	Fighting/Physical Assault	20
27	Anti-Bullying Policy & Bullying Prevention and Intervention Plan	21
28	Policy Against Teen Dating Violence	28

Discipline Proceedings (Due Process)

29	Suspensions	30
30	Expulsions	31
31	Student Searches & Questioning	31
32	Student Grievance Process	32
33	Participation in Extracurricular Activities	33

RIGHTS AND PRIVILEGES

34	Non-Discrimination Against Students	33
35	Reasonable Accommodations Policy and Procedure	33
36	Notice of Rights Under Section 504 of the Rehabilitation Act of 1973	34
37	Special Education	34
38	Students with IEPs and 504 Plans	35
39	Affirmative Action/Non-discrimination Notice	37
40	Homeless Education Liaison	37
41	Freedom of Assembly	37
42	Freedom of Expression	37
43	Freedom of the Person	37
44	Non-Discrimination Policy and Prohibition Against Sexual Harassment	38
45	Student Marriage, Pregnancy and Parenthood	39
46	Title IX Coordinator	39
47	Freedom of Religion	39
48	Pledge of Allegiance Guidelines	39

GENERAL POLICIES AND ADMINISTRATIVE GUIDELINES

49	Acceptable Use Policy for Computer Network	40
50	Software Code of Ethics	42

51	School Visitors	43
52	No Idling of Motor Vehicles	43
53	Student Lockers	43
54	Criminal Offender Record Information	43
55	Field Trips	43
56	Immunizations	45
57	Family Involvement	45
58	Promotion and Retention	45
59	Administration of Prescription Medication and Management of Life Threatening Food Allergies	46
60	Wellness Policy	46
61	Sports-Related Head Injuries and Concussions	48
62	HIV/AIDS Policy	49
63	Teaching Students About Drugs, Alcohol, Tobacco and Substance Abuse Prevention	49

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

SEPARATE INSERT ANNUAL STUDENT FORMS TO COMPLETE, SIGN & RETURN

Last Update: 6/12/17

I. Student Privacy

CPS seeks to ensure the privacy of students attending its schools in a manner consistent with the federal and state law, including the Federal Family Educational Rights Privacy Act and Massachusetts student records regulations as well as the Cambridge School Committee's Student Privacy Policy. For further information on student privacy issues, contact your school principal/head of upper school.

The Protection of Pupil Rights Amendment (PPRA), section 1232h of title 20 of the United States Code, affords parents/guardians certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED): (1) political affiliations or beliefs of the student or student's parent/guardian; (2) mental or psychological problems of the student or student's family; (3) sex behavior or attitudes; (4) illegal, anti-social, self-incriminating, or demeaning behavior; (5) critical appraisals of others with whom respondents have close family relationships; (6) legally recognized privileged relationships, such as with lawyers, doctors, or ministers; (7) religious practices, affiliations, or beliefs of the student or parents/guardians; or (8) income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of: (1) any other protected information survey, regardless of funding; (2) any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and (3) activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use: (1) protected information surveys of students; (2) instruments used to collect personal

information from students for any of the above marketing, sales, or other distribution purposes; and (3) instructional material used as part of the educational curriculum.

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

CPS has adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. CPS will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. CPS will also directly notify, such as through U.S. Mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. CPS will make this notification to parents/guardians at the beginning of the school year if the school district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. In accordance with the school districts Student Privacy Policy, the principal/head of upper school of your child's school will notify you of any activities requiring parental/guardian notice and consent or opt-out during the school year. Following is a list of the specific activities and surveys covered under this requirement: (1) collection, disclosure, or use of personal information for marketing, sales or other distribution; (2) administration of any protected information survey not funded in whole or in part by ED, and (3) any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

2. Student Records

Under Massachusetts law, a parent/guardian of any student, or a student who has entered ninth grade or who is at least 14 years old, has the right, upon request, to inspect the student's record. The parent/guardian or eligible student should receive the student record no later than ten days after the request, and may ask to have the record interpreted by a qualified professional or amended by the principal/head of upper school. Additionally, state law sets out specific procedures which public schools must follow before student record information is provided to non-custodial parents. All requests to see a student's record should be directed to the attention of the principal/head of upper school at the student's school. Additionally, authorized school personnel of a school to which a student seeks or intends to transfer may have access to a student's record without consent of the eligible student and/or his/her parent/guardian and the CPS forwards student records to schools in which a student seeks or intends to enroll.

A student's temporary record is destroyed no later than seven (7) years following his/her graduation, transfer or withdrawal from the Cambridge Public Schools. At the time of a student's graduation, transfer or withdrawal from the Cambridge Public Schools the student and his/her parent/guardian will be given written notice of the approximate date of destruction of the temporary record. A student's transcript is maintained by the school department and will be destroyed sixty (60) years following his/her graduation, transfer or withdrawal from the Cambridge Public Schools.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, and Massachusetts student record law, requires that the school district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, CPS may disclose appropriately designated "directory information" without written consent, unless you have advised CPS to the contrary in accordance with its procedures. The primary purpose of directory information is to allow CPS to include this type of information from your child's education records in certain school publications, such as a playbill, showing

your child's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. CPS may release a student's name, address or email address to outside organizations including, but not limited to, companies that manufacture class rings or publish yearbooks for the specific and limited purpose of providing those institutional functions or services to students. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.

CPS releases the following information without the consent of the parent/guardian: student's name, dates of attendance, class or grade, participation in officially recognized activities and sports, photographs/videos, membership on athletic Teams, degrees, honors and awards, major field of study, and post high school plans. Additionally, pursuant to M.G.L.c. 71, §89(g), CPS, upon receipt of a request from a Commonwealth charter school, releases the names and addresses of public school students to a third party mail house that has been approved by the Massachusetts Department of Elementary and Secondary Education so that the Commonwealth charter school may send recruiting information to students who are eligible to enroll in the Commonwealth charter school.

If you do not want this information released without your consent, you must notify the principal/head of upper school of your school in writing by October 1 of each school year. A written opt-out form is enclosed with this handbook for completion by those students and their parents/guardians who do not want to have this information released.

Copies of state regulations on student records and parents' rights and students' rights to student records are available at each school.

Additionally, the School Committee has designated student and parents/guardians address(es), telephone number(s) and email address(es) along with student's name as "directory information" that only may be released to parent/guardian groups at a particular school for the specific and limited purpose of developing a school-based Family Contact Book and to school alumni groups for the specific and limited purpose of developing an Alumni Directory and the release of such information will only occur if parents/guardians of the student have expressly given written authorization for the inclusion of this information in either a school-based Family Contact Book or a school-based Alumni Directory. If a parent/guardian wants to participate in either of these publications, he/she must "opt-in" at the start of the school year.

The School Committee also has designated student name, telephone number(s), home address, and date of birth as "directory information" that only may be released to the Cambridge Public Library for the sole purpose of issuing library cards to Cambridge Public School kindergarten students. Library cards will be issued during the beginning of the school year to all kindergarten students that are five and older, and library cards also will be issued to kindergarten students as they turn five during the course of the school year. If a parent/guardian does not want this information released to the Cambridge Public Library, he/she must "opt out" at the start of each school year.

In addition, CPS may share student data with vendors that provide online and cloud-based instructional applications that are used with students, which is an institutional function or service, but only when the vendor signs a student data privacy agreement with the school district. A list of approved online and cloud-based instructional resources can be found at: https://secure2.cpsd.us/mspa/district_listing.php?districtID=457.

3. Release of Basic Contact Information to Military Recruiters, Prospective Employers, Colleges and Universities

A provision of the No Child Left Behind Act of 2001, a federal law, requires secondary schools, upon receipt of a request, to release the names, addresses, email addresses and telephone numbers of students attending the high school to United States military recruiters, colleges, universities and other educational

institutions and prospective employers. Secondary school students and their parents/guardians have the option of requesting that secondary schools not release their basic information when such requests are received. If, however, secondary school students and/or their parents/guardians do not take this affirmative step to block the release of the information, the law requires that the contact information be released when a request is received. A written opt-out form is enclosed with this handbook for completion by those secondary school students and their parents/guardians who do not want to have their contact information released.

4. Notice of Rights Under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within forty-five (45) days from the day the school receives a request for access. Parents/guardians or eligible students should submit to the school principal/head of upper school a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents/guardians or eligible students who wish to ask the school to amend a record should write the school principal/head of upper school, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian

or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

- The right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

FERPA permits the disclosure of PII from students' education records, without consent of the parent/guardian or eligible student, if the disclosure

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent/guardian or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine

the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

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

5. Student Data and Online Instructional Applications

CPS may share student data with vendors that provide online instructional applications that are used with students, which is an institutional function or service, but only when the vendor signs a student data privacy agreement with the school district. A list of approved online instructional resources can be found at: https://secure2.cpsd.us/mspa/district_listing.php?districtID=457.

6. Attendance

Children learn better and achieve higher degrees of success when they consistently attend school. Regular and punctual attendance contributes to the general welfare of the entire student body by reducing disruption to the learning environment. Daily attendance and punctuality are essential to the child's future school and job success. The expectation is that all students will have, at a minimum, at least ninety-five percent (95%) attendance in school and in each class during the school day. As you know, under the Massachusetts General Laws: ALL CHILDREN AGED 6-16 ARE MANDATED TO ATTEND SCHOOL.

It is important for all to understand that patterns for successful school attendance and academic success are started in kindergarten and first grade. Early patterns of non-attendance tend to continue throughout a child's school life and leave a child at risk for school failure and dropping out. We request your cooperation and assistance in making sure your child is in school every day and on time. When any child is absent, the parent/guardian must call the school to give notification of the absence no later than the morning of the absence. If a call is not made, when the child returns to school, he/she must bring a note from his/her parent/guardian stating the reason for the absence. These notes should be kept on file for the school year by the homeroom teacher.

If a child will have an excused absence of five (5) or more days, the parent/guardian must notify the school so that arrangements for home assignments can be offered, and if the student will have a prolonged absence of two (2) or more weeks due to illness or injury, the parent/guardian must notify the school to make the necessary arrangements for homebound instruction.

When excused absences become suspect, and are developing a pattern, the school will take steps to ascertain the reason by requesting medical notes and conducting home visits.

The principal/head of upper school's office shall keep statistics and check frequent absence and tardiness for instances of chronic or irregular absences reportedly due to illness, the school's principal/head of upper school or school nurse may request a physician's statement certifying such absences to be justifiable. If a child does not attend school or a child aged 6 through 18 is habitually truant or repeatedly fails to obey school rules, the school district can file a Child Requiring Assistance (CRA) petition in the courts.

Cambridge Rindge and Latin School and the High School Extension Program will treat four (4) absences in any class as an Attendance Violation Failure (AVF) for the quarter. After a fourth such absence, the school will notify the parent/guardian.

Parents/guardians may seek a medical waiver for any chronic condition, reoccurring illness, or for any illnesses that exceed four (4) days.

Parents/guardians will have the right to appeal any AVF to the Appeals Review Committee at Cambridge Rindge and Latin School or the High School Extension Program within ten (10) days of the denial, submit a written appeal to the Superintendent of Schools for his/her review. The decision of the Superintendent of Schools will be final.

7. Child Requiring Assistance (CRA)

The focus of the courts and school department with these offenders, regardless of age, is on early intervention. Massachusetts General Laws defines a habitual truant and a repeated school offender as a child that "persistently and willfully fails to attend school, is truant, or persistently violates the lawful and reasonable regulations of his or her school." Under M.G.L. c.76, §2, parents/guardians are required to cause a child to attend school, and, if he/she fails to do so for more than seven day sessions or fourteen half-day sessions within any period of six months, the parent/guardian shall on a complaint by the supervisor of attendance, be punished by a fine.

Additionally, schools may seek a CRA application for any child between the ages of 6 and up to 18 who is habitually truant because she/he has eight or more unexcused absences in a school quarter, or because the child has repeatedly failed to obey school rules.

When internal school intervention efforts fail to resolve a chronic absence or tardiness, habitual truancy or repeated violations of school rules, the school department may initiate a CRA action with the court. Under the law, the Juvenile Court has access to all school information relative to these cases.

8. Notice Regarding Students Who Leave School

The Cambridge Public Schools is committed to having students complete their elementary and secondary education. In the event that a student who is sixteen years of age or older seeks to leave school, CPS adheres to the requirements of M.G.L.c. 76, §18 and follows the procedures set forth below:

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

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

2. After the meeting has been held with the parent/guardian and the student, the principal or designee issues a letter to the parent/guardian of the student summarizing what was discussed and any decision that was reached at the meeting, including but not limited to, whether the student is returning to school, pursuing an alternative educational placement, pursuing other support services or permanently leaving school.
3. In accordance with the provisions of M.G.L.c. 76, §18, any determination that a student would be

permanently leaving school shall not be construed as a permanent exclusion of the student if he/she wishes to resume his/her education.

9. Child Abuse

Section 51A of Chapter 119 of the Massachusetts General Laws requires that certain persons who in their professional capacity have reasonable cause to believe that a child under the age of eighteen (18) years is suffering serious physical or emotional injury resulting from abuse, including sexual abuse, or neglect, including malnutrition, inflicted upon him or her shall immediately, via telephone, report this abuse or neglect to the Department of Children and Families ("DCF"). Professionals who must report cases of child abuse or neglect to the DCF include: physicians, medical interns, nurses, teachers, educational administrators, guidance counselors, family counselors, probation officers, school attendance officers, social workers, psychologists, and policemen. The telephone report should be made either to the appropriate area office or via the 24-hour reporting hotline: 1-800-792-5200. Within forty-eight (48) hours, these professionals are required under Massachusetts law to notify DCF in writing using a standard DCF report form. A new report form must be completed for each new injury or re-injury.

Staff who have reasonable cause to believe that a child under the age of eighteen is suffering from serious physical or emotional injury resulting from abuse, including sexual abuse, or neglect, including malnutrition should notify their school principal/head of upper school immediately in order for a 51A report to be filed.

Child abuse and neglect is any incident in which there is reasonable cause to believe that a child's physical or mental health or welfare is harmed or is threatened with substantial risk of harm through abuse or neglect by a person (or persons) responsible for the child's health or welfare, including personnel in the public school system must be reported. Truancy, by itself, is not a reportable matter.

Abuse includes:

- physical, mental, or emotional injury by other than accidental means, i.e., beatings, cuttings, burns, broken bones, multiple bruises;
- physical dependency on an addictive drug at birth;

- any sexual act against another person either by force, or by threat of force or bodily injury, or against the person's will. This includes a sexual act against another person who is incapable of giving consent either because of her/his temporary or permanent mental or physical incapacity or because s/he is a minor. Such crimes as indecent assault and battery, rape, rape with force, rape and abuse, assault with intent to rape and unnatural and lascivious acts constitute a sexual assault.
- Indecent assault and battery includes, but is not limited to, inappropriate and unwanted touching of private body parts. A person under the age of 14 is legally unable to consent to this type of sexual activity.
- Neglect is deemed to exist when the person or persons responsible for a child's care, although financially able to do so, fail to provide the child with:
 - adequate food, clothing, shelter, education or medical care and/or
 - proper supervision and/or guardianship.

10. Care and Protection Actions

If the failure to send children to school occurs with other more serious abuse and neglect problems, a care and protection action may be initiated pursuant to the provisions of M.G.L. c. 119, §24. In a care and protection action if the court "is satisfied that there is a reasonable cause to believe that the child is suffering from serious abuse or neglect or is in immediate danger" the court may order immediate transfer of custody of the child.

11. Unaccounted For or Missing Child

There are many possible scenarios that describe the unaccounted for and missing child. Some examples are:

- A child has not returned to class and has not been located in the building or on school grounds,
- The classroom teacher cannot verify the child went with a parent or designee at dismissal,
- The classroom teacher cannot verify that the child boarded a bus, and

- The parent/guardian has called the school to state that the child did not arrive home at the usual time.

Contact the Transportation Office for all children who ride the school bus.

Notify the Superintendent and the Office of Safety and Security.

Contact parent/ guardian.

In the event of an emergency, call police directly. Otherwise, the Office of Safety and Security will contact them with appropriate details after conferring with you.

Procedure

Interview parents/guardians/persons who made initial report.

Verify that the child is in fact unaccounted for/ missing.

Identify the circumstances of the disappearance.

Determine when, where and by whom missing child was last seen.

Look through child's folder, keep readily available all pertinent information, emergency numbers, verify custody status. (If possible, photo)

A complete description of child including clothes, height, weight, complexion, distinguishing characteristics needs to be available.

A list of friends/acquaintances should be compiled.

Based on all of the available information, make an initial determination of the incident: non-family abduction, family abduction, runaway, lost, injured or otherwise unaccounted for or missing. The principal/head of upper school or designee will follow procedure, will maintain all information listed above and will be available until the child is located.

12. Transportation

Every school should have an in-house system ensuring that transported primary grade children board appropriate buses. Contact the Department of Transportation at 617-349-6862 for all unaccounted for children who are transported.

Those who are not met at scheduled stop by parent/guardian or designee on more than three occasions are subject to loss of bus privileges.

13. Standardized Testing

CPS administers, on an annual basis, MCAS 2.0 at grade levels as determined by the Massachusetts Department of Education. Additionally, on an annual basis, CPS administers ACCESS to English Language Learner students, as appropriate, in accordance with the requirements of the Massachusetts Department of Education.

14. Sexuality Education

Schools are required by law to notify parents/guardians about curriculum which primarily involves human sexual education or human sexuality issues. Every fall a letter is sent home about the health education curriculum which describes the sexuality lessons that may occur at each grade level. Parents/guardians do not have to give permission for their children to take these classes, and have the right to exempt their children from such classes. Parents/guardians may do so by sending a letter to the school principal/head of upper school requesting to remove the child from the lessons. Any parent/guardian who would like to review the material can speak with their child's teacher or with the Program Leader for Health Education at 617-349-6851.

15. Physical Restraints

It is the policy of the Cambridge School Committee to promote a safe and productive workplace and educational environment for its employees and students, and to ensure that every student in CPS is free from the use of physical restraint consistent with the Massachusetts Department of Elementary and Secondary Education's regulations, and that physical restraint shall only be used with extreme caution as a last resort in emergency situations, after other lawful and less intrusive alternatives have failed or been deemed inappropriate. School personnel shall only administer a physical restraint as a last resort when it is needed to protect a student and/or a member of the school community from imminent, serious, physical harm. When a physical restraint needs to be administered, school personnel shall seek to prevent or minimize any harm to the student as a result of the use of the physical restraint. This policy shall not be construed to limit the protection afforded to publicly funded students under other federal and state laws, including those laws that provide for the rights of

students who have been found eligible to receive special education services. Additionally, this policy shall not be construed to preclude any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

CPS has written procedures and guidelines related to this policy which are posted on the school district's website and which can be obtained in the principal/head of upper school's office, identifying: (i) appropriate responses to student behavior that may require immediate intervention; and (ii) alternative methods that should be used first when seeking to prevent student violence, self-injurious behavior and/or de-escalating potentially dangerous behavior occurring among groups of students or with an individual student, including alternative methods in emergency situations that avoid resorting to physical restraint.

Physical Restraint Procedures

Definitions

"Consent" shall mean agreement by a parent/guardian who has been fully informed of all information relevant to the activity for which agreement is sought, in his or her native language or other mode of communication, that the parent/guardian understands and agrees in writing to carrying out the activity, and understands that the agreement is voluntary and may be revoked at any time. The agreement describes the activity and lists the records (if any) which will be released and to whom.

"Restraint" shall mean limitation on a student's physical movement using force against the student's resistance.

"Physical restraint" shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. The term physical restraint does not include prone restraint, mechanical restraint or medication restraint. Additionally, physical restraint does not include: providing brief physical contact, without force, to promote student safety or limit self-injurious behavior; providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

"Physical escort" shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is agitated to walk to a safe location.

"Mechanical restraint" shall mean the use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint. **The use of a mechanical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian of the student.**

"Seclusion" shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented, or reasonably believes he or she will be prevented, from leaving. Seclusion does not include a time-out as defined in 603 C.M.R. 46.02. **The use of a seclusion restraint is expressly prohibited.**

"Time-out" shall mean a behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student shall not be involuntarily confined and must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. Time-out shall cease as soon as the student has calmed or when thirty (30) minutes have passed, whichever is earlier. The preference is for time-out to be implemented within a classroom. Any space utilized for time-out outside of a classroom must be approved by the Office of Student Services before it is utilized.

"Medication restraint" shall mean the administration of temporarily controlling behavior. **The use of a chemical restraint is prohibited unless explicitly authorized by a physician and consented to, in writing, by the parent/guardian of the student.**

"Prone restraint" shall mean a restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in a prone position. **The use of prone restraint is expressly prohibited.**

"Principal/Head of Upper School" shall mean the instructional leader of a public education school program or designee.

Use of a Restraint

If all other lawful and less intrusive alternatives have failed or been deemed inappropriate to prevent student violence, self-injurious behavior and/or de-

escalating potentially dangerous behavior occurring among groups of students or with an individual student, **a physical restraint may be used as a last resort. In other words, a physical restraint can only be used as a last resort when the student's behavior poses a threat of imminent, serious physical harm to himself or herself or others and the student does not respond to verbal directives, or other lawful and less intrusive behavior interventions, or such interventions are deemed inappropriate under the circumstances.** Any physical restraint shall be limited to the use of such reasonable force as is necessary, for the least time necessary, to protect a student or another member of the school community from assault or imminent, serious, physical harm. A physical restraint may only be administered by school personnel who have been properly trained in the use of physical restraint.

Other Limitations on the Use of Restraint

The following practices are expressly prohibited: (i) use of restraint inconsistent with the provisions set forth above; (ii) use of a restraint as a means of discipline or punishment, as a response to the destruction of property, or disruption of school order, or as a response to a student's refusal to comply with a school rule or staff directive, or verbal threats when those actions do not constitute a threat of imminent, serious, physical harm; (iii) use of prone restraint, (iv) use of mechanical restraint, (v) use of medication restraint that has not been approved by a physician and consented to, in writing, by the student's parent/guardian, (vi) use of restraint when a student cannot be safely restrained, and (vii) continued use of restraint when a student indicates that he or she cannot breathe or appears to be in severe distress (including but not limited to: difficulty breathing, sustained or prolonged crying or coughing).

Restraint may not be included as a planned response in an individualized education program (IEP). However, for students who present with repetitive self-injurious behaviors, principals/heads of upper schools may propose to the parent/guardian a separate written agreement for the use of restraint on an emergency basis over a limited and specified time period. In such cases the plan must include detailed reporting to the parent/guardian on the frequency of the use and duration of restraints, and the specific time period over which the use of physical restraint will be reduced and eliminated. The principal/head of upper school shall

obtain the parent/guardian's written consent to the plan prior to implementation.

Proper Administration of a Physical Restraint

Only trained school personnel shall administer physical restraints. Trained school personnel are those individuals who have received either the in-depth training or who have received the required basic training detailed below. Whenever possible, the administration of the physical restraint shall be witnessed by at least one adult who does not participate in the physical restraint. When administering a physical restraint, school personnel shall use only the amount of force necessary to protect the student or others from physical injury. Additionally, school personnel administering a physical restraint shall use the safest method available and appropriate to the situation in accordance with the safety requirements detailed below, and shall discontinue the restraint as soon as possible. All physical restraint must be terminated as soon as the student is no longer in immediate danger to himself/herself or others, or the student indicates that he or she cannot breathe, or if the student is observed to be in severe distress, such as having difficulty breathing, or sustained or prolonged crying or coughing. It should be noted, however, that these training requirements shall not preclude a teacher, employee or agent of the school from using reasonable and necessary force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

Safety Requirements

No restraints shall be administered in such a way that a student is prevented from breathing or speaking. During the administration of a restraint, school personnel shall continuously monitor the physical status of the student, including skin color, temperature and respiration. Any and all restraint shall be immediately released upon a determination by the school personnel administering the restraint that the student is no longer at risk of causing imminent physical harm to himself, herself or others. Additionally, restraints shall be administered in such a way as to prevent or minimize physical harm. **If, at any time during a physical restraint the student demonstrates difficulty breathing or significant physical distress, including but not limited to, trouble breathing or prolonged coughing or crying, the student shall be released from the restraint immediately, and school**

staff shall take steps to seek medical assistance.

School personnel shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student as well as known or suspected trauma history. At any time during the administration of a physical restraint, school personnel may seek to contact the Office of Student Services behavioral specialists, or the Crisis Intervention Team, or take other steps to seek medical assistance if it appears that the student is demonstrating significant physical distress.

Follow-up Procedures and Reporting Requirements

At an appropriate time after a student has been released from a restraint, the principal/head of upper school or designee shall implement the follow-up procedures set forth below:

- a. Review the restraint with the student to address the behavior that precipitated the restraint;
- b. Review the incident with school personnel who administered the restraint to discuss whether proper restraint procedures were followed; and
- c. Follow-up should occur with students who witnessed the incident, including teacher debrief, counselor debrief or the use of restorative practices; and
- d. Written notification of the restraint should be sent to the Office of Student Services and the immediate supervisor of the principal/head of upper school.

The following are the reporting requirements followed by the school:

- a. Every use of restraint shall be reported in writing including the name of the student restrained and reported to the Office of Student Services and the immediate supervisor of the principal/head of upper school.
- b. The school staff member who administers a physical restraint that results in an injury to a student shall verbally inform the principal/head of upper school or his/her designee of the restraint as soon as possible and no later than the close of the school day in which the restraint was administered. A written report shall be completed and provided to the principal/head of upper school for review of the use of restraint no later than the next working day after the restraint was

administered. If the principal/head of upper school has administered the restraint, the principal/head of upper school shall prepare the report and submit it to the Superintendent for review by a Team designated by the Superintendent.

- c. The principal/head of upper school shall maintain an on-going record of all reported instances of physical restraint.
- d. The principal/head of upper school or his/her designee shall verbally inform the student's parents/guardians as soon as possible but no later than twenty-four (24) hours after use of the restraint, and by a written report postmarked no later than three (3) school working days following the use of the physical restraint. The principal/head of upper school shall provide the student and the parent/guardian an opportunity to comment in writing on the use of the restraint and on information in the written report.
- e. The principal/head of upper school shall provide the Office of the Superintendent with a copy of the written report of a physical restraint when such restraint has resulted in an injury to a student as well as a copy of the school's on-going record of all reported instances of physical restraint for the thirty (30) days preceding the reported physical restraint. **This documentation must be provided to the Office of the Superintendent by no later than one (1) working school day after the written report is received by the principal/head of upper school.** The principal/head of upper school shall convene a student support Team to make an assessment of an individual student's needs if a student has been restrained on two (2) separate occasions within a seven (7) day period or three (3) times within a thirty (30) day period. Members of the grade level Team and such other program staff as the principal/head of upper school may determine, shall participate in the assessment. Each member of the student support Team shall read written reports of the restraint and any comments provided by the student and parent/guardian about such reports and the use of restraints. In addition to the review and discussion of such reports by the student support Team, the assessment shall include an analysis of the circumstances leading up to each restraint, including factors such as time of day, day of the week, antecedent events, and individuals involved.

The assessment shall conclude with a plan for addressing any factors that may have contributed to the escalation of behaviors, consideration of alternatives to restraint, including de-escalation techniques and possible interventions, and such other strategies and decisions, as appropriate, with the goal of reducing or eliminating the use of restraint in the future. If the principal/head of upper school directly participated in the restraint, a duly qualified individual designated by the Superintendent shall lead the student support Team's discussion. The principal/head of upper school shall ensure that a record of each individual student review by a student support Team is maintained and made available for review by the Massachusetts Department of Elementary and Secondary Education, upon request.

The principal/head of upper school shall conduct a monthly review of school-wide restraint data. This review shall consider patterns of use of restraints by similarities in the time of day, day of the week, or individuals involved; the number and duration of physical restraints; and the number and type of injuries, if any, resulting from the use of restraint. The principal/head of upper school shall determine whether it is necessary or appropriate to modify the school's restraint prevention and management practices and procedures, conduct additional staff training or restraint reduction/prevention strategies, such as training on positive behavioral interventions or supports, or take such other action as necessary or appropriate to reduce or eliminate restraints.

District's Training Requirements

A. For All Program Staff

Within the first month of each school year, the principal/head of upper school of each school shall provide all program staff with training on restraint prevention and behavior support, the requirements of when restraint is used and this policy. Additionally, for all new school employees that are hired after the start of the school year, the principal/head of upper school shall within the first month of their employment provide the new employees with training on this policy. The training shall consist of the following: (a) this policy and related procedures and guidelines developed by the Superintendent; (b) interventions that may preclude the need for restraint, including de-escalation of problematic behaviors and other alternatives to restraint in emergency circumstances,

including use of time-out as a behavior support strategy distinct from seclusion; (c) when behavior presents an emergency that requires physical restraint, the types of permitted physical restraints and related safety considerations, including information regarding the increased risk of injury to a student when any restraint is used, in particular a restraint of extended duration; (d) administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student, including known or suspected trauma history; and (e) the role of the student, staff and family in preventing use of restraint; and (f) identification of program staff who have received in-depth training pursuant to 603 C.M.R. 46.03(3) in the use of physical restraint. See 603 C.M.R. 46.03(2).

B. For Staff Authorized to Serve as a School-Wide Resource on the Proper Administration of Physical Restraints

At the beginning of each school year, the principal/head of upper school of each school shall identify program staff that is authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. The content of the in-depth training shall be competency-based and at least sixteen (16) hours in length. Such individuals shall participate in at least one refresher course during subsequent school years of no less than eight (8) hours in length. Training shall include, but not be limited to: (a) appropriate procedures for preventing the use of physical restraint, including the de-escalation of problematic behavior, relationship building and the use of alternatives to restraint; (b) description and identification of dangerous behaviors on the part of students that may lead to the use of physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted; (c) the simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance; (d) instruction regarding documentation and reporting requirements and investigation of injuries and complaints; (e) instruction regarding the impact of physical restraint on the student and family, recognizing the act of restraint has impact, including but not limited to psychological, physiological and social-emotional effects; and (f) demonstration by

participants of proficiency in administering physical restraint. See 603 C.M.R. 46.03(3) and 46.03(4).

Complaint Procedures

A. Informal Resolution of Concern About Use of Physical Restraint

Before initiating a formal complaint procedure, a student or his/her parent/guardian who has concerns regarding a specific use of a physical restraint, may seek to resolve his/her concerns regarding a specific use of a physical restraint by raising the issue with the principal/head of upper school. The student and/or his/her parent/guardian should direct their concerns regarding a specific use of a physical restraint to the principal/head of upper school within ten (10) days of the parent/guardian's receipt of the written report from the school detailed above. The principal/head of upper school shall attempt, within his/her authority to work with the individual to resolve the complaint fairly and expeditiously. If the student and/or his/her parent/guardian are not satisfied with the resolution, or if the student and/or his/her parent/guardian does not choose informal resolution, then the student and/or his/her parent/guardian may proceed with the formal complaint process detailed below.

B. Formal Resolution of Concern about Use of Physical Restraint

A student or his/her parent/guardian, who has concerns regarding a specific use of a physical restraint, may seek to resolve his/her concerns regarding a specific use of a physical restraint by submitting a written complaint to the Office of the Superintendent. The student and/or his/her parent/guardian should submit this letter to the Office of the Superintendent within twenty (20) days of the parent/guardian's receipt of the written report from the school detailed above. The written complaint shall include (a) the name of the student; (b) the name of the school where the physical restraint allegedly occurred; (c) the name of the individuals involved in the alleged physical restraint; (d) the basis of the complaint or concern; and (e) the corrective action being sought.

The Office of the Superintendent, through its designees, shall conduct an investigation into the complaint promptly after receiving the complaint. In the course of its investigation, the Office of the Superintendent and/or its designees shall contact those individuals that have been referred to as having pertinent information related to the complaint. Strict

timelines cannot be set for conducting the investigation because each set of circumstances is different. The Office of the Superintendent and/or its designees will make sure that the complaint is handled as quickly as is feasible. After completing the formal investigation, the Office of the Superintendent shall contact the individual who filed the complaint regarding the outcome of its investigation and its determination as to whether any corrective action is warranted.

Other Complaint Processes Also Available

It should be noted that the provisions of this section does not preclude a student from using the complaint process set forth in CPS' Non-Discrimination Policy and Prohibition Against Sexual Harassment to seek resolution of any complaints of discrimination or harassment that is based on a characteristic protected by law such as sex, race, color, national origin, ethnicity, religion, age, disability, veteran status, genetic information, gender identity or sexual orientation. It also should be noted that the provisions of this section does not preclude a student from using the complaint process set forth in Section 23.0 of the *Rights and Responsibilities Handbook* to seek resolution of any complaints regarding a student's deprivation of rights set forth in the *Rights and Responsibilities Handbook*.

CODES OF CONDUCT (Policies)

16. Introduction

Each school has its own set of rules - known as school-based rules - that its students are expected to follow. If a student breaks a school-based rule, he or she may be disciplined. School-based rules are written by a committee of administrators, teachers, parents and middle school students at each school and are reviewed in each spring. School-based rules are posted in every classroom and are sent home with students every September. In addition to following its own school-based rules, every school also must follow the code of conduct set forth in the *Rights and Responsibilities Handbook*. The *Rights and Responsibilities Handbook* lists the rules that all students are expected to follow. A student who breaks these rules may be suspended or expelled from school. Both school-based rules and the *Rights and Responsibilities Handbook* apply to behavior of students while they are in school, at a school-sponsored activity, and on their way to and from school.

A summary of the *Rights and Responsibilities Handbook* is provided below. You may obtain a copy of the school-based rules for the school your child is attending from the principal/head of upper school. You also may obtain a copy of the *Rights and Responsibilities Handbook* from the school principal/head of upper school. It is also posted on the school district's website.

Additionally, provided below are brief descriptions of various policies of CPS, including anti-discrimination policies. Staff or students who violate these policies may be subject to disciplinary action. For a complete copy of any of these policies, contact the school principal/head of upper school.

17. Philosophy

The Cambridge School Committee's discipline policies urge all school personnel to help students solve conduct problems without resorting to extreme disciplinary measures. Student misconduct may be indicative of more complex underlying problems that a student may have with school and society, and every effort should be made by the elementary schools to help the students and their parents or caregivers deal effectively with these problems. Suspensions or expulsions are usually recommended only as a last resort. School personnel are encouraged to pursue and exhaust all other available and appropriate consequences or disciplinary actions to foster the education and good conduct of a student before resorting to suspension or expulsion.

Schools shall try to work with the at-risk student on a one-to-one basis, attempting to find the source of the problem and recommend an alternative. At times it is necessary to have conferences with the parent/guardian, or to conduct a home visit. The communication between home and school is critical to any success. School counselors or psychologists are a resource in making recommendations and finding solutions. Peer mediation, teacher mentors, Big Brothers and Sisters are also valuable assets. Cambridge is very fortunate to have social development Teams in place that are responsive and critical to the needs of troubled students. Some examples of these Teams are: the Student Support Teams (SSTs); the Teacher Assistance Teams (TATs); and the Administrative Response Teams (ARTs). Community agencies are critical partners in rendering valued support services. These agencies provide valuable advice to school Teams and work with

students individually or in groups. Such preventative services are a great deterrent to inappropriate behavior, potential suspensions, and maybe, in the long run, having the students drop out of school.

Behavior and Discipline Policies

18. Smoking: Tobacco-Free Policy

Massachusetts General Laws, Chapter 71, Section 37H prohibits the use of any tobacco products within the school facilities, school grounds or on school buses by any individual including all school personnel. The policy pertains to all school sponsored, school related events and athletic games. Staff and students who violate these laws will be subject to disciplinary action. Any staff member who sees a student smoking on school property should ask for the student's name and inform him or her that smoking is prohibited on school property. The student's name will be given to the principal/head of upper school or the assistant principal who will inform both the school nurse and the parent or guardian. Tobacco Assistance Program (TAP) is available in our public schools and is meant to assist those choosing to quit tobacco addiction.

19. Statutory Prohibition Against Drugs, Weapons and Assault on School Staff

Massachusetts General Laws chapter 71, section 37H provides, in pertinent part, that:

(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/head of upper school.

(b) Any student who assaults a principal/head of upper school, 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/head of upper school.

(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/head of upper school.

After said hearing, a principal/head of upper school may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal/head of upper school 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) When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

20. Drug Policy

A student is in violation of the drug policy if he or she is found on school premises, on the bus, or at school-sponsored or school related events, including athletic games, in possession of a controlled substance as defined in Chapter 94C including, but not limited to: marijuana, cocaine or heroin. In such cases, a student may be expelled by the principal/head of upper school.

21. Weapons Policy

A student is in violation of a weapons policy if: he or she brings a weapon to school; uses a weapon on school grounds or at a school activity; or has a weapon in his or her locker or pocket, or while he or she is at school, on the bus or at an after school activity.

Legally dangerous weapons include anything that is carried and used in a manner to intimidate or with the

intent to cause harm to another person. Such weapons include:

- Firearms of any kind, including BB guns and air rifles;
- Any knife that has a double-edge blade, a switch blade or any knife that has an automatic spring device by which the blade is released from the handle; any stiletto or dagger;
- Metallic knuckles, nunchaku, shuriken or any other similar pointed star-like object that is intended to injure a person when thrown;
- Black jacks and blow guns;
- Any arm band or clothing that is made of leather which has metallic spikes, points or studs and any similar device made from any other substance;
- Mace, tear gas, or any other substance that is used to incapacitate another person;
- Fireworks or explosives of any kind; and
- All other such weapons as described in Massachusetts General Laws 269, Section 10.

There are other items, which are not defined as weapons under the Massachusetts General Laws 269, Section 10, but which are not permitted on school premises, at school-sponsored and/or at school related events, including athletic games. Use of these prohibited items will result in suspension and can result in expulsion from school. These include:

- Knives of any kind, shape or length, including key chain knives and drafting knives;
- Blades of any size
- Razors, box cutters; and
- Chains, whips, or any other metal object of no academic purpose.

There also are other ordinary items that if used in a dangerous threatening way may result in suspension and expulsion from school. Such items include:

- Pencils, scissors, needles and pins, nails, carpentry tools, etc.
- Engaging in or attempting to engage in any unreasonably dangerous athletic technique that endangers the health or safety of individuals such as using a helmet or any other sports equipment as a weapon.

Note: No toy or replica weapons of any kind, including guns and knives, will be permitted on school premises, at school sponsored events or at school related events, including athletic games. Items such as these will be confiscated and may result in suspension and expulsion if they are determined by the principal/head of upper school or assistant principal to be in violation of this policy.

22. Staff Assault

Any student who assaults a principal/head of upper school, assistant principal, teacher, teacher's aide, or other school staff on school premises, the bus, at school-sponsored events, or at school-related events, including athletic games, may be expelled by the principal/head of upper school. An act is considered an assault if the student:

- Intentionally, knowingly, or recklessly causes bodily injury to another;
- Intentionally or knowingly threatens another with imminent bodily injury; or
- Intentionally or knowingly causes, threatens or uses physical force against another in such circumstances as to create a reasonable fear of imminent danger coupled with the apparent present ability to carry out the attempt if it is not prevented.

23. Students Charged With or Convicted of a Felony

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

In either situation, the student and parent/guardian will be notified in writing of the charges and the reasons for the discipline prior to it being imposed and will be afforded an opportunity for a hearing. If discipline is imposed, the student also will be provided with written notification of his/her right to appeal and the processing for appealing the discipline; however, the discipline shall remain in effect prior to any appeal

hearing being conducted by the Superintendent or designee.

24. Hazing

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

Hazing is a violation of school policy. Students involved in hazing may be suspended. A criminal complaint will be filed. Information regarding this subject is distributed to all students at the opening of school. *Massachusetts General Laws Chapter 269, Section 17*

Crime of Hazing; Definition; Penalty

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

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

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

Added by St. 1985, c. 536; amended by St. 1987, c. 665. Massachusetts General Laws Chapter 269, Section 18

Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime, shall, to the extent that such person can do so without danger or peril to himself or

others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine or not more than one thousand dollars.

Added by St. 1985, c. 536; amended by St. 1987, c. 665. Massachusetts General Laws Chapter 269, Section 19

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

Each institution of secondary education and each public and private institution of 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 section 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 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 reports.

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

25. Vandalism

No one is to injure, destroy, deface or trespass on school property. All students and staff are urged to treat school buildings with care and respect. Parents/guardians will be responsible for paying for any damage done to the building by their child. The school department will take the parents/guardians to court. People with any information about damage done to the building or its contents shall report it to the Office of Safety and Security. Writing or spraying inappropriately on or around the school - graffiti, carving on a desk, mishandling a book, breaking a window, destroying equipment, or damaging materials are all infringements on the right of the school community to have a clean environment. Students who have vandalized and the parents/guardians will be held responsible.

26. Fighting/Physical Assault

Severe, immediate disciplinary action may be taken against individuals who participate in a fight or encourage it in any way. Absolutely no disruptive behavior of this kind will be tolerated. The penalty for this behavior may be a one-day to ten-day suspension depending on the degree of involvement category, number of offenses and/or severity of incident. It should be noted that an assault or an assault and battery on a person are crimes and police are notified

of all physical assaults and parents/guardians are notified about their right to file a criminal complaint with the Middlesex County Court. Depending on the circumstances, CPS may, on its own accord, file a criminal complaint on an assault and/or assault and battery. Students know when they are in dispute and are expected to seek assistance, if necessary, to resolve it peacefully. A student has a responsibility to avoid fighting by bringing the situation to the attention of any school official. Student-faculty mediators are available through the Safety and Security Office, to help resolve disputes.

The following guidelines may be used in disciplining students who engage in fighting or physical assault.

Category 1 – Inciter/Promoter/Instigator:

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

First Offense – Up to three-day out of school suspension. Parent/guardian notified.

Second Offense – Three-day to five-day out-of-school suspension. Parent/guardian conference.

Third Offense – Five-day to ten-day out-of-school suspension. Parent/guardian conference. Expulsion hearing at Principal/Head of Upper School's office.

Category 2 – Assault and Battery on a Person:

An assault on a person and/or an assault and battery on a person is a crime. Police will be notified and victims will be advised of their right to file a criminal complaint. CPS may file a criminal complaint against the perpetrator.

First Offense-Three-day to five-day out-of-school suspension. Parent/guardian conference.

Second Offense-Five-day to ten-day out-of-school suspension. Expulsion hearing at Principal/Head of Upper School's office.

Category 3 – Fight/Mutual Assault and Battery:

First Offense- Up to a three-day out-of-school suspension. Parent/guardian conference. Mediation upon return to school made available and encouraged.

Second Offense-Three-day to five-day out-of-school suspension. Parent/guardian conference. Mediation made available and encouraged upon return to school.

Third Offense- Five-day to ten-day out-of-school suspension. Expulsion hearing at Principal/Head of Upper School's office.

Category 4 – Fight/Mutual Assault and Battery in classrooms, cafeterias, assemblies, in the corridor, during passing time, or a school dance, etc.

Altercations (physical or verbal), create a particularly volatile situation within our school climate when they erupt at any time but especially when large numbers of people are present. This extremely disruptive and pernicious behavior warrants strict disciplinary action. Examples include: lunch time in cafeteria, outside during dismissal time or upon entering the building, at dances, sporting events, or at any school assembly or related event.

First Offense-Up to a three-day out-of-school suspension. Parent/guardian conference. Mediation upon return to school made available and encouraged.

Second Offense- Three-day to five-day out-of-school suspension. Parent/guardian conference. Mediation made available and encouraged upon return to school.

Third Offense – Five-day to ten-day out-of-school suspension. Expulsion hearing at Principal/Head of Upper School's Office.

27. Anti-Bullying Policy and Bullying Prevention and Intervention Plan

CPS is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying of any of its students by anyone and also strictly enforces a prohibition against retaliation of any person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about bullying. Site-based initiatives, developed collaboratively between school administration and personnel, students, families and community members will seek to: (1) help students of all ages and abilities stay safe, act wisely, and believe in themselves; and (2) help adults respond effectively to students' reports and their own observations.

Bullying is defined as the repeated use by one or more students or by a member of school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or

paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target/victim that: (i) causes physical or emotional harm to the victim or damage to the target/victim's property; (ii) places the target/victim in reasonable fear of harm to himself or herself or of damage to his/her property; (iii) creates a hostile environment at school for the target/victim; (iv) infringes on the rights of the target/victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For purposes of this policy, bullying shall include cyberbullying.

Consistent with state law, the Cambridge Public Schools recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including: race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one (1) or more of these characteristics.

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

Aggressor or perpetrator is defined as a student or a member of school staff including, but not limited to, an

educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, school volunteer or a vendor, contractor or other person working under a contract with the school district who engages in bullying, cyberbullying, or retaliation.

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

Retaliation is defined as any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target or Victim is defined as a student or an adult against whom bullying, cyberbullying, or retaliation has been perpetrated.

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

Bullying of students occurring in the schools is prohibited by law and will not be tolerated by CPS. For purposes of this policy, "school" includes schools, school grounds, travel to and from school and/or school-sponsored events and functions, property immediately adjacent to school grounds, school-sponsored or school-related activities, functions, programs whether on or off school grounds (such as social events, trips, sports events, or similar school-sponsored events and functions), at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district or a school, on the way to or from school or through the use of technology or an electronic device owned, leased or used by the school district or a school and at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district or school, if the bullying creates a hostile environment at school for the victim or witnesses, infringes on the rights of the victim or witnesses at school or materially and substantially disrupts the education process or the orderly operation of a school. Consistent with state law, CPS recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including: race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one (1) or more of these characteristics.

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

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

retaliation for reporting bullying, providing information during an investigation of bullying or witnessing or having reliable information about bullying may also be made anonymously to the principal/head of upper school where the student attends. Please note; however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report having been received.

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

Collaboration with Families

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

Intervention and Reporting Requirements

It, however, is important to note that all school staff are required to immediately report any instance of bullying or retaliation they witness or become aware of to the principal/head of upper school or designee of the school.

The requirement to report to the principal /head of upper school or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school district policies and procedures for behavior management and discipline.

When the complaint is received, the principal/head of upper school will immediately notify:

- Parents/guardians of the alleged target
- Parents/guardians of the alleged aggressor or the alleged aggressor if a member of the school staff
- Office of Safety and Security

The principal/head of upper school will promptly conduct an investigation of the complaint that has been received.

The principal/head of upper school may consult with the School Resource Officer but shall not share identifying information of the alleged target or aggressor.

In notifying the parents/guardians of the target and aggressor, the principal/head of upper school must comply with the confidentiality requirements of the Massachusetts Student Record regulations, 603 C.M.R. 23.00, and the Federal Family Educational Rights and Privacy Act regulations, 34 C.F.R. Part 99, as set forth in 603 C.M.R. 49.07. More specifically, a principal/head of upper school may not disclose information from a student record of a target or aggressor to a parent/guardian unless the information is about the parent/guardian's own child. A principal/head of upper school may disclose a determination of bullying or retaliation to a local law enforcement agency under 603 C.M.R. 49.06 without consent of a student or his/her parent/guardian but the principal/head of upper school shall communicate with law enforcement officials in a manner that protects the privacy of targets, student witnesses, and aggressors to the extent practicable under the circumstances. Additionally, if the aggressor is a member of the school staff, the principal/head of upper school may take appropriate disciplinary action, up to and including termination. Additionally, if the principal/head of upper school has determined that there is an immediate and significant threat to the health or safety of the student or other individuals, a principal/head of upper school may disclose student record information about a target or aggressor to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals as provided in 603 C.M.R. 23.07(4)(e) and 34 C.F.R. 99.13(a)(10) and 99.36. In this latter situation, the disclosure is limited to the period of the emergency and the principal/head of

upper school must document the disclosure and the reasons that the principal/head of upper school determined that a health or safety emergency exists.

The principal/head of upper school will provide a copy of CPS' Non-Discrimination Policy and Prohibition Against Sexual Harassment and Anti-Bullying Policy to all parties including the person making the complaint, the alleged student target, the parents/guardians of the alleged student target, the alleged aggressor and the parents/guardians of the alleged aggressor if the alleged aggressor is a student.

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

Complaint Investigation

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

The investigation may include an interview with the student, parent/guardian, staff member or community member filing the complaint, the student alleged to be a victim of bullying or retaliation, the student(s) or staff member(s) alleged to have committed the bullying or retaliation, witnesses to any alleged incidents or other individuals as determined by the school department. Upon determining that bullying or retaliation has occurred, the principal/head of upper school or designee will promptly notify the parents/guardians of the target and the aggressor and the parents/guardians of the aggressor, if the aggressor is a student, of this and of the procedures for responding to it. There may be circumstances in which the principal/head of upper school or designee contacts parents/guardians prior to any investigation. Notice will be consistent with state regulations at 603 C.M.R. 49.00. In notifying the parents/guardians of the target and aggressor, the

principal/head of upper school must comply with the confidentiality requirements of the Massachusetts Student Record regulations, 603 C.M.R. 23.00, and the Federal Family Educational Rights and Privacy Act regulations, 34 C.F.R. Part 99, as set forth in 603 C.M.R. 49.07. More specifically, a principal/head of upper school may not disclose information from a student record of a target or aggressor to a parent/guardian unless the information is about parent/guardian's own child. A principal/head of upper school may disclose a determination of a bullying or retaliation to a local law enforcement agency under 603 C.M.R. 49.06 without consent of a student or his/her parent/guardian but the principal/head of upper school shall communicate with law enforcement officials in a manner that protects the privacy of targets, student witnesses, and aggressors to the extent practicable under the circumstances. Additionally, if the principal/head of upper school has determined that there is an immediate and significant threat to the health or safety of the student or other individuals, a principal/head of upper school may disclose student record information about a target or aggressor to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals as provided in 603 C.M.R. 23.07(4)(e) and 34 C.F.R. 99.13(a)(10) and 99.36. In this latter situation, the disclosure is limited to the period of the emergency and the principal/head of upper school must document the disclosure and the reasons that the principal determined that a health or safety emergency exists. Additionally, consistent with state law, the parents/guardians of the target(s) shall be notified of the results of the investigation and any actions that will be taken to prevent any further acts of bullying or retaliation if it is determined that such conduct has occurred.

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

- Notify School Resource Officer if the principal/head of upper school has a reasonable basis to believe that criminal charges may be pursued against the aggressor or has determined that there is an

immediate and significant threat to the health or safety of the student or other individuals

- Take appropriate disciplinary action consistent with the *Rights and Responsibilities Handbook*
- Notify the parents/guardians of the aggressor(s) if the aggressor is a student or notify the aggressor if a staff member
- Notify the parents/guardians of the target(s), and to the extent consistent with state and federal law and regulations, notify them of the action taken to prevent any further acts of bullying or retaliation

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

At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal/head of upper school or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal, in conjunction with the Director of Safety and Security, will notify local law enforcement. Notice will be consistent with the requirements of 603 C.M.R. 49.00 and the terms of the Memorandum of Understanding between CPS and Cambridge Police Department. Additionally, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement in a manner consistent with state and federal law and regulations. In making this determination the principal/head of upper school will, consistent with the Plan, applicable school district policies and procedures and the terms of the Memorandum of Understanding between CPS and Cambridge Police Department, consult with the school resource officer and other individuals the principal/head of upper school or designee deems appropriate.

Disciplinary Action/Responses to Bullying

The goal of the Cambridge Public Schools with regard to discipline is to create an atmosphere in which students learn how to repair the damage caused to the entire community when individual members harm each other. If it is determined that bullying or other inappropriate conduct has been committed, CPS will take action that is appropriate under the circumstances. The disciplinary action taken will balance the need for accountability with the need to repair the harm done to the school community, while also teaching appropriate behavior. Using a restorative framework as appropriate, the principal/head of upper school or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

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

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

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

All students and staff members who are found to have engaged in bullying will be informed about the prohibition against retaliation and that any acts of retaliation will result in disciplinary action.

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

Promoting Safety for the Target and Others

In order to restore a sense of safety for the student target of bullying and assess the target's needs for protection, a meeting shall be held with the student, his/her parents/guardians, and appropriate school

personnel (i.e. school principal/head of upper school, assistant principal, dean of students, safety specialist and/or school resource officer). The purpose of this meeting will be to discuss the development and implementation of a safety plan for the student, including staff to whom the student may report if any concerns arise. CPS also may, as appropriate, recommend counseling, support services or other therapeutic interventions for the student and appropriate family members of the student.

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

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

False Accusations/Retaliation

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

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

Review of School-based Actions

If the person making a complaint about bullying, the alleged target of bullying and/or the parents/guardians of an alleged target of bullying are unable to resolve their concerns after a good faith attempt to use the informal means detailed above in cooperation with the Principal/Head of Upper School, a written complaint may be filed with the Superintendent or Chief Operating Officer. The written complaint shall state the concerns and include a brief statement of the facts and the specific relief being requested.

Within seven (7) days of receipt of the written complaint, the Superintendent or designee shall mail a notice establishing a date and time for a meeting to discuss the concerns. After the meeting, the Superintendent or designee shall determine if bullying or other inappropriate conduct has occurred, what appropriate relief has been taken, to date, to assure that the bullying or other inappropriate conduct ceases to occur and whether additional supportive measures are needed. A letter addressing these matters and any additional actions that the school district will be taking to address the concerns that were raised will be issued within five (5) days of the meeting.

If the person making a complaint about bullying, the alleged target of bullying and/or the parents/guardians of an alleged target of bullying still are unable to resolve their issues and concerns after the meeting with the Superintendent or designee has occurred, a request for review may be submitted to the School Committee. The School Committee in its discretion may hear witnesses, receive additional evidence, and review the findings and recommendations at the school level as well as the findings and recommendation of the Superintendent or designee's review meeting. Within five (5) days of conducting its review, the School Committee shall issue a written decision which shall affirm, overrule or otherwise modifying the findings and recommendations of the Superintendent, including addressing what, if any, additional actions that the school district will take to address the concerns that have been raised.

Other Complaint Processes Also Available

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

complaints regarding a student's deprivation of rights set forth in the *Rights and Responsibilities Handbook*.

Relationship to Other Laws

Consistent with federal and state laws and regulations and the policies of the school district, no person shall be discriminated against in admission to a public school of any city or town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, ancestry, ethnicity, sex, religion, national origin, marital status, genetic information, disability, gender identity or sexual orientation. Nothing in this section or in the *Rights and Responsibilities Handbook*, or the Anti-Bullying Policy and Bullying Prevention and Intervention Plan prevents a school or the school district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law or school district policies. In addition, nothing in this section or in the *Rights and Responsibilities Handbook* or the Anti-Bullying Policy and Bullying Prevention and Intervention Plan is designed or intended to limit the authority of a school or the school district to take disciplinary action under M.G.L.c. 71, sections 37H and 37H ½, other applicable laws, or local school or school district policies in response to violent, harmful or disruptive behavior, regardless of whether this section of the *Rights and Responsibilities Handbook*, Anti-Bullying Policy and/or Bullying Prevention and Intervention Plan covers the behavior.

28. Policy Against Teen Dating Violence

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

Teen dating violence occurring in any setting is unlawful and teen dating violence occurring in any school setting will not be tolerated. Further, retaliation against an individual who has complained about teen dating violence or cooperated in an investigation of teen dating violence will not be tolerated. CPS will respond promptly to complaints and reports of teen dating violence or retaliation and corrective action will

be taken where necessary, including disciplinary action where appropriate.

The definitions used in this policy are as follows:

Domestic Violence/Interpersonal Violence: Domestic Violence is a pattern of coercive behavior in which one partner attempts to control another through threats or actual use of tactics, which may include any or all of the following: physical, sexual, verbal, financial, psychological abuse and/or through the use of technology (i.e. cyberbullying).

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

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

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

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

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

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

Additionally, such conduct may also constitute harassment, a form of discrimination, that is prohibited by federal and state law; and/or such conduct may constitute bullying, including without limitation,

cyberbullying, which is prohibited by state law. Such conduct also is prohibited by CPS' Non-Discrimination Policy and Prohibition Against Sexual Harassment, Anti-Violence Policy and Anti-Bullying Policy.

Recognizing Warning Signs

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

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

Procedure for Reporting Teen Dating Violence

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

The person who receives the report must immediately notify the principal/head of upper school.

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

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

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

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

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

Additionally, school staff must remember to comply with all statutory reporting obligations for suspected abuse and neglect (51A reporting). Filing of 51A complaints should be done by following CPS' Child Abuse and Neglect Reporting Guidelines, including notifying the principal/head of upper school of the suspected abuse and neglect. Furthermore, school staff also must remember to report all crimes to the police. Staff should notify the principal/head of upper school, who will notify the Director of Safety and Security, and who will coordinate notification to the police. Reporting of any such incident will be conducted in such a way as to maintain confidentiality *to the extent practicable* under the circumstances.

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

When a student has a restraining order against an individual and provides a copy of the order to the school, the principal/head of upper school should hold a meeting with the employee or with the student and his/her parents/guardians to review the restraining order and its implications. A "safety plan" should be worked out to address the victim's needs and concerns, including staff to whom the student may report if any concerns arise or any violation of the restraining order occurs while the student or employee is on school property or at a school related event. If the restraining order is against another member of the school community, a separate meeting should be held with that individual to review the

restraining order and its implications, expectations and the consequences for violation of the order. The development of the “safety plan” will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

Disciplinary Action

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

Other Remedies

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

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

Discipline Proceedings (Due Process)

Discipline procedures are set forth in *the Rights and Responsibilities Handbook*. A brief summary of these procedures follows:

29. Suspensions

It is the policy of CPS that every effort should be made to help students solve conduct problems without resorting to extreme disciplinary measures. Suspension action is recommended only as a last resort. To that end, principals/heads of upper schools or designees are encouraged to pursue and exhaust all other available and appropriate interventions and disciplinary actions to foster the education and good

conduct of a student before resorting to suspension. However, in those cases where a student's behavior is disruptive to the school, hurtful to her or himself or others, or engages in activity forbidden by the laws of the Commonwealth of Massachusetts, then a suspension may be warranted.

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

The principal/head of upper school may suspend a student from school for a period from one to ten days for violation of school rules that occur while in school buildings, on school grounds, in transit to and from school, or during any authorized school activity, whether on or off school grounds. Depending on the severity of the incident, a student will be suspended from one to ten days if he or she is found to have violated the codes of conduct set forth in the *Rights and Responsibilities Handbook* or violated school-based rules. Conduct that can result in a suspension, includes, but is not limited to, the following:

- used violence, force, coercion, threats, intimidation or other comparable conduct;
- set fire or damage to any school building or property;
- sounded a school type alarm with knowledge that no fire emergency exists;
- been or is in possession of a weapon;
- possessed or under the influence of controlled substances or alcohol;
- has been charged with a felony and is determined that his or her continued presence in school would have a substantial detrimental effect on the general welfare of the school;
- prevented or attempted to prevent by physical act the convening or continued functioning of any school or educational function or any lawful meeting on school property.
- damaged or stole personal property of another or was found in possession of stolen personal property while in school;

- caused or attempted to cause damage to school property, stole or attempted to steal school property;
- intentionally caused or attempted to cause physical injury to any student;
- failed to comply with the directions of any school personnel acting legitimately in their official capacity which resulted in any disruptive effect upon the education of other students;
- interfered with any school personnel or student by use of threats, harassment or coercion or disrupted or obstructed any school activity with or without the use of force or violence;
- engaged in any activity forbidden by the laws of the Commonwealth of Massachusetts which constituted a disruption of school activity;
- caused or done any act repeatedly which constituted a knowing and intentional violation of any of the rules and responsibilities set forth in the *Rights and Responsibilities Handbook*;
- been involved in any activity which violated the Massachusetts law prohibiting the practice of hazing (G.L. c.269, Sections 17-19);
- threatened, harassed or intimidated any person while on school grounds, at a school activity on or off school grounds;
- engaged in conduct violative of M.G.L. c. 71, Section 37H and/or 37H ½ ; and/or
- engaged in other conduct violative of school-based rules or the *Rights and Responsibilities Handbook*.

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

30. Expulsions

It is the policy of CPS to provide a safe environment in which students can learn and participate in all programs.

Unfortunately, because there are situations where a student's behavior is a threat to the health and safety of other students or school department personnel, it may be necessary to expel the student.

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

Under Massachusetts General Laws, Chapter 71, Section 37H ½ , the principal/head of upper school can indefinitely suspend a student who has been charged with a felony, and may expel a student who has been convicted of a felony if the student's continued presence in school will have a substantial detrimental effect on the general welfare of the school.

Expulsion Appeals Process: If, after the hearing, the principal/head of upper school decides to expel the student for a violation under M.G.L. c. 37H, the student shall have ten days from the date of the hearing to notify the Superintendent of his or her appeal. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this section. If, after the hearing, the principal/head of upper school decides to expel or indefinitely suspend the student for a violation of M.G.L. c. 71, Section 37H ½ , the student shall have five days from the date of the hearing to notify the Superintendent of his/her appeal. The student will remain out of school until a decision is rendered on any appeal. The student has the right to counsel at a hearing before the Superintendent or designee. The Superintendent or designee will notify the parent/guardian of the decision on the appeal in writing. See the *Rights and Responsibilities Handbook* for further information.

31. Student Searches and Questioning

The Cambridge School Committee's policy relative to student searches and questioning by school security is as follows:

AT THE K-8 GRADE LEVEL: The principal/head of upper school, assistant principal or designee must authorize student searches and questioning by school security or other non-school-based personnel.

AT THE 9-12 GRADE LEVEL: The principal, assistant principal, dean or designee must authorize student searches by school security.

ALL GRADE LEVELS (K-12): The principal/head of upper school, assistant principal, dean or designee, whenever reasonably possible, may request which

security staff person is to be dispatched to the school and/or small learning community.

AT THE K-8 GRADE LEVEL: The principal/head of upper school, assistant principal, or designee must be present during searches and questioning of students conducted by school security, or other non-school-based personnel.

AT THE 9-12 GRADE LEVEL: The principal, assistant principal, dean or designee must be present during searches of students conducted by school security or other non-school based personnel.

AT THE K-8 GRADE LEVEL: An individual of the same sex as the student, whenever reasonably possible, must be present for the questioning of students by school security. An individual of the same sex as the student must conduct all searches of students by school security.

AT THE 9-12 GRADE LEVEL: An individual of the same sex as the student must conduct all searches of students by school security.

AT THE K-8 GRADE LEVEL: The principal/head of upper school, assistant principal or designee, must notify parents or guardians prior to a search of a student conducted by school security. If prior notice is not successful, the parents/guardians will be notified as soon as possible thereafter, and a letter will be sent the same day.

AT THE 9-12 GRADE LEVEL: The principal, assistant principal, dean or designee must immediately notify parent/guardian after school security has conducted a search. Further, a letter will be sent the same day.

AT THE K-8 GRADE LEVEL: The principal/head of upper school, assistant principal or designee must notify the parent/guardian or emergency contact prior to any questioning of a student by school security. If prior notice is not successful, the parent/guardian will be notified as soon as possible, and a letter will be sent the same day.

NOTE: Emergency contact is an individual designated by the parent/guardian to respond to instances involving disciplinary issues, including questioning or searches. Every academic year, parents/ guardians will be asked to designate an emergency contact for disciplinary issues, including questioning or searches, and that contact shall act for the parent/guardian with respect to disciplinary issues, including questioning or searches, to the extent authorized by the parent/guardian.

ALL GRADE LEVELS (K-12): The principal/head of upper school, assistant principal, house administrator or designee must inform students of their rights prior to a search or interview by school security.

AT THE 9-12 GRADE LEVEL: Parent/guardian notification is not required when school security is questioning a student.

School Security will not initiate any independent investigation without the Superintendent's prior approval.

NOTE: Independent investigation refers to any investigation of a serious threat to the safety of students, faculty and/or staff that is ongoing and is not merely the result of an isolated incident. The investigation must also involve one or more schools or CRLS in the district.

32. Student Grievance Process

When the student or parent/ guardian believe that the students rights set forth in the *Rights and Responsibilities Handbook* have been violated by a school department employee, and all good faith attempts have failed to resolve the situation, the student or parent/guardian may file a written complaint with the Superintendent. The written complaint should include the grievance, the specific right being denied, a brief statement of the facts, and a specific request of relief. If the Superintendent is unable to resolve the grievance to the satisfaction of the aggrieved party within seven school days after receipt of the written complaint, the Superintendent shall mail a notice to both parties.

The **notice** shall contain:

- the time and place for a conference to be held no later than ten days after the receipt of the complaint with the exception being that both parties will have an extra five school days to prepare for the hearing; a statement of the grievance formalized in the written complaint;
- a full statement of the facts, including names of witnesses;
- a statement of relief requested, and;
- a statement of the rights of all parties, the right of all parties to have an attorney or other person represent them in the conference, to present witnesses and evidence, and question adverse witnesses.

The **conference** shall conform to the following guidelines:

- conducted before the superintendent or designee,
- conducted in closed session and informally,
- all parties are entitled to representation by counsel or another person of the party's choice,
- all parties may inspect school records and other documents relevant to the complaint, and
- all parties be permitted to question witnesses and have the right to present witnesses and evidence.

If the Superintendent or designee determines that the student's rights have been violated, he/ she can decide appropriate relief.

33. Participation in Extracurricular Activities

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

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

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

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

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

- Have been involved in a serious incident in the community;

- Have a history of violence; and/or
- Have been disruptive and/or disrespectful to staff.

RIGHTS AND PRIVILEGES

34. Non-Discrimination Against Students

Chapter 76, section 5 of the Massachusetts General Laws provides, in pertinent part, that: "[no] person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, gender identity or sexual orientation."

CPS is committed to providing an atmosphere in which all students can learn and can participate in all activities pertaining to their education. Corporal punishment in any form is expressly forbidden. Moreover, any behaviors that insult the dignity of others, interfere with their freedom to learn is unacceptable, or creates hostile academic environment is unacceptable and shall result in disciplinary action being taken. Additionally, any intimidation, threats, harassment, degradation, humiliation or other retaliatory conduct of students will not be tolerated and shall result in disciplinary action being taken. School staff will not attempt to impede or discourage students or their parents/guardians from reporting such conduct to school officials. Any such interference should be reported immediately to the Superintendent.

Below you will find a brief description of the various anti-discrimination policies of CPS.

35. Reasonable Accommodations Policy and Procedure

CPS does not discriminate in admission, treatment or access to its programs or activities and or in employment in its programs and activities. It is the policy of CPS to provide reasonable accommodations to known physical and mental impairment of students. Requests for Section 504 accommodations for students can be made directly to the 504 Coordinator at the student's school. The 504 Coordinator for the school district is the Assistant Superintendent for Student Services, Cambridge Public Schools, 159

Thorndike Street, Cambridge, MA 02141, 617-349-6500.

36. Notice of Rights Under Section 504 of the Rehabilitation Act of 1973

These rights apply to parents/guardians and students who have reached the age of majority, which in Massachusetts is 18 (eighteen), and are as follows:

1. The parent/guardian or student who has reached the age of majority has a right to receive a copy of a notice of procedural rights when the school district identifies, evaluates, refuses to evaluate, makes a new educational placement, denies a new educational placement or makes any significant change in the placement of the student because of the student's disability or suspected disability.
2. The parent/guardian or student who has reached the age of majority has the right to an evaluation of the student if the school district has reason to believe that the student has a mental or physical impairment that substantially limits learning or some other major life activity. The parent/guardian or student who has reached the age of majority has the right to this evaluation before any plan for accommodation and before any subsequent significant change in the educational placement of the child. An example of a significant change in educational placement is a referral for expulsion.
3. The student has the right to a free appropriate public education. The parent/guardian is responsible for the same costs as the parents/guardians of children who are not disabled.
4. To the maximum extent possible, the student has the right to be educated with children who are not disabled.
5. The parent/guardian or student who has reached the age of fourteen or older or entered ninth grade has the right to examine all relevant records the school maintains on the student.
6. The parent/guardian or student who has reached the age of majority has the right to an impartial due process hearing if they wish to contest any action of the Cambridge Public Schools with regard to their student's identification, evaluation,

or placement under Section 504 of the Rehabilitation Act.

7. If the parent/guardian or student who has reached the age of majority wishes to contest an action taken by a Section 504 Team by means of an impartial due process hearing, a Request for Hearing must be submitted to the Bureau of Special Education Appeals (BSEA), One Congress Street, 11th Floor, Boston, MA 02114, or by fax to the BSEA at 617-626-7270. This written request for a hearing must also be submitted to the attention of the Superintendent of Schools, Cambridge Public Schools, 159 Thorndike Street, Cambridge, MA 02141. If the parent/guardian or student who has reached the age of majority ultimately disagrees with the decision of the hearing officer, they have a right to seek review of that decision by filing a complaint with the federal district court.
8. If the parent/guardian or student who has reached the age of majority has other issues surrounding the student's education that do not specifically involve identification, evaluation or placement, the parent/guardian or student who has reached the age of majority have the right to present a grievance or complaint to the school district's Section 504 Coordinator, who is the Assistant Superintendent for Student Services. The office is located on the first floor of 159 Thorndike Street, Cambridge, Massachusetts. The telephone number of the Office of Student Services is 617-349-6500.
9. The parent/guardian or student who has reached the age of majority also has the right to file a complaint with the Office of Civil Rights of the United States Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 Phone: 617-289-0111; Fax: 617-289-0150; TDD: 1-800-877-8339; Email: OCR.Boston@ed.gov.

37. Special Education

Federal and state law guarantees every student the right to a free and appropriate public education regardless of disability. If you believe that your child is in need of special education services, you have the right to seek an evaluation of your child to determine if he/ she is eligible for such services. If a staff member has a specific concern regarding the academic and/or social and behavior needs of a child, he/she should bring those concerns to the attention of the

principal/head of upper school for initiation of a Response to Intervention and/or Instructional Support Team process.

38. Students with IEPs and 504 Plans

Students receiving special education or who have 504 Plans are subject to the provisions of the *Rights and Responsibilities Handbook*. Students with disabilities and students with 504 Plans, as defined by federal and state laws and regulations, shall be subject to the provisions of this *Rights and Responsibilities Handbook*, except as otherwise provided by section 18 of the *Rights and Responsibilities Handbook*. More specifically, IEPs and 504 Plans will indicate whether the student can be expected to meet the regular discipline code as set forth in the *Rights and Responsibilities Handbook* or if the student's disability requires specially designed discipline procedures that address a student's needs. If a student's behavior is impacted by his/her disability, such behaviors will be dealt with through the IEP and/or 504 Team process. In conjunction with making any administrative decision under the *Rights and Responsibilities Handbook* the Principal/Head of Upper School or designee will notify the Office of Student Services of the suspendable offense of a student with a disability whose IEP or 504 Plan does not reflect the need for modifications to the discipline code set forth in the *Rights and Responsibilities Handbook* or any school-based rules, and a copy of the suspension notice will be forwarded to the Office of Student Services.

Staff from the Office of Student Services shall be involved in all administrative decisions under the *Rights and Responsibilities Handbook* involving students with disabilities. If an administrative decision under the *Rights and Responsibilities Handbook* will not impact the student's placement and/or will not result in a cumulative suspension of more than ten (10) school days during a school year, a Team meeting is not required. If an administrative decision under the *Rights and Responsibilities Handbook* will impact the student's placement and/or will result in a cumulative suspension of more than ten (10) school days during a school year, a Team meeting is required before any administrative decision with respect to discipline is made. Prior to making an administrative decision under the *Rights and Responsibilities Handbook*, the Principal/Head of Upper School shall determine whether or not the student has been designated a student with a disability or has been referred for a

special education evaluation but not yet determined to be eligible for special education services. A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated any rule or code of conduct may assert any of the protections provided by state and federal special education laws if the school had knowledge that the student is a student with a disability before the behavior that precipitated the disciplinary action occurred.

The school department is deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action the following occurred:

- The parent/guardian has expressed concern in writing to supervisory or administrative personnel or a teacher of the child that the student is in need of special education services; or
- The parent/guardian has requested an evaluation of the student; or
- The student's teacher or other school personnel have expressed specific concern about a pattern of behavior demonstrated by the student directly to the Assistant Superintendent for Student Services or other supervisory personnel in the Office of Student Services.

The school department is deemed not to have knowledge that the student is a student with a disability if:

- The parent/guardian has not allowed an evaluation of the student; or
- The parent/guardian has refused services for the student; or
- The student was evaluated and found ineligible for special education and related services.

If the school department is not deemed to have knowledge that the student is a student with a disability, the student may be disciplined under the discipline code set forth in the *Rights and Responsibilities Handbook* except that the following limitations apply:

- If the parents/guardians of the student request an evaluation during the time period that the student is subjected to discipline, then the evaluation must be conducted in an expedited manner; and

- Until the evaluation is completed, the student remains in the educational placement determined by school authorities.

If an administrative decision under the *Rights and Responsibilities Handbook* will impact the student's placement and/or will result in a cumulative suspension of more than ten (10) school days during a school year and/or will result in an expulsion, the following provisions shall apply:

A manifestation review will be conducted by the school, the student's parents/guardians and other relevant members of the student's Team to determine whether the student's misconduct was a manifestation of his/her disability. In making this determination the Team will consider whether: (a) the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or (b) the conduct in question was the direct result of the non-implementation of the student's IEP and/or 504 Plan. Depending upon the result of the manifestation determination, the proposed disciplinary action may or may not be implemented. If the Team concludes that the student's conduct is a manifestation of the student's disability, the student shall be returned to the placement from which he/she was removed unless the parent/guardian and the school district agree to a change of placement as part of the behavioral intervention plan for the student. Additionally, the Team must take immediate steps to remedy any deficiencies found in the student's IEP and/or 504 Plan, placement or implementation in accordance with applicable state and federal laws and regulations, including conducting a functional behavioral assessment for the student, provided that such an assessment had not been conducted prior to the occurrence of the conduct that led to the manifestation determination Team meeting; and either implement a behavioral intervention plan or review and modify as necessary the student's existing behavioral intervention plan.

If the Team concludes that the student's conduct is not a manifestation of the student's disability:

- The Team shall develop an alternative plan that provides a free appropriate public education to the student during the period of the suspension;
- The Team shall present the alternative plan to the student's parents/guardians along with the written notice as required under state and federal laws and regulations. Refusal or failure by the

parents/guardians to consent to provision of services under the alternative plan shall not prevent the suspension from being implemented.

If the student's parents/guardians request a hearing before the Massachusetts Department of Elementary and Secondary Education Bureau of Special Education Appeals, the student shall continue in the interim alternative education placement identified by the school as a result of an administrative decision under the *Rights and Responsibilities Handbook* until either the expiration of the term of discipline or an order by a hearing officer is received changing the student's placement, whichever occurs first.

In all instances in which a change in placement or a suspension of ten (10) or more school days will be imposed, the student must be provided with a free appropriate public education. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student who has violated a code of conduct.

Within ten (10) school days after the date of the administrative decision to impose a disciplinary action, the following shall occur:

- The Team must convene to conduct a functional behavioral assessment of the student, if such an assessment does not already exist;
- The Team must implement the student's behavioral intervention plan if such plan was not implemented prior to the behavior resulting in the discipline; or
- The Team must review and modify the behavioral intervention plan for the student if such plan was implemented prior to the behavior resulting in the discipline.
- The Team may determine a change in placement, with or without the parents/guardians permission, to an interim alternative educational setting for a period not to exceed forty-five (45) school days, as long as a free appropriate public education is provided in one or more of the following instances:
 - A student carries a weapon to school or to a school function;
 - A student knowingly possesses, uses, sells or solicits the sale of an illegal drug and/or controlled substance while at school or at a school function; or
 - A student inflicts serious bodily injury upon another person while at school, on school premises, or at a

school function. "Serious bodily injury" is more specifically defined as involving substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

The school also may seek an order from the Massachusetts Department of Elementary and Secondary Education Bureau of Special Education Appeals for the removal of a student for up to forty-five (45) days to an interim alternative educational setting if the school determines that the student remaining in his/her current placement is substantially likely to result in injury to the student or to others.

39. Affirmative Action/ Non-Discrimination Notice

CPS is committed to the principle of equal opportunity in every aspect of its operations, both with respect to academic and employment opportunities. It prohibits and does not discriminate on the basis of race, color, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, religion, disability, age, marital or veteran status in its programs and activities or in admission to or employment in its education programs or activities. CPS also provides equal access to the Boy Scouts and other designated youth groups as required by federal law. The following person has been designated to handle inquires regarding the non-discrimination policies: Program Manager for Diversity Development, 159 Thorndike Street, Cambridge, MA 02141, 617-349-6457.

For further information on non-discrimination you may also contact the Office of Civil Rights of the United States Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109 Phone: 617-289-0111; Fax: 617-289-0150.

40. Homeless Education Liaison

CPS is committed to providing homeless children and unaccompanied youth with equal access to a public education as is provided to other children in Cambridge. Assistance in addressing issues relating to the education of homeless children and unaccompanied youth should be directed to the Homeless Education Liaison for the Cambridge Public Schools. The office for the Homeless Education Liaison is located in the Title I office at 159 Thorndike Street,

Cambridge, MA 02141. The telephone number is 617-349-6487.

41. Freedom of Assembly

Students should enjoy the right to assemble freely and peaceably on school property and to be able to express their views and opinions. Students who are planning an assembly or meeting need prior approval by the principal/head of upper school or assistant principal. Students also have the right to invite and hear outside speakers in school facilities. School officials may regulate the time and place of speeches and require advance notice in order to avoid conflicts and to ensure proper protection of the school community. Students are required to submit the names of outside speakers to the principal/head of upper school or assistant principal for prior approval. The school officials will approve an outside speaker unless there is a substantial factual basis for believing that the speaker will cause substantial disruption of school activities. Student government meetings and school community meetings are the appropriate places to plan such events.

42. Freedom of Expression

Students in a school setting have certain constitutional rights as defined by the courts. Students have the right to express themselves by speaking, writing, wearing, or displaying symbols such as buttons, badges, emblems and arm bands, or through other media or forms of expression. The principal/head of upper school or assistant principal may regulate expression if there is substantial factual basis for believing a specific form of expression will cause or is causing imminent and substantial disruption of school activities. Such disruption may consist of supporting all kinds of racism, pornographic materials, libelous or defamatory statements, or inciting others to break school rules.

43. Freedom of the Person

Students have the right to be safe and secure while in school buildings, on school grounds, transit to and from school, and during any organized school function. Students, school personnel or school officials should in no way use physical force in any manner to cause or attempt to cause physical injury to another student, teacher or school official. A teacher or school official may use physical force if it is reasonable and necessary. The three situations where this is permissible are:

- to obtain possession of a weapon or other dangerous object,
- for the purpose of self defense, and
- for the protection of another person or property.

Common sense and experience dictate when necessary force is used. Physical force in any manner for the purpose of student discipline or imposing punishment is forbidden.

44. Non-Discrimination Policy and Prohibition Against Sexual Harassment

CPS has a commitment to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, religious beliefs, disability, genetic information, or age are not tolerated and where any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable.

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

Discrimination and harassment consist of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, religion, age, disability, genetic information, marital status, gender identity, or sexual orientation. "Sexual harassment" is defined as unwelcome conduct of a sexual nature. It includes sexual advances, requests for sexual favors, and verbal, non-verbal or physical conduct of a sexual nature when:

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

creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.

Sexual harassment includes acts of sexual violence, including without limitation, physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or is unable to give consent due to an intellectual impairment or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

CPS will not tolerate harassing or discriminatory conduct that affects employment or educational conditions, that interferes unreasonably with an individual's school or work performance, or that creates an intimidating, hostile, or offensive work or school environment. Discrimination and/or harassment of employees or students occurring in the schools or workplace are prohibited by law and will not be tolerated by the CPS. For purposes of this policy, "workplace" or "school" includes school-sponsored social events, trips, sports events, work related travel or similar events connected with school or employment, including without limitation, extracurricular and athletic activities and programs, traveling to and from school or on a school sponsored field trip. Further, any retaliation against an individual who has complained about discrimination, harassment or retaliation; or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint is similarly unlawful and will not be tolerated.

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

A student can raise complaints regarding alleged discriminatory practices informally with a student's teacher, principal/head of upper school or dean, Program Manager for Diversity Development or Deputy Superintendent of Teaching and Learning. An employee can raise complaints with his/her supervisor, the Program Manager for Diversity Development or

the Executive Director of the Office of Human Resources. The offices of the Program Manager for Diversity Development, Human Resources and Deputy Superintendent of Teaching and Learning are located at 159 Thorndike Street, Cambridge, Massachusetts. The telephone number for the Program Manager for Diversity Development is 617-349-6457, the telephone number for Human Resources is 617-349-6438 and the telephone number for the Deputy Superintendent of Teaching and Learning is 617-349-6418. The Program Manager for Diversity Development also handles formal complaints regarding alleged discriminatory practices.

In some cases, the conduct complained of may constitute sexual harassment under Title IX and criminal activity. If you believe that the conduct also constitutes a crime you have a right to file a criminal complaint at any time, including during or after the school's investigation into your complaint.

A complete copy of the school district's non-discrimination policy and prohibition against sexual harassment can be located on the school district's website or you can request a copy from the school principal/head of upper school.

45. Student Marriage, Pregnancy and Parenthood

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

46. Title IX Coordinator

CPS does not discriminate on the basis of sex in its educational programs or activities it operates and it does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Any inquiries regarding the application of Title IX should be directed to the Title IX Coordinator for the school district: Program Manager for Diversity Development, Cambridge Public Schools, 159

Thorndike Street, Cambridge, MA 02141, 617-349-6457 or to the United States Department of Education, Office of Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109 Phone: 617-289-0111; Fax: 617-289-0150.

47. Freedom of Religion

Massachusetts General Laws chapter 151C, section 2B, provides that:

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he/she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

Students who miss school because they are observing a religious holiday are to be recorded as an excused absence. Secondly, teachers are asked to refrain from scheduling any important tests, culminating activities, major papers or reports during these days. Finally, teachers are to give their students a reasonable amount of time upon return to their class to make up homework assigned during these days.

48. Pledge of Allegiance Guidelines

Massachusetts General Laws: Chapter 71, Section 69 provides that:

Each teacher at the commencement of the first class of each day in all grades in all public schools shall lead the class in a group recitation of the "Pledge of Allegiance to the Flag."

Participation in the pledge of allegiance may not be required of any student. It is expected that any student who does not wish to take part in the pledge will

respect the right of others who wish to do so without interruption or disruption.

GENERAL POLICIES

49. Acceptable Use Policy for Computer Network (AUP)

It is the policy of CPS that all technology used for the purpose of electronic communication, including without limitation, technology used to access CPS' network and to access the Internet and all electronic devices issued to staff and/or students by CPS (such as computers, telephones, etc.) will be used in a responsible, legal and ethical manner.

CPS computer network and electronic devices are established for a limited educational purpose, and have not been established as a public access service or a public forum. CPS has the right to place restrictions on the use of the computer system and all electronic devices it issues, and to require users to abide by system rules and School Committee policies, including but not limited to, CPS' Non-Discrimination Policy and Prohibition Against Sexual Harassment and Anti-Bullying Policy and to protect the confidentiality of student record information and personnel record information.

While there are many valuable resources on the Internet, there also are many sites that can be considered inappropriate for students and serve no educational value. All individuals using the Internet must use the computer network responsibly to ensure it is only used for educational purposes, and must be consistent with the academic activities of CPS and will be under the supervision of CPS staff. By using CPS' networked information resources, both student and adult users are agreeing to accept this policy.

Use of CPS networked information resources for any illegal or commercial activities is prohibited.

CPS uses a filtering system designed to prevent access to educationally inappropriate sites, including those that contain material that is obscene, pornographic or harmful to minors. However, it is important to understand that no solution is perfect and CPS cannot guarantee that students might not access an inappropriate site. It is the student's responsibility to report any inappropriate site to a teacher and return to the educational topic assigned.

Teachers, administrators and other school personnel who are using the Internet as part of their teaching may call CPS' Information, Communication and Technology Systems (ICTS) to request that a specific site be blocked or unblocked. Such decisions will be made by those responsible for monitoring the CPS filtering system in consultation with appropriate school personnel.

Use of CPS' computers, computer network, including Internet access and e-mail, and other electronic devices (such as cell phones and/or PDAs) is a PRIVILEGE and not a right. ***It is important for all CPS employees, students and the parents/guardians of students to understand that refusal to sign the Acknowledgement of Receipt of the Acceptable Use Policy and/or any violation of the Cambridge Public Schools Acceptable Use Policy may result in the loss of computer, Internet, computer network, other electronic devices and/or e-mail privileges, and/or disciplinary action, and/or prosecution under state and federal law.***

CPS makes no warranties of any kind, whether expressed or implied, for the services it is providing. CPS will not be responsible for any damage you suffer including but not limited to, loss of data, interruption of service, delays, non-deliveries, or mis-deliveries caused by any reason. CPS is not responsible for the accuracy or quality of the information obtained through or stored on the network, and use of any such information is at your own risk. CPS will not be responsible for financial obligations arising through the use of the network.

It is the policy of the Cambridge School Committee and CPS that all transmission of electronic communications and storage of all information is subject to this Acceptable Use Policy, as applicable. All electronic information transmitted by, received from or stored is considered property of CPS and/or Cambridge School Committee, as applicable, and is subject to random, suspicion-less monitoring, archiving and retrieval. It is important for all CPS employees, students and parents/guardians of students to understand that there is no reasonable expectation of privacy with respect to the use of CPS' computer network, including Internet access and email and that there is no reasonable expectation of privacy with respect to the content of electronic communications made to or from the CPS' computer network, including Internet access and email no matter whose electronic communications equipment is used. CPS and Cambridge School Committee can and will

monitor and investigate the use of email files, computers, hard drives and other electronic communications files, systems, devices and platforms regardless of whether accessed in school, in work or remotely if linked directly to the school district server.

Responsible network users will not use CPS' computer network, including without limitation Internet access and e-mail:

- (a) for commercial purposes of any kind
- (b) for political lobbying, although users may use the system to communicate with representatives and to express his/her opinion on political issues
- (c) for illegal activities
- (d) for posting, disclosing or otherwise disseminating personal contact information about themselves or other people, including name, address, telephone, school or work address, without the prior permission of a school administrator, and the prior written permission of the individual whose personal contact information is to be posted
- (e) for posting, disclosing or otherwise disseminating student record information without the prior permission of a school administrator, and the prior written permission of the student's parent/guardian unless such disclosure or dissemination is permitted by Massachusetts student record regulations
- (f) for posting or otherwise disseminating a message that was sent to them privately without permission of the person who sent the message. This provision does not prohibit a user from promptly disclosing to a teacher or school administrator any message they receive that is inappropriate or makes them feel unsafe
- (g) to threaten, humiliate, bully, harass, intimidate or send offensive information to another person or about another person
- (h) for posting chain letters, engaging in spamming or engaging in any other inappropriate form of communication over the computer network
- (i) for posting, disclosing or otherwise disseminating personnel record information without prior permission of a school administrator unless such disclosure or dissemination is permitted by federal or state law
- (j) for viewing, possessing, posting, disclosing, sending, sharing or otherwise disseminating sexually explicit digital pictures, text messages, emails or other material of a sexual nature on any computer, cell phone or

other electronic device regardless of whether federal or state child pornography law is violated

- (k) for activities which disrupt the educational environment
- (l) for unethical activities, such as cheating on assignments or tests
- (m) for activities that invade the privacy of others
- (n) for personal use; in other words, the Cambridge Public Schools' network and electronic devices should only be used for business and/or school purposes
- (o) to engage in any other conduct which violates any Cambridge Public Schools' policy and/or the provisions of the Cambridge Public Schools *Rights and Responsibilities Handbook* or school-based rules in any way
- (p) not use or permit students to interact with any websites that require input of personal or student identifiable information (such as name, address, telephone number, email address, etc.) unless the use of such website has been approved by ICTS
- (q) to violate the provisions of M.G.L.c. 71, §370, including its provisions of regarding bullying, cyberbullying and retaliation.

Responsible network users will:

- (a) never reveal personal information about any user, such as address, telephone number, credit card number, social security number, unless express written permission is granted; and student users will never agree to meet with someone they meet on-line without a parent/guardian's approval
- (b) notify a system administrator of any security problems he/she identifies on the computer network
- (c) be responsible for the use of their electronic devices and account at all times and never divulge his/her password for any device or account to anyone
- (d) recognize that there is no privacy in the contents of e-mail, data or personal files on any electronic device and/or the network, and that all electronic devices and the system are subject to archiving, routine maintenance, access and monitoring of messages and files may be accessed in appropriate circumstances
- (e) promptly disclose to a teacher or school administrator any website that they locate or receive that is inappropriate or makes them feel unsafe

(f) not attempt to gain unauthorized access to CPS' computer network or any other computer network or go beyond the user's authorized access, make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses or by any other means, or otherwise vandalize, tamper with, destroy or interfere with the computer network, with programs, data, files or any other electronic information or devices

(g) honor the legal rights of software producers, network providers, copyright and license agreements

(h) not use the system to access material that is profane or obscene (i.e., pornography), that advocates illegal acts, that advocates violence or discrimination toward other people (i.e., hate literature), or that is illegal (i.e., gambling)

(i) comply with the policies of the Cambridge School Committee and CPS, including without limitation, its Non-Discrimination Policy and Prohibition Against Sexual Harassment, Non-Tolerance of Hate Crimes Policy and Anti-Bullying Policy in connection with the use of the computer network, computer system and email

(j) use the same level of care, judgment and professionalism in communicating on the computer network, computer system and email as they would for other written communications of the school department, including without limitation those on school department or individual school letterhead

(k) report any incidents or receipt of threats, humiliation, bullying, cyberbullying, retaliation, harassment, intimidation or offensive communications (whether via email, text message, social networking site or otherwise) in accordance with the provisions of CPS' Non-Discrimination Policy and Prohibition Against Sexual Harassment and Anti-Bullying Policy

(l) when posting material in a distance learning course, ensure that the posted material is made available only for students officially enrolled in the course for which the transmission is made, whether such transmission of digital information is a distance education course or a supplement to a live course; ensure reasonable measures are implemented to prevent retention of works longer than the class session and prevent unauthorized dissemination of materials (i.e., use passwords, user and location authentication through Internet protocol checking, content timeouts, print disabling, and disabling the cut and paste tool), provide

clear notice to students that the work is protected by copyright and only posted material that is lawfully made, acquired and part of a systematic mediated instructional activity for the class under the control or supervision of the instructor, used in a manner analogous to performances or displays in a live classroom and the amount of material used must be comparable to the amount used in a live classroom setting and not post any digital educational works.

(m) ensure students are educated about appropriate online behavior, including interacting with other individuals on social networking sites, chatrooms and cyberbullying awareness and response.

Discipline

Any violation of this policy may result in cancellation of network privileges and/or appropriate disciplinary action in accordance with CPS rules, and legal action, if appropriate.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network, at the discretion of the school department.

The school department will cooperate fully with local state or federal officials in any investigation related to any illegal activities conducted through the network.

50. Software Code of Ethics

Unauthorized duplication of copyrighted computer software violates the law and is contrary to CPS' standards of conduct. CPS disapproves of such copying and recognizes the following principles as a basis for preventing its occurrences:

- CPS will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- CPS will provide legally acquired software to meet legitimate software needs in a timely fashion and in sufficient quantities for all our computers that require such software.
- CPS will comply with all license or purchase terms regulating the use of any software that the CPS acquires or uses.
- CPS will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and

appropriate disciplinary measures for violation of these standards.

51. School Visitors

To maintain safety and security, all visitors are expected to report to the main office of the school before going elsewhere in the school building. If a visitor disrupts or interferes with the work of students, teachers or other employees by behaving inappropriately or insisting on visiting at inappropriate times, the principal/head of upper school may place limitations on the individual's ability to visit the school, including but not limited to, requiring appointments to be made before visiting, being accompanied by school staff when in the building, or being barred from entering the building. If you have questions about the school's policy on visitors, speak to the principal/head of upper school.

52. No Idling of Motor Vehicles

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

53. Student Lockers

Many CPS schools, especially the newer ones, have lockers for students. Lockers are a privilege. Students who are assigned lockers must abide by the following conditions:

Every effort should be made to keep the lockers secure and allow for the privacy of its contents.

Students should not share lockers unless authorized to do so by the person in charge.

Writing graffiti or failure to keep lockers neat and clean will not be tolerated.

Lockers are for the students' clothing and instructional materials such as books, notes, projects, supplies, lunches, etc.

Students must comply with their school's locker regulations, including scheduled times for access, etc.

Students should take what they need from their lockers at the end of the school day. If it is necessary to get something important from the locker after school hours, an administrator's permission is required.

Since lockers are property of the school department, the schools maintain the right to search lockers if there is reason to believe the locker contains contraband, weapons, or evidence that will link the locker to trafficking in contraband, or if there is present danger of immediate physical threat to the school or its staff or students. The schools will conduct announced and unannounced locker inspections. See Section 4.0 of the *Rights and Responsibilities Handbook* for further information on the locker policy.

CPS is not responsible for the loss of property during the school year. CPS also is not responsible for the loss of property left in a locker after the last school day. These rules and regulations along with the school's school-based procedures also apply to students' desks.

54. Criminal Offender Record Information

CPS seeks to provide a safe learning environment for its students and a safe working environment for its employees. Accordingly, it is the policy of CPS, in accordance with the provisions of M.G.L.c. 71, §38R, as amended by Chapter 385 of the Acts of 2002 and M.G.L.c. 6, §172I, to conduct criminal background checks ("CORI checks") periodically and at least every three (3) years on current and prospective employee(s), contracted service providers, volunteer(s) and school transportation provider(s) including taxicab company employees, any subcontractor or laborer who is performing work on school grounds and other individual(s) who may have direct and unmonitored contact with children. CORI checks will be conducted on current and prospective employee(s) and service providers prior to employment and/or contracting and on any volunteer prior to accepting the person as a volunteer.

Additionally, in accordance with state law, a fingerprint-based state and national criminal history record check is conducted on all current and prospective employees.

55. Field Trips

The Cambridge School Committee recognizes that first-hand experiences provided by field trips and school-sponsored trips are a most effective and worthwhile means of learning; therefore, the Cambridge School Committee encourages that field trips and school-sponsored trips be of significant

educational value which are related to the total school program and curriculum. Additionally, due to the inherent educational value of field trips and school-sponsored trips that all students be able to participate in and have equal access to field trips and school-sponsored trips.

Consistent with this goal, the Superintendent of Schools has established guidelines for field trips and school-sponsored trips. These guidelines address the process for screening, evaluating and approving field trips and school-sponsored trips in order to ensure that all reasonable steps are taken for the health, safety and welfare of the participants and to ensure no substantial disruption of the educational process and the inherent educational value of the field trip and/or school-sponsored trip. Additionally, the guidelines provide that no student be denied participation in a field trip or school-sponsored trip as a consequence or form of punishment for previous behavior for which he or she already has been disciplined. A student may only be excluded from a field trip or school-sponsored trip if the date or dates of his/her suspension or expulsion from school for a violation of school-based rules or the codes of conduct set forth in the *Rights and Responsibilities Handbook* coincides with the scheduled date or dates of the field trip or school-sponsored trip, or if, in the judgment of the principal/head of upper school, a student's previous or current behavior poses a substantial risk to the health, safety and welfare of the student, other students and/or staff participating in the field trip and/or school-sponsored event. The guidelines also require the prior approval of all field trips or school-sponsored trips by the principal/head of upper school, and the prior approval by the Superintendent and/or his/her designee of all overnight and out-of-state or out-of-country trips. Furthermore, the guidelines establish procedures to assure that: (i) all students have parent/guardian permission for trips; (ii) all trips are properly supervised, (iii) all safety precautions are observed, (iv) all student files have been reviewed to determine if any accommodations or modifications are required in order for a student to participate in and have equal access to any field trip or school-sponsored trip, (v) all trips contribute substantially to the educational program, (vi) the district is monitoring whether students are excluded from participation in and/or having equal access to field trips and/or school-sponsored trips, and if so, for what reasons; and (vii) there are procedures in place for parents/guardians to appeal a decision to exclude a student from

participation and access to a field trip and/or school-sponsored trip.

Approval of all field trips and school-sponsored trips is conditional. Approval for any field trip or school-sponsored trip may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of this field trip or school sponsored trip in the interest of the safety of the students and staff of CPS.

CPS and the Cambridge School Committee will not be responsible for any financial obligations incurred as a result of the planning of the field trip or school sponsored trip, or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the field trip or school-sponsored trip or due to a student's exclusion from participation and access to a field trip or school-sponsored trip as a result of the student's suspension or expulsion from school on the date or dates of the field trip or school-sponsored trip.

All rules and codes of conduct established for student eligibility to participate in the proposed trip must be distributed to parents/guardians and students at the time that a field trip is initially announced. Either at the time that the field trip is initially announced and not later than at least six weeks prior to any planned field trip, appropriate school staff should review all student files to determine if any accommodations or modifications are required in order for the student to participate in the planned field trip. If necessary, a Team meeting should be convened either at or near the time that the field trip is initially announced and not later than at least six weeks prior to the planned field trip to review and discuss any accommodations or modifications that are required in order for the student to participate in and access the planned field trip.

No student shall be denied participation in a field trip or school sponsored trip that takes place during the school day (and is not an overnight trip) because of financial inability to pay the fee. Each club, Team or group is responsible for raising all of the money necessary to fund a field trip or school sponsored trip that is being proposed by a group of students. No fundraising or other preparations for a field trip or school sponsored trip should occur until the field trip or school sponsored trip has been approved. No financial support will be available from CPS or the

Cambridge School Committee for any overnight, out-of-state or out-of-country travel.

CPS and the Cambridge School Committee will not be responsible for any expenses incurred as a result of a chaperone's decision to send a student participant home earlier than the scheduled return date due to the student's unacceptable behavior. Students and their parents/guardians will be held responsible for any damage done to hotels, rental properties, real or personal property. Parents/Guardians must agree to pay for any damages that may be done by their son/daughter and/or aid school officials in collecting money necessary to do so.

For all field trips requiring transportation, transportation must be provided by a common carrier that is licensed to do business in the Commonwealth of Massachusetts and is licensed for passenger transport by the Federal Motor Carrier Safety Administration, or in an approved CPS licensed vehicle or by public transportation, such as the MBTA, bus, train or other form of public transportation. All charter services for field trips or school sponsored trips must be provided by a common carrier that is licensed by the Commonwealth of Massachusetts to provide charter services and is licensed for passenger transport by the Federal Motor Carrier Safety Administration. All vendors that provide transportation for field trips or school sponsored trips must provide evidence that their driver(s) are licensed in the Commonwealth of Massachusetts to drive the vehicles being used to provide the transportation for the field trips and/or the charter services for the field trips. All transportation vendors also must maintain liability insurance with a minimum of \$500,000 (five hundred thousand dollars) per occurrence for bodily injury. No transportation vendor shall be used to provide transportation and/or charter services for field trips or school sponsored trips if it has a rating of "conditional" or "unsatisfactory" issued by the Federal Motor Carrier Safety Administration. Nothing in this field trip policy should be construed to prohibit field trips where students travel by means of walking.

Use of privately owned vehicles or leased vans to transport students to and from field trips, athletic events or school sponsored trips are strictly prohibited, except in the case of a bona fide emergency. Determination of the existence of a bona fide emergency will be made by the Principal/Head of Upper School and/or Trip Leader if the Principal/Head of Upper School is not present. Staff and

parents/guardians who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.

Overnight accommodations should be made in advance with safety and security in mind and, whenever possible, travel between the hours of midnight and 6:00 a.m. should be avoided, trip itineraries should leave enough room for drivers to rest in conformity with federal hour-of-service requirements and common sense and take into account the likelihood of delays due to weather, traffic and unanticipated factors.

Specific guidelines for field trips can be accessed on the policy page of our web site at: <http://www.cpsd.us/>

56. Immunizations

State law requires that before registering for school students have been successfully immunized against diphtheria, pertussis (whooping cough), tetanus, measles, rubella (German measles), mumps, poliomyelitis and hepatitis B and other communicable diseases as may be specified from time to time by the department of public health. Parents/guardians are responsible for keeping immunizations current.

57. Family Involvement

CPS recognizes that families are their children's first teachers. As each of us desires and deserves respect for our family and cultural differences, CPS encourages each student, family member and educator to be sensitive to and respectful of human differences in the entire school community. Families are encouraged to: (a) become aware of what their child is learning; (b) ask questions about their child's education; and (c) support their child's learning. The goal of family involvement in CPS is the development of a partnership between home and school that ensures all children become successful lifelong learners. For a copy of CPS' Family Involvement Policy contact the principal/head of upper school.

58. Promotion and Retention Policy

The Cambridge School Committee recognizes that each child develops socially, emotionally, and intellectually at a rate unique to that child and that each child must be afforded the opportunity to progress continually through school community environments that meet their individual needs. A

student who struggles to be successful in school may advance to the next grade when in the judgment of the principal/head of upper school, based upon input from school staff and parent/guardian, advancement is in the best interest of the student.

Students are expected to progress through the grade levels. When a student struggles to meet grade-level standards, school staff, students, and parents/guardians will work together to customize support services to help the student succeed. Retention should be considered a last resort and will take place only after very careful consideration and implementation of a retention intervention plan. With the exception of kindergarten students who due to age may remain in the same grade for a second year, a student may be retained no more than once prior to entering high school. Decisions made regarding students with IEP's must be consistent with the IEP Team findings. The decision to retain a student shall be made by the building principal/head of upper school, in consultation with appropriate staff members and parents/guardians. At the elementary and upper school levels, should the parent/guardian disagree with the principal's decision, the principal/head of upper school will write a letter to be placed in the student's cumulative folder attesting to the recommendation of the principal/head of upper school while allowing the parent/guardian to have the final decision. At the secondary level, the accrual of appropriate credits determines the student's status of grade enrollment unless otherwise determined by the IEP Team findings.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs.

59. Administration of Prescription Medication and Management of Life Threatening Food Allergies in the School Setting

It is the policy of CPS to have procedures in place for the safe and proper administration of prescription medications to students attending CPS and for addressing issues relating to the management of life threatening food allergies in the school setting. The procedures supporting this policy can be found at: www3.cpsd.us/schools/schools_policies. If your child needs to have prescription medication administered during the school day or a plan for managing a life

threatening food allergy, contact the school principal/head of upper school.

60. Wellness Policy

The Cambridge School Committee recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness policy.

Wellness Council

The School Committee has designated the Superintendent of Schools and the Superintendent's designees to establish a Wellness Council that may serve as a resource in connection with the implementation and evaluation of this policy.

Nutrition Guidelines.

The school district's goal is that all students will have opportunities, support and encouragement to make healthy nutrition choices throughout the school day through meals, snacks and beverages provided as part of the school meal program, at other times during the school day such as through food and nutrition education integrated in the health curriculum, school gardens and in school events taking place outside school hours.

The school district's food service program will provide students with access to a variety of affordable, nutritious and appealing foods and beverages that:

- * Meet health and nutrition needs of students and adhere to USDA school meal regulations
- * Meet the Massachusetts School Nutrition regulations, as applicable
- * Accommodate the religious, ethnic and cultural diversity of the student body in meal planning
- * Provide clean, safe and pleasant settings and adequate time for students to eat; and a minimum of 20 minutes for lunch and a minimum of 10 minutes for breakfast, after sitting down.
- * Ensure that no student need go hungry while in school
- * Schools will adhere to the nutritional standards set by the Massachusetts Department of Public Health for competitive foods and beverages including vending machines, a la carte items offered in school cafeterias, school-sponsored or school-related events.

* In addition, the schools will maintain the same Massachusetts standards for concession stands, booster sales, fundraising activities and school-sponsored or school-related events.

Physical Education and Physical Activities

The school district's goal is that all students will have opportunities, support and encouragement to be physically active on a regular basis throughout the school day through physical education (PE) classes, before and after school activities, active transportation and the integration of physical activity into the academic curriculum where appropriate. Additionally, there will be daily recess periods with active play for K-8 students.

Health, Physical Education and Athletic departments will provide all students, including students with disabilities, special health care needs and those in alternative education settings with access to a variety of opportunities for physical activity that:

- Adhere to or exceed the Massachusetts Comprehensive Health Curriculum Framework and the National Association for Sport and Physical Education Standards
- Ensure that students learn skills for lifelong activities
- Provide students with the opportunity to participate in physical activity through a range of programs including but not limited to, intramurals and competitive interscholastic athletics, and activities that are available to all students, regardless of skill level, such as intramurals and physical activity clubs
- Students will not be kept from recess or excluded from a physical education class except if the removal is necessary to protect the health, safety and welfare of the student, other students and staff and/or is related to the students engaging in conduct, during recess or the physical education class, that is in violation of the codes of conduct set forth in the Cambridge Public Schools *Rights and Responsibilities Handbook* and/or in school-based rules or other Cambridge Public School policies (e.g., anti-bullying policy, anti-hazing policy, anti-discrimination policy, etc.), or the permission of the student's parent/guardian has been given for the student's removal or exclusion.

- Physical activity or recess will neither be denied nor required as a form of punishment.
- All students in grades K-8 will have at least 20 minutes of recess actively supervised by trained staff, preferably outdoors, during which the schools will encourage moderate to vigorous physical activity verbally and through provision of space and equipment.
- Students will not be denied recess to conference with teaching staff, finish projects or make up work unless under unusual circumstances.
- Students and staff will be encouraged to engage in active transportation to and from school and to support a healthy and active lifestyle from an early age by working to make bicycling and walking to school a safer and more appealing mode of transportation.

Health and Nutrition Education Activities

The school district's goals for health and nutrition education activities include

- Students will receive encouragement, support and education to adopt healthy behaviors through health education, including nutrition education and social emotional learning
- Students receive health education that teaches the skills they need to adopt and maintain healthy behaviors.
- Students receive consistent health messages from all aspects of the school program.
- Health education curriculum standards and guidelines address both nutrition and physical education.
- Nutrition is integrated into the health education curriculum. Staff who provide health and nutrition education will have appropriate training
- Health and nutrition education curriculum will be aligned to the Massachusetts Comprehensive Health Curriculum Framework, National Health Education Standards and the National Sexuality Education Standards and will establish linkages between health education, school meal programs and related community services. Kindergarten through grade 5 staff will attend district health education training
- Nutrition promotion will support and enhance classroom nutrition education through eating

experiences in the school cafeteria provided by the school district's food service in partnership with the Cambridge Public Health Department and through opportunities to grow, harvest and taste organically grown fruits and vegetables in school gardens.

- Where practicable, school gardens will be maintained as a health and nutrition resource and all gardens will include edible fruits and vegetables and use organic practices.

61. Sports-Related Head Injury & Concussions

All schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules are required, by state law, to have their student-athletes and their parents/guardians, coaches, athletic directors, school nurses, and physicians learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents/guardians inform their coaches about prior head injuries at the beginning of the season. If a student-athlete becomes unconscious during a game or practice, the law now mandates taking the student out of play or practice, and requires written certification from a licensed medical professional for "return to play." More specifically, regulations promulgated under the state law provide, in pertinent part, that "[a]ny student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day." 105 C.M.R. 201.010(B).

Parents/guardians and students who plan to participate in any athletic program must also take a free on-line course. Two free on-line courses are available and contain all the information required by the law. The first is available through the National Federation of High School Coaches at: www.nfhslearn.com

The second on-line course is available through the Centers for Disease Control and Prevention at: www.cdc.gov/headsup

A concussion is an alteration of mental status resulting from the brain being jolted inside of the skull due to a blow to the head or body. It is one of the most complicated injuries faced by medical professionals as

the signs and symptoms are not always straightforward and the effects and severity of the injury can be difficult to determine. Among the symptoms associated with concussion are: headache, dizziness, confusion, amnesia, nausea, and disorientation. Loss of consciousness occurs in less than ten percent of all injuries and is not an indicator of concussion severity. Following an injury, the athlete may also experience other difficulties such as sensitivity to light and sound, forgetfulness, fatigue and emotional changes such as anxiety or depression.

Most athletes who sustain a concussion can fully recover as long as the brain has had time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many student athletes are not aware of the signs and symptoms of injury, the severity concussive injuries pose or they may feel pressure from coaches, parents/guardians, Teammates or others to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome. Therefore, CPS encourages the following care when an athlete sustains a concussion in a school-sponsored sporting event:

1. When any injury occurs, the injured athlete should promptly report the injury to the athletic trainer, coach and school nurse.
2. When any injury occurs, including a head injury or suspected concussion, or signs or symptoms of a concussion are exhibited, or there is a loss of consciousness, the parent/guardian is notified and the injured athlete should visit the local hospital emergency room or review his/her condition with his/her primary care physician to ensure there is not a need for emergency medical care.
3. Communication is vital. Subsequently a care Team consisting of the injured athlete's primary care physician and parents/guardians along with CPS' athletic trainer, school nurse, teachers, head coach and athletic director should monitor the symptoms of injury.
4. Engage the injured athlete in a battery of tests that include a combination of self-report symptoms,

balance and neuro-cognitive testing. The combined assessment will provide a more sensitive and objective evaluation of the effects of the concussion that will help better determine when it is safe for the athlete to return to play.

5. The injured athlete will not be allowed to return to play or practice until a certified licensed athletic trainer from CPS has authorized his/her return to play.

62. HIV/AIDS Policy

The CPS does not discriminate on the basis of HIV/AIDS or association with another person with HIV/AIDS. Children living with HIV/AIDS are entitled to the same rights and privileges related to attendance and participation in education within CPS as other children who are attending CPS schools. Staff and/or students living with HIV/AIDS are not required to disclose HIV/AIDS status. Such disclosure is only made with the express written consent of the individual or the individual's parent/guardian if under the age of eighteen (18). The risk of transmission of HIV in the school setting is extremely low when universal infection control guidelines are followed consistently

and all employees are required to consistently take and follow universal precautions in all school settings and at all school times. A complete copy of the school district's HIV/AIDS policy is posted on the school district's website.

63. Teaching Students About Drugs, Alcohol, Tobacco and Substance Abuse Prevention

The Cambridge Public Schools provides age appropriate, developmentally based drug, alcohol, tobacco and substance abuse education and substance abuse prevention programs in all grades. The objectives of this educational program are to educate students about the consequences of substance use and abuse, including the legal, emotional, psychological and social consequences of alcohol, tobacco and other drug use. The educational program seeks to help students develop the ability to make informed decisions, to have effective strategies to cope with emotional distress, and to be able to resist peer pressure to use alcohol, tobacco and other drugs. A copy of the school district's entire policy can be found on the school district's website.

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