

- Cheer for your team, rather than belittling the opposition. All cheers should be positive at all times. Do not verbally assault or abuse players, coaches, other spectators or officials.
- Obey and respect faculty supervisors who are responsible for providing a safe and friendly venue. Respect the integrity and judgment of game officials.
- Negative chants are prohibited. Examples include use of player's name and/or number in a negative way, cursing, or any form of taunting.
- Booing of cheerleaders is not allowed.
- Noisemakers, inappropriate signs, newspapers, etc., are not allowed.
- Stay off the playing area at all times.
- Respect school property. Do not damage bleachers, school equipment or any part of the facility.
- The use of alcohol, tobacco products, and drugs are strictly forbidden.
- Removing your hat and remain standing for the entire National Anthem

STUDENT PHOTO ID CARDS

In order to maintain safety in the CRLS community, all students are required to wear their student IDs at all times. Additionally, in order to have full access to the school library and to participate in certain school activities, it is necessary to have a CRLS Photo ID Card.

STUDENT SHADOWING

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

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

SUMMER SCHOOL

Students that do not earn passing grades for a course, can be eligible for summer school. Mathematics eligibility for summer school, however, is dependent on a student earning at least a 50% and must not have failed the course because of a violation of the attendance policy.

collaborative school, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

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

Disciplinary Action/Responses to Bullying

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

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

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

and social skills building activities at home; adopting behavioral plans to include a focus on developing specific social skills.

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

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

Promoting Safety for the Target and Others

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

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

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

False Accusations/Retaliation

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

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

Other Complaint Processes Also Available

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

Relationship to Other Laws

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

Intervention Plan covers the behavior.

ASSAULTS ON SCHOOL STAFF

19.5 Assaults/Threats on School Staff

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

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

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

FIGHTING/PHYSICAL ASSAULT

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

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

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

CATEGORY ONE:

Inciter/ Promoter/ Instigator:

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

CATEGORY TWO:

Assault and Battery Upon a Person:

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

CATEGORY THREE:

Fight/ Mutual Assault and Battery:

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

CATEGORY FOUR:

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

FIRE ALARMS

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

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

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

HAZING

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

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

Massachusetts General Laws Chapter 269, Section 17

Crime of Hazing; Definition; Penalty

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

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

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

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

Massachusetts General Laws Chapter 269, Section 18

Duty to Report Hazing

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

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

Massachusetts General Laws Chapter 269, Section 19

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

Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements than 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 postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

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

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

POLICY AGAINST TEEN DATING VIOLENCE

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

Teen dating violence occurring in any setting is unlawful and teen dating violence occurring in any school setting will not be tolerated. Further, retaliation against an individual who has complained about teen dating violence or cooperated in an investigation of teen dating violence

will not be tolerated. The Cambridge Public Schools will respond promptly to complaints and reports of teen dating violence or retaliation and corrective action will be taken where necessary, including disciplinary action where appropriate.

The definitions used in this policy are as follows:

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

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

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

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

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

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

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

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

Recognizing Warning Signs

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

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

Procedure for Reporting Teen Dating Violence

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

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

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

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

The principal must also refer the student and/or the student's parents/guardians to the Cambridge Public Schools Non-Discrimination Policy and Prohibition Against Sexual

Harassment which addresses procedures for informal resolution and filing of formal complaints and the Cambridge Public Schools Anti-Bullying Policy and provide copies of the same upon request.

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

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

Additionally, school staff must remember to comply with all statutory reporting obligations for suspected abuse and neglect (51A reporting). Filing of 51 A complaints should be done by following the Cambridge Public Schools Child Abuse and Neglect Reporting Guidelines, including notifying the principal of the suspected abuse and neglect. Furthermore, school staff also must remember to report all crimes to the police. Staff should notify the principal, who will notify the Director of Safety and Security, and who will coordinate notification to the police.

Reporting of any such incident will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

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

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

Disciplinary Action

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

Other Remedies

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

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

SNOW BALLS

During the winter snow season, it is not allowable to engage in throwing snowballs. It is an unsafe practice that can injure students and pedestrians walking through campus.

STINK BOMBS

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

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

- A student found igniting a stink bomb will be suspended for three days and a court complaint will be filed for disruption of public building

STUDENTS CHARGED WITH OR CONVICTED OF A FELONY

If a student is charged with a felony and his or her continued presence in school would have a substantial detrimental effect on the general welfare of the school, the student may be suspended until the matter is adjudicated by the court. If convicted, the student may be expelled by the principal, if his/her continued presence in school would have a substantial detrimental effect on the general welfare of the school. In either situation the student and parent(s)/guardian(s) will be notified in writing of an opportunity to have a hearing. Further, the student will have the right to representation at the hearing and with the opportunity to present evidence and witnesses.

SUBSTANCE ABUSE/DRUG POLICY

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance as defined in Chapter 94C including, but not limited to, alcohol, marijuana, cocaine or heroin, may be subject to expulsion from the school or school district by the Principal. Additionally, other legal proceedings may result from investigations by the Cambridge Police Department or other law enforcement agencies as a result of a student having engaged in this type of conduct. Students with drug and alcohol problems are encouraged to seek the assistance of school personnel in solving such problems, and will be referred to the appropriate city/health agencies for substance abuse treatment and support. With the discretion of the Administrator, such a student may be given the opportunity and encouraged to attend a facility specializing in the treatment of persons with such problems.

SUBSTANCE ABUSE: ALCOHOL AND DRUGS WILL NOT BE TOLERATED!

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

Procedure for Students in the Presence:

If the administrator determines there is enough circumstantial evidence to confirm that the student was present to participate in substance abuse, the student will receive the same consequences as the user.

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

USE of a controlled and/or dangerous substance implies that a student is reasonably known to have made use of same (e.g. drinking alcohol, using cocaine, smoking or ingesting marijuana, taking a pill, etc.) or is reasonably found to be under the influence of same while under the jurisdiction of school authorities. Use shall also include unauthorized use or abuse of a prescription drug.

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

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

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

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

WEAPON'S POLICY

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

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

Disciplinary Action for Incidents Involving Weapons

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

There are three kinds of weapons:

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

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

C. Ordinary items that are used in a dangerous or threatening manner. Use of these items in a dangerous or threatening manner will result in suspension or expulsion from school. These items include, but are not limited to: pencils, scissors, pins, nails, carpentry tools, laser pointers, walking aides and athletic equipment.

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

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

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

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

Chapter 71, Section 37H, of the Massachusetts General Laws. Further, the student shall have the right to representation at the hearing, along with the opportunity to present evidence and witnesses. If, after the hearing, the Principal decides to expel the student based on the evidence presented, the expelled student will be informed that he/she shall have the right to appeal the decision to the Superintendent of Schools. The expelled student shall have ten days from the date of the expulsion to notify the Superintendent of Schools of his/her appeal. The student has the right to counsel at a hearing before the Superintendent or her designee. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this policy.

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

VANDALISM / DESTRUCTION OF SCHOOL PROPERTY

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

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

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

RIGHTS AND PRIVILEGES

Chapter 76, section 5 of the Massachusetts General Laws provides, in pertinent part, that: “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, gender identity, religion, national origin or sexual orientation.”

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

Superintendent of Teaching and Learning or Program Manager for Diversity Development. Further details on the reporting process are set forth below.

NON-DISCRIMINATION POLICY AND PROHIBITION AGAINST SEXUAL HARASSMENT

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

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

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

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

II. Definition of Discrimination and Harassment

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

- Display or circulation of written materials or pictures that are degrading to a person or group described above.
 - Verbal abuse or insults about, directed at, or made in the presence of an individual or group described above.
 - Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above.
 - Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group (as described above) to participate in or benefit from employment or a program or activity of the Cambridge Public Schools; or (ii) creates an intimidating, threatening or abusive educational or working environment.

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

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

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

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

All such acts of sexual violence are forms of sexual harassment covered under Title IX, a federal non-discrimination statute.

Under the definition stated above, direct or implied requests by a teacher, supervisor or any individual in a position of work or school authority for sexual favors in exchange for actual or promised job or school benefits such as favorable reviews, salary increases, promotions, increased benefits, continued employment, better grades, recommendations or other advantages constitutes sexual harassment. Employees of the Cambridge Public Schools are expressly prohibited from engaging in any sexual relationship with a student. Such conduct is not allowed under any circumstances regardless of the student's age as such relationships are considered sexual violence whether the adult's behavior is unwanted or not.

While it is not possible to list all circumstances that may be considered sexual harassment, the following are examples of conduct that are inappropriate and that, if unwelcome, may constitute sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Sexual harassment includes, but is not limited to:

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

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

III. Reporting Complaints of Discrimination and Harassment

A student can raise complaints regarding alleged discriminatory practices may be raised informally with a student's teacher, principal or dean, Program Manager for Diversity Development or Deputy Superintendent. An employee can raise complaints with his/her supervisor, the Program Manager for Diversity Development or the Executive Director of

Human Resources. The offices of the Program Manager for Diversity Development and Deputy Superintendent both are located at 159 Thorndike Street, Cambridge, Massachusetts. The telephone number for the Program Manager for Diversity Development is 617-349-6456, the telephone number for the Deputy Superintendent is 617-349-6418, and the telephone number for the Executive Director of Human Resources is 617-349-6438.

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

The Program Manager for Diversity Development also handles formal complaints regarding alleged discriminatory practices. In some cases, the conduct complained of may constitute sexual harassment under Title IX and criminal activity. If you believe that the conduct also constitutes a crime you have a right to file a criminal complaint at any time, including during or after the school's investigation into your complaint. A complete copy of the school district's nondiscrimination policy and prohibition against sexual harassment can be obtained on-line at www.cpsd.us or ask the principal or dean for a copy of the document.

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

Reporting Sexual Harassment and Sexual Assault

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

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

If a student reports any incident of sexual assault or uncomfortable, non-consensual physical contact or language by another student/teacher, it must be reported to the Dean of Students immediately. It does not matter which Dean it is reported to, as we want students to feel most supported and comfortable in reporting difficult information. If a student wants a friend

present for support, it is his/her prerogative. The adult to whom it was reported is a mandated reporter (must be reported within 48 hours), and should accompany the student to the dean to speak of the incident (If the student feels comfortable doing it on their own, tell him/her that you will notify the DOS immediately).

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

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

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

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

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

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

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

CAMBRIDGE SCHOOL COMMITTEE

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Alfred B. Fantini
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Assistant Superintendent for Elementary Education

Maryann MacDonald

Assistant Superintendent for Curriculum and Instruction

Anda Adams, Ed.L.D.

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