

**Cambridge Public Schools**  
**159 Thorndike Street, Cambridge, Massachusetts 02141**

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**Cambridge Public Schools**  
**Rights and Responsibilities Handbook**

**Last Date Updated – 5/18/10**

**Please note:** Additional procedures apply to students with Individualized Education Plans and the additional procedures set forth in Section 18.0 also must be followed prior to any disciplinary action being taken.

- c. In all instances, notices of the suspension and the hearing must occur before the student may be asked to leave school, except when a student presents an immediate threat to school officials, other students, staff and/or himself/herself or clearly endangers the school environment. In this case, the hearing may be delayed but must be held within a reasonable period of time.

The Principal and/or his/her designee should exercise reasonable care in reviewing the circumstances and use his/her good professional judgment in making a suspension decision. Extenuating or mitigating circumstances will receive consideration before a decision on suspension is made.

The Principal may suspend a student from school for a period from 1 to 10 days for violations 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.

- 14.3 Depending on the severity of the incident, a student will be suspended from one to ten days if he/she is found to have, including but not limited to:

a. *Assault & Battery/Bodily Harm/Threats*

- i. uses violence, force, coercion, threats, intimidation or other comparable conduct.
- ii. interferes with any school personnel or student by use of threats, harassment or coercion or disrupts or obstructs any school activity with or without the use of force or violence.
- iii. harms or attempts to harm a school employee or another person with a weapon or dangerous object.
- iv. commits assault, including sexual assault or assault and battery on a school employee or another person.
- v. causes or attempts to cause physical injury to a school employee or another person.
- vi. endangers the physical safety of another by use of force or violence or threats of force or violence. A threat of force or violence is some overt act that reasonably places the victim in fear of imminent bodily injury. This offense includes hazing.

**b. *Possession of Firearms, Dangerous Weapons, Dangerous Objects***

- i. been or is in possession of any firearm or weapon.
- ii. been or is in possession of any knife or dangerous weapon prohibited by law.
- iii. uses any object in a dangerous or threatening manner.

**c. *Controlled Substances, Alcohol and Tobacco***

- i. been or is in possession of or under the influence of a controlled substance or alcohol.
- ii. sells, distributes or been or is in possession with the intent to sell or distribute any prescribed or non-prescribed controlled substance in school, on school grounds or while under school jurisdiction.
- iii. been or is in possession of or uses any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind.
- iv. is found using tobacco products on school property, at school-sponsored activities or while on school provided transportation.
- v. displays, uses or is otherwise in possession of a controlled substance or alcohol while in school, on school grounds or while under school jurisdiction, including at a school-sponsored activity or event.
- vi. in the presence of to participate in the selling, distribution, use or possession of a controlled substance, non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind on school grounds or while under school jurisdiction, including at a school-sponsored activity or event.

**d. *Harassment, Discrimination, Bullying, Cyberbullying and Violations of Civil Rights***

- i. violates the civil rights of others.
- ii. engages in acts of harassment or discrimination, including acts of sexual harassment.

function; or

- c. 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.

18.4.7 The school also may seek an order from the Massachusetts Department of Education Bureau of Special Education Appeals for the removal of a student for up to forty-five (45) school 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.

## **19.0 EXPULSION POLICY – Weapons, Drugs and Assaults**

19.1 The Commonwealth of Massachusetts Educational Reform Act of 1993 provides that any student who is found on school premises or at a school-sponsored or school-related event, including an athletic game, in possession of a dangerous weapon or in possession of a controlled substance as defined in Chapter 94C, including, but not limited to, alcohol, marijuana, cocaine and heroin, may be subject to expulsion from the school or the school district by the Principal. Additionally, any student who assaults a Principal, an Assistant Principal, teacher, teacher's aide or other member of the staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or the school district by the Principal.

Therefore, this policy applies to the possession of dangerous weapons, the possession of controlled substances, and to assaults on staff by students.

### **19.2 Weapons**

#### **Disciplinary Action for Incidents Involving Weapons**

Bringing a weapon to school, using a weapon on school grounds or at a school activity, or having a weapon in your locker, pocket, or while you are at school, on the bus, or at an after-school activity, is a grave offense and is against school rules and regulations. It is also against the law. There are three kinds of weapons:

- a. Those that are "legally dangerous," which include weapons that are against the law to possess, such as 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:

- i. **firearms of any kind, including BB guns and air rifles,**
  - ii. **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,**
  - iii. **metallic knuckles, nunchaku, shuriken or any other similar pointed star-like object that is intended to injure a person when thrown,**
  - iv. **black jacks, blow guns,**
  - v. **any arm band that is made of leather which has metallic spikes, points or studs; any similar device made from any other substance,**
  - vi. **mace, tear gas, or any other substance that is used to incapacitate another person,**
  - vii. **fireworks or explosives of any kind,**
  - viii. **all other such weapons as described in Massachusetts General Laws, Chapter 269, Section 10.**
- b. **Other prohibited items, which, though not defined as weapons under the Massachusetts General Laws, Chapter 269, Section 10, are not permitted on school premises, at school-sponsored and/ or at school-related events, including athletic games. Possession of said items that are of no reasonable use to a student in school and are not permitted on school premises, at school-sponsored events and/or at school-related events, including athletic games:**
- i. **knives of any kind, shape or length; including key chains, knives, drafting knives,**
  - ii. **blades of any size,**
  - iii. **razors, box cutters,**
  - iv. **chains, whips or any other metal object of no academic purpose.**
- c. **Other ordinary items or objects that are used in a dangerous or threatening manner. Such items include: pencils, scissors, needles and pins, nails, carpentry tools, etc. Use of such items in a dangerous or threatening manner may result in suspension or expulsion from school.**

**NOTE: No toy or replica weapons of any kind, including guns and knives, will be 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 they are determined by the Principal or Assistant Principal to be in violation of this policy.**

### **19.3 Substance Abuse**

The policy outlined below is an administrative action that has been approved by the Cambridge School Committee. In no way are these guidelines to be substituted for any other legal proceedings that result from investigations by the Cambridge Police Department or other law enforcement agencies. This policy is to assist Cambridge School Department personnel in rendering decisions regarding offenders of said policy and should not violate student rights as they relate to 603 C.M.R. 28.00 and other Massachusetts state laws and regulations.

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.

### **19.4 Definitions of Substance Abuse**

- a. 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.
- b. 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 or guardian, and refer the matter to appropriate medical and/or legal authorities.
- c. 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.
- d. With the discretion of the Principal, such a student may be given the opportunity and encouraged to attend a facility specializing in the treatment of persons with such problems.
- e. All communications regarding such problems are to be kept in strictest confidence.

- f. **Procedure for Students in Presence:**
- i. **If it is evident that the student was aware that someone was using, dealing, displaying drugs or alcohol and made no reasonable attempt to leave, there will be a three-day suspension and referral to CASPAR day assessment program.**
  - ii. **If the administrator determines there is enough circumstantial evidence to confirm that the student was present to participate in drug or alcohol use, the student will receive the same consequences as the user.**
- g. **Possession of a controlled substance implies that a student has a controlled substance on his/her personal property, or under his/her control (e.g., locker) while under the jurisdiction of school authorities.**
- h. **Use of a controlled substance and/or dangerous substance implies that a student is reasonably known to have made use of same (e.g. drinking alcohol, using cocaine, smoking 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.**
- i. **Distribution of such a substance implies the transfer of such substance to another person, with or without the exchange of money or other valuables. Possession, use and distribution of a controlled substance are governed by the expulsion policy.**

#### **19.5 Assaults/Threats on School Employees**

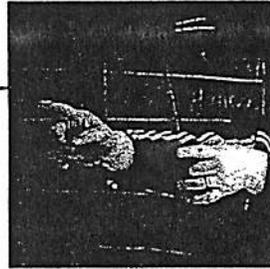
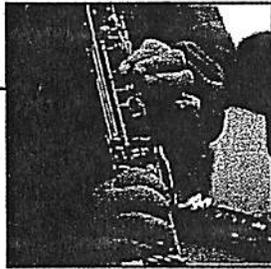
**Students are prohibited from assaulting, battering or harassing any school employee. These behaviors may be defined as: (1) intentionally, knowingly or recklessly causing bodily injury to another; (2) intentionally or knowingly threatening another with imminent bodily injury; or (3) intentionally or 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 include: (1) Ten-day suspension and expulsion hearing; (2) criminal complaint filed; and (3) police notified.**

**Any student who assaults a Principal, Assistant Principal, Dean, teacher, teacher's aide or other staff on school premises or at school-sponsored or school-related**

# CPS

Cambridge Public Schools



## *Guide to Policies for Students & Parents*

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

This publication is available in English, Portuguese, Haitian Creole, Spanish, Chinese and Korean at the Family Resource Center and in the schools.

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 of the school. You also may obtain a copy of the *Rights and Responsibilities Handbook* from the school principal.

Additionally, provided below are brief descriptions of various policies of the Cambridge Public Schools, including anti-discrimination policies. For a complete copy of any of these policies, contact the school principal.

### **Philosophy**

The Cambridge School Committee's Discipline Policy and Procedures urges 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.

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 or caregiver, 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). Descriptions of these teams can be found in the section on student support services. 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**

### **Drug Policy**

A student is in violation of the drug policy if he or she is found on school premises, the bus, or at school-sponsored or school related events, including athletic games, in possession of 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.

### **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 State Department of 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***

#### **Category 4- Fight/Mutual Assault and Battery:**

**First Offense-** Three-day out-of-school suspension. Parent conference. Mediation made available and encouraged upon return.

**Second Offense-** Five-day out-of-school suspension. Parent conference. Mediation made available and encouraged upon return.

**Third Offense-** Ten-day out-of-school suspension. Expulsion hearing at Principal's office.

#### **Category 5- Fight/Mutual Assault and Battery in Classrooms, Cafeterias:**

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 behavior warrants strict disciplinary action. Examples include: lunch time in cafeteria, outside during dismissal or upon entering the building, at dances, sporting events, or at any school assembly or related event.

##### **Physical Altercation:**

**First Offense-** Five-day out-of-school suspension. Parent conference. Criminal complaint may be filed. Police notified.

**Second Offense-** Ten-day out-of-school suspension. Parent conference. Expulsion hearing at Principal's office.

##### **Verbal Altercation:**

**First Offense-** Two-to five day out-of-school suspension. Parent conference.

**Second Offense-** Ten-day out-of-school suspension. Parent conference. Criminal complaint may be filed. Police notified.

#### **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.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-

related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

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

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

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

(e) 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.

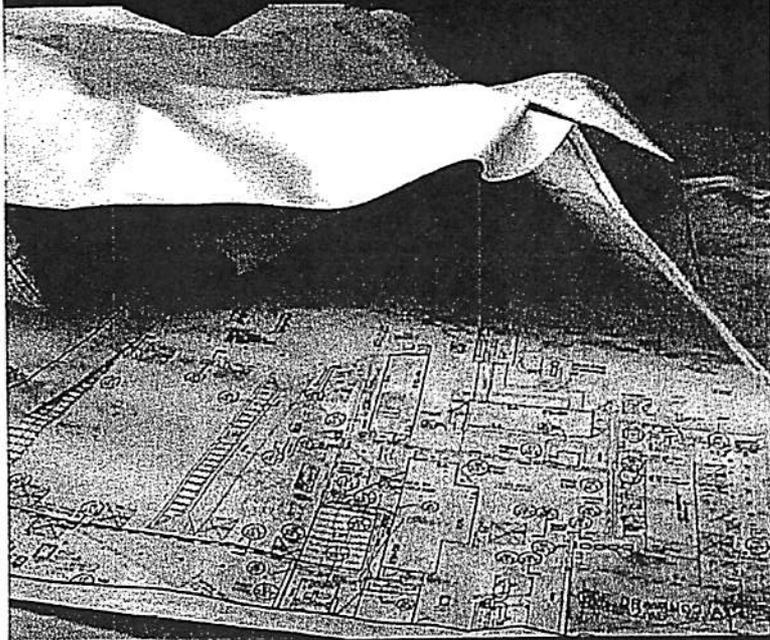
#### **Weapons Policy**

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, is considered a dangerous weapon. 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 released from the

*Opportunity ☆ Diversity ☆ Respect*



Cambridge  
Rindge & Latin  
School Handbook  
2010-2011

*Opportunity ☆ Diversity ☆ Respect*

## Cambridge Rindge and Latin School

### MISSION

The mission of the Cambridge Rindge and Latin School is to provide a quality education to every student through rigorous, comprehensive, and personalized teaching and learning. Working in partnership with families and the wider community, we maintain a nurturing, respectful, and safe environment where educators and students hold themselves to high standards. We value academic excellence, creativity, diversity, perseverance, collaboration, and responsible decision-making. Within and across our learning communities, we prepare lifelong learners who participate thoughtfully, responsibly, and productively in a global, democratic society.



### KEEP INFORMED

The CRLS daily bulletin, Did You Know (DYK), contains information about school events, student government meetings, club meetings, and sports events. It also includes school policy information, academic and scholarship opportunities, job internships, employment listings and much more.

Students are urged to read the DYK every day. It can be picked up in the Main Office and Learning Community Offices and is available each day on our website: <http://www.cpsd.us/crls/dyk>.

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

CODES OF CONDUCT

to bullying, or to retaliation for reporting bullying, providing information during an investigation of bullying or witnessing or having reliable information about bullying, he or she should bring the matter to the attention of the principal of the school where the child attends. This may be done verbally or in writing. Reports of bullying and/or reports of retaliation for reporting bullying, providing information during an investigation of bullying or witnessing or having reliable information about bullying may also be made anonymously to the principal of the school where the student attends. Please note; however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report having been received.

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*.

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**ASSAULTS ON SCHOOL EMPLOYEES**

Any student who assaults a principal, assistant principal, dean, 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. An act is considered an assault if the student: (1) Intentionally, knowingly or recklessly causes bodily injury to another; (2) Intentionally or knowingly threatens another with imminent bodily injury; or (3) 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.

Consequence: The consequences for assault include: (1) Ten-day Out of School Suspension and expulsion hearing; (2) Criminal complaint filed; (3) Police notified.

**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, marijuana, cocaine or heroin and/or alcohol may be expelled 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.

Any staff member who observes or becomes aware of a student in possession of a controlled substance shall follow the procedures set

**CODES OF CONDUCT**

forth in Section 22.0 through 23.3 of the Cambridge Public School District's *Rights and Responsibilities Handbook*. **ALCOHOL AND DRUGS WILL NOT BE TOLERATED!**

**DEFINITIONS OF SUBSTANCE ABUSE**

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 from 1-3 day/s 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 marijuana, taking a pill, etc.) or is reasonably found to be under the influence of same while under the jurisdiction of school authorities. Use shall also include unauthorized use or abuse of a prescription drug.

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

- In appropriate cases where a student is under the influence of alcoholic beverages or drugs while in school, the Princi-

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pal or his/her designee may send the student to the nurse or doctor, notify the student's parent or 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.

**WEAPONS**

- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife, may be expelled by the principal.
- All students attending CRLS and parents 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 having a weapon in your locker, pocket, or