

# **Atlantis Charter School**



## **Student and Parent/Guardian Handbook**

**2008 – 2009**

*Atlantis Charter School does not discriminate on the basis of race, color, religion, national origin, age, handicap, or veteran status in the provision of educational opportunities or employment opportunities and benefits, in compliance with Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. Any hearings or public discussions of any case are covered by the Family Educational Rights Privacy Act.*

## **PREFACE**

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The policies and procedures provided in this handbook are designed to help the school run smoothly so that you will have a successful year at Atlantis Charter School. The information provided should be used as a guideline in knowing rights, responsibilities and acceptable standards of behavior.

Please read this guide carefully and contact the building administration or teachers for further information. Please keep in mind that no guide can completely explain all information about our school.

All rules, regulations, requirements and policies are written in compliance with federal, state, and local education authorities. Recent changes and updates may supersede statements in this guide. In such cases the rulings of the higher authority will prevail. Best wishes for a positive and productive school year!

Fernando M. Goulart  
Executive Director

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## **MISSION STATEMENT**

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The mission of the Atlantis Charter School is to provide an education second to none yielding academic excellence and life-long learning skills.

Atlantis Charter School, an independent public school, provides an educational choice to the families of Greater Fall River by offering a solid academic foundation to our students on which to build a successful future. We expect an equal partnership among parents, community, faculty, staff and students to create a safe, caring, innovative and progressive learning environment. Atlantis incorporates the best methods in our curriculum to meet the needs of our student population. It is our intent to become a model of educational excellence.

### **DISCRIMINATION STATEMENT**

Atlantis Charter School addresses the issues concerning discrimination on the basis of race, color, national origin, religion, sex, handicap and sexual orientation through the following policy:

“In compliance with requirements by the Federal government (Title IX of the Education amendments of 1972, section 504 of the Federal Rehabilitation Act of 1973, and the implementing regulations) and the Massachusetts State Government (Chapter 622 of the Acts of 1971, and the implementing regulations) Atlantis Charter School shall prohibit discrimination on the basis of race, color, national origin, religion, sex, handicap, or sexual orientation, in regard to hiring practices by any and all schools and department and also in regard to student admission to school, courses of study, activities, and any other opportunities for students made available within the district.”

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## **CHARTER APPROVAL**

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The Charter for Atlantis Charter School was approved in 1995 and has been reviewed and approved in 2000 and 2005 by the Charter School Office at the Massachusetts Department of Education.

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## **RULES GOVERNING STUDENT CONDUCT AT ATLANTIS CHARTER SCHOOL**

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The Board of Trustees shall establish and the Principal will publish written rules governing the conduct of public school students under its jurisdiction.

The following terms as used in these rules and regulations shall have the following meanings:

- a. “Student” shall mean any person enrolled in school under the jurisdiction of Atlantis Charter School Board of Trustees.
- b. “Parent/Guardian” shall mean any student’s parent or guardian until such a time as a student, 18 years of age or older, requests, in writing, that any or all of the rights and provisions of these rules and regulations shall no longer extend to such parent or guardian. Every student, whether older or younger than sixteen years of age, shall have

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the right to attend Atlantis Charter School, subject to the written Enrollment Policy approved by the Department of Education and the rules and regulations of the Board of Trustees.

The rules and regulations set forth in this Discipline Code shall apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or any place interferes with or obstructs the missions or operations of the school district or the safety or the welfare of students or employees.

The rules, regulations, and sanctions set forth in this Discipline Code do not supersede any judicial action that may be taken by the appropriate authority of the Commonwealth of Massachusetts.

The principal and/or designee may take any action to foster the education and good conduct of a student, including, but not limited to the following:

- a. Work with the student on a one-to-one basis, attempt to ascertain the source of the problem, and recommend alternatives.
- b. Confer with parents, guardian or friends, if necessary. A home visit by a teacher, counselor, or administrator may be required on occasion.
- c. Refer to school counselor.
- d. Refer to Local City or Town agencies that deal with youth problems, or family counseling.
- e. Confer with any or all of the above.
- f. Refer to principal.
- g. Counsel a student or group of students.
- h. Assign a student to another class in place of or in addition to his or her regular classes.
- i. Require a student to remain in school outside of regular hours, under assigned supervision, for no longer than 45 minutes to do meaningful schoolwork or counseling.
- j. Refer a student to a Student/Teacher Assistant Team for initial evaluation of educational or behaviors concerns.
- k. Refer a student for evaluation as a child in need of special education, pursuant to paragraph 314.0 of the Chapter 766 regulations, after all efforts have been made to meet the child's needs within the context of the services which are part of the regular education program.
- l. Refer to the local school district a student identified through an appropriate evaluation process as in need of a considerably separate behavioral setting.
- k. Advise a student that the primary purpose in school is academic and that misbehavior can result in suspension from or exclusion from extra-curricular activities.

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### **POLICY OF PERSONAL APPEARANCE**

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Neatness, cleanliness and modesty in dress are standards that students must strive for. Any student who does not meet these minimum standards will be subject to disciplinary action. All students must keep in mind the following requirements:

1. The health and safety of the student(s) must never be jeopardized.
2. Uniform and grooming must be neat and clean.
3. The student(s) uniform and appearance must not distract from the education process.
4. Students are expected to be in full uniform every day except those designated times sanctioned by the Administration to emphasize special events and/or privileges.

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## ATTENDANCE POLICY

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It is the policy of Atlantis Charter School and its staff that regular attendance in all classes is essential to the learning process and establishes good work habits. Therefore, parents/guardians have a legal responsibility to ensure that their child or children are in attendance and on time every day of the school year.

Attendance shall be taken in every class and each absence shall be recorded by teachers. It is the responsibility of the student to make up class work missed during any absence. Excessive absences which have a negative effect on test scores, class participation, or other criteria used by the class-room teacher to establish satisfactory performance often jeopardize a student's promotion, graduation and/or successful course completion.

Whenever a student is absent from school, parents/guardians are highly encouraged to notify the school by telephone. The school will attempt to call parents of students who are absent but do not notify the school.

Students who are determined to be truant will not be given an opportunity to make up any tests or other assignments given on the day in question. The student will receive a zero (0) on each of the day's assignments.

Parents will be notified of student absences in the mid-trimester reports and Trimester Progress Reports. Parents are always welcome to contact the school for an attendance update.

Students who are absent from school will not be allowed to participate in any after school activity on the day of the absence (students absent on Fridays will not participate in any event until being present in school the following week.) In extenuating circumstances the administration has the discretion to override this provision of the policy.

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## ABSENCES

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The intent of this policy is not to say that a certain number of absences from school or class is acceptable or allowable.

A student will be allowed 5 unexcused absences per trimester. The parent/guardian should call ACS between 7:00 a.m. and 8:30 a.m. stating a valid reason for the absence. The student also needs to bring a note from home upon his/her return. Any student missing 5 consecutive scheduled school days will be required to obtain a physician's permit or Board of Health permit before returning to school. Students will not be penalized for excused absences.

Excused absences include:

- A. Illness- verified with physician's documentation.
- B. Mandated Court Appearances- verified with copy of summons
- C. Religious Holidays – verified in writing by clergy
- D. Death in the family- note from parent/ guardian along with an obituary notice or funeral card

It is the responsibility of the student to make up all work missed due to any type of absence. Requests for make up work may be made in advance by calling the school by noon.

### Consequences

#### Unexcused absences:

- 5 absences: Parents notified
- 6-7 absences: Parents notified and a detention assigned.
- 8 absences: Parents notified, conference with Principal and FLC Director, and detention assigned
- 9 absences: Parents notified and In-School Suspension assigned. An **In-School Suspension** will be assigned for each additional unexcused absence.
- 10 absences: Conference with Principal and Supervisor of Attendance, reassessment of Home and School Involvement Compact regarding student placement at ACS. Students will be referred to Department of Social Services and/or to the Courts for truancy by the School Attendance Officer.**

## **TARDINESS**

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Students who arrive late to school or classes are marked tardy. Students whose tardiness causes them to miss more than 1/2 the day or class will be considered absent for the purposes of the attendance policy. Disciplinary action will be taken in the cases of repeated tardiness.

Students are not allowed to be tardy more than 5 times per trimester. Students are expected to be in line to enter school at 7:55 a.m. at the Lower School (K-4) and at 8:10 a.m. at the Upper School (5-8). Being prompt to school is an important part of education. Consistent tardiness results in the loss of valuable class time. Excessive tardiness represents poor preparation to participate in education and the activities of daily living. The school will excuse tardiness only due to inclement weather or other school emergencies.

Other excused tardiness is constituted by:

- A. Doctor's appointments- verified with physician documentation.
- B. Mandated Court Appearances- verified with copy of summons
- C. Religious Holidays – verified in writing by clergy

It is the responsibility of the student to make up all work missed due to tardiness. Requests for make up work may be made in advance by calling the school by noon.

### **Consequences**

#### Unexcused tardiness:

- 5 days tardy: Parents notified
- 6-7 days tardy: Parents notified and after school detention
- 8 days tardy: Parents notified, conference with Principal and FLC Director, and detention assigned.
- 9 days tardy: Parents notified and In-School Suspension assigned. An In-School Suspension will be assigned for each additional unexcused tardy.
- 10 days tardy: Parents notified, conference with Principal, and reassessment of Home and School Involvement Compact regarding student placement at ACS.

Students may be referred to Department of Social Services or to the Courts for tardiness (educational negligence) at the discretion of school administration.

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## **EARLY DISMISSALS**

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No student may leave school before the end of scheduled classes for any reason without the expressed permission of his/her parent or guardian and a school official. Parents agree not to request that pupils be dismissed from school except in an extreme emergency. It is requested that doctor or dentist appointments be scheduled after school if possible.

Permission for dismissal is granted when a note, stating the reason for the request and signed by the parent or guardian, is presented to the office no later than the end of homeroom. Phone call requests for emergency dismissals must be received by the receptionist at least 1 hour before the requested dismissal time. If a student needs to leave school because of illness, he/she must have the permission of the nurse and his/her parent/guardian. Dismissals for religious purposes also require a note.

If a student is dismissed for more than three (3) hours, he/she will be considered absent for that day. However, the student will be allowed to make up all work without penalty.

No early dismissals will be granted after **2:45 p.m. at the Lower School** and **3:00 p.m. at the Upper School** without a written note handed in by student to main office. Office staff needs to be alerted to emergency dismissals via telephone call or email prior to parent pick-up. Failure to comply with this protocol may result in delaying student dismissal. The

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receptionist may ask for photo identification from the individual picking up the student. This individual must be listed on the student enrollment form as approved by the child's parents.

Students are not to visit, loiter, disturb, or harass other students at other schools when they are dismissed from school for whatever reason. Failure to adhere to these rules will result in disciplinary action.

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### FAMILY VACATIONS

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Family vacations scheduled during the school year are strongly discouraged and are considered unexcused absences. Parents and students should be aware that any school days missed as a result of family vacation cannot be appealed.

Nothing can substitute for the direct instruction and guided practice that is available only in the classroom. Should it be necessary for families to remove their children from school for a vacation, parents must contact the office with the information prior to the planned absence. Students in Grades 2 and above should take a book or books assigned by the teacher and write a summary of the books read as well as a daily report on their trip activities. This work should be passed in to the teacher upon returning to school. The student is also required and responsible for making up all missed work upon returning to school.

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### REPORT CARDS

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Report Cards are issued three times per year at the end of each Trimester. Parents/guardians will receive their child's Report Card only during the scheduled Parent-Teacher Conference at the end of Trimester 1 and 2. Failure to attend will result in a conference with the Principal to reassess the placement of their child at Atlantis, as noted in the Home/School Compact. The Final Report Card (Trimester 3) will be handed to the student on the last day of school. If the student is absent, the Final Report Card will be mailed home.

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### CANCELLATION OF SCHOOL & EARLY DISMISSALS

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SCHOOL CANCELLATION for severe weather or other emergencies will be announced on the following radio and television stations by 6:30 a.m.:

**TV Stations:**

WLNE Channel 6      WJAR Channel 10      WPRI Channel 12      WFXT Channel 25      FOX Channel

**AM Radio:**

1480 WSAR      630 WPRO      920 WHJJ

**FM Radio:**

94.1 WHJY      101.5 WWBB      105.1 WWLI

Notification will also be sent via **Alert Now**, an automated messaging system that will help school and parent communication. In case of school cancellations or early dismissals parents or guardians will receive a telephone call and or email message notifying them.

In order for you to receive this service the school must always have your current telephone numbers: home, work, and cell. In addition, please also provide your main e-mail address.

If you have Internet access you may wish to register at this website: <http://www.turnto10.com/closings> and you will also receive an email as soon as Atlantis cancels school.

**EARLY DISMISSAL:** In the event of an emergency situation, schools may be required to dismiss earlier than the regularly scheduled time. Announcements will be made on the stations listed above.

**Please do not telephone the stations or school personnel. If a decision is made to cancel school it will be announced.**

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## MID-TRIMESTER PROGRESS REPORTS

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Mid-Trimester Progress Reports will be mailed home three times a year after the seventh week of class in the respective trimester. These reports will indicate whether your child is in danger of failing a course (grade less than 75).

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### GRADING

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A student at Atlantis needs a minimum grade average of 70 [C-] to pass each class. The following scales are used for grading at ACS.

#### Readiness Kindergarten and Kindergarten:

*Academic and Effort:*     1 = Commendable     2 = Satisfactory     3= Reinforcement Needed

#### Grades 1- 8

*Academic:*

<b>A+</b>	100-97	Demonstrates comprehensive and in-depth understanding of rigorous subject matter.
<b>A</b>	96-94	} Demonstrates an excellent understanding of rigorous subject matter.
<b>A-</b>	93-90	
<b>B+</b>	89-87	} Demonstrates a solid understanding of challenging subject matter.
<b>B</b>	86-84	
<b>B-</b>	83-80	
<b>C+</b>	79-77	} Demonstrates average understanding of subject matter.
<b>C</b>	76-74	
<b>C-</b>	73-70	
<b>F</b>	0-69	Does not demonstrate sufficient understanding of subject matter

*Effort:*     1 = Commendable     2 = Satisfactory     3= Reinforcement Needed

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### PROMOTION REQUIREMENTS

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The Board of Trustees, to ensure the continued success of our students, has approved a student promotion policy requiring a student to pass Reading in order to be promoted to the next grade.

To be promoted (in addition to passing Reading), a student must also pass a minimum of three out of the other four major subjects [English Language Arts, Mathematics, Science, or Social Science].

Failure to meet these requirements will result in a student being retained in grade level.

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### CLASS STANDING

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**High Honors:**     A student must receive a final grade of 90 [A-] or above in each of the five major subjects [English Language Arts, Mathematics, Science, or Social Science] and have no grade lower than 80 [B-].

**Honor List:**     A student must receive a final grade of 80 [B-] or above in each of the five major subjects and have no grade lower than 70 [C-].

The following is intended to clarify the class standing procedure at Atlantis Charter School:

1. Each student receives a weighted average, based on the number of periods the class meets per week.
2. Class rank is based on the weighted average.

## **PARENT-TEACHER CONFERENCES**

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Conferences are an important part of communicating about a student's progress. Two scheduled conferences are required during the school year (at the end of the first and second trimesters). Additional conferences with administrative staff or faculty may be arranged at any time. Please call the school to set up an appointment. A teacher or parent may request that the Principal attend a conference.

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## **HOMEWORK**

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The term "homework" refers to an assignment to be prepared during a period of supervised study outside of school. The purpose of homework is to improve the learning process, to aid in the mastery of skills, and to create and stimulate interest on the part of the student. Homework is a learning activity, which should increase in complexity with the maturity of the student.

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the teacher and/or student. Homework is **not** to be used as a form of punishment under any circumstance.

Each grade level should be reading or being read to for at least 15-20 minutes each night, along with the daily assignments that should take approximately 10 minutes for each grade level (i.e.: 3rd graders should spend approximately 30-40 minutes on homework each night, in addition to reading.) Homework assignments will be given on Monday through Thursday. Weekend assignments can be given for long-term assignments and/or make-up assignments due to illness or lack of completion. Please check the homework assignment sheet sent home during the summer for more specific information.

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## **POLICIES RELATING TO STUDENT RECORDS**

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Students who have reached their fourteenth (14th) birthday or entered the 9th grade, whichever comes first, may see their student records. The school principal or his/her designee must let such students see their entire student records within two (2) days of the request. Nothing in the regulations prevents a Board of Trustees member from allowing younger students to also see their records. If a student wishes to have copies of any of the information contained in their student record, it shall be provided for a reasonable fee. In addition, students of any age have the right to receive a copy of their transcripts.

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## **CARE OF SCHOOL PROPERTY**

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ACS takes pride in its buildings and grounds. We possess many textbooks, trade books literature, technical and electronic equipment. We must demonstrate pride and care in their use. Funds are not available to repair or replace equipment damaged by vandalism. All paper and trash are to be placed in the proper receptacles. Writing on or, in any way, destroying walls, ceilings, woodwork, furniture, textbooks or any other school property will not be tolerated. Consequences for vandalism can include, but are not limited to:

- (1) Parents are notified
- (2) Student cleans the surface

Under Massachusetts law the student's parents are financially responsible for full cost of all repairs and/or replacement of damaged or destroyed school property.

In addition, the existing discipline policy will be enforced.

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## STUDENT RIGHTS AND RESPONSIBILITIES

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The Board of Trustees has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these **rights** and **responsibilities** are the following:

- The **right** to equal educational opportunity and freedom from discrimination
- The **responsibility** not to discriminate against others
- The **right** to attend free public schools
- The **responsibility** to attend school regularly and to observe school rules essential for permitting others to learn at school.
- The **right** to due process of law with respect to suspension, expulsion, and decisions the student believes injure her/his rights
- The **responsibility** to respect the rights of others
- The **right** to free inquiry and expression
- The **responsibility** to observe reasonable rules regarding these rights
- The **right** to privacy, which includes privacy in respect to the student's school records
- The **responsibility** to respect the privacy rights of others.

It is the belief of the Board of Trustees that as part of the educational process, students should be made aware of their legal rights and responsibilities and of the legal authority of the Board of Trustees and the Principal regarding the orderly operation of the schools and the protection of the rights of other students and staff members.

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## DISCIPLINE POLICY

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The primary concern of the school is to create and foster a safe environment where everyone has access to achieve his/her greatest potential. This environment will allow all students the opportunity for academic, social and emotional growth. Offenses have been categorized into three groups: minor, major and severe. Specific corrective measures depend on the seriousness of the situation, frequency and intent of offense at hand. Repeat major offenses will result in consequences, which become progressively more severe. It is our hope that repetitions will not occur. Factors to consider in determining the appropriate consequence include: the current offense, prior offenses, prior consequences, age appropriateness, and any additional appropriate factors. All disciplinary decisions regarding major offense consequences are at the discretion of the administration. This policy complies with the parent's responsibility section of the Home and School Involvement Compact.

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## GROUNDS FOR SUSPENSION

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No student shall be suspended, excluded, or expelled, except pursuant to the procedures contained in this Code and except for violation of rules and regulations governing students' behavior as noted in this code. Student conduct more than one hour before or after school hours and not on school grounds except in transit to and from school, or not under school supervision, is not the responsibility of the school.

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## OUT-OF SCHOOL SUSPENSION

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1. A student may not be on school property.
2. Students will not receive assignments prior to serving the suspension. Students are, in fact, required to make-up work missed during suspension days. It is the student's responsibility to contact his/her teachers with the manner in which said work will be made-up.
3. Students will not participate in extra-curricular activities.
4. A parent conference must take place before the student returns to school.
5. The parent/guardian will be contacted by phone by the Principal. The parent or designated adult must come to the school to pick up the child within an hour of the telephone call.
6. An Out-of-School suspension is recorded as an excused absence for attendance purposes.

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## IN-SCHOOL SUSPENSION

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1. Only the Principal or the Dean of Students may assign a student to In-School Suspension (ISS). The discipline policy guidelines provide a basis for the assignment and a written notice is given to the student to take home to the parent/guardian. This notice must be signed by the parents and returned by the next school day.
2. When possible the parent/guardian will also be contacted by phone by the administrator assigning the In-School Suspension.
3. Students assigned to In-School Suspension will report to the Principal and will spend the day in a designated area with the In-School Suspension Supervisor (Upper School) or another staff member assigned by the Principal (Lower School). Students are to bring all textbooks, notebooks, pens/pencils, and other materials needed to complete assignments.
4. Teachers will give the Principal the student's regular assignments and work to complete in ISS. In-School Suspension students do not participate in any specials, such as physical education or music, nor do they take part in recess or morning break.
5. ISS students will eat lunch during their regularly scheduled lunch period, but separately from their class.
6. Students removed from the suspension room for additional disruptive behavior will face further discipline, which may result in Out-of-School suspension.
7. Students in the In-School Suspension room at the Upper School will be videotaped at all times.

***The principal or designee may suspend a student from school (out-of school or in-school) for the following violations of the discipline policy. The severity of each violation and the number of similar previous incidents will, at times, determine whether the suspension is in or out-of-school. Note that the list below is not all inclusive and students may be suspended for other disciplinary reasons not listed below.***

1. Use of violence, force, coercion, threat, intimidation, or other comparable conduct which constitutes a substantial interference with school activity.
2. Causes, or attempts to cause, damage to school property or transportation vehicles.
3. Larceny or petty theft involving school property or private property on school grounds during school activity.
4. Extorting any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
5. Intentionally causing, or attempting to cause, physical injury to any student or employee of the school department.
6. Possession of any weapon or object used as a weapon to cause injury to another person.
7. Threatens, harasses, or intimidates any student repeatedly and intentionally after warning from a teacher or school official to cease and desist.
8. Open or persistent defiance of a teacher or other school employee.
9. Possession, use, and/or distribution of drugs, tobacco and/or alcoholic beverages.
10. Smoking is prohibited in all public schools. (Refer to Chap. 71, Sec 2A, MGL page 20)

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11. Use of profane or obscene language.
12. Forgery
13. Leaving school grounds without permission
14. Organization and/or participation in the practice of hazing on school grounds or during school sponsored events.
15. Sexual harassment in the educational setting is prohibited by law. Sexual activity is also prohibited in the building.
16. Possession of electronic equipment, i.e. radios, CD players, beepers, telephones, tape players, and other similar devices, on school grounds.
17. False fire alarm/bomb threat
18. Arson/ attempted arson
19. Any behavior that presents a clear and continuing danger to one's self or others.

The rules governing student behavior and admission of discipline at Atlantis Charter School make no attempt to describe every conceivable infraction that might occur. There are far too many circumstances and examples of inappropriate and unacceptable conduct to attempt a detailed and exhaustive listing. Students are therefore expected to behave in a manner that is acceptable and reasonable, fully recognizing the rights of others as well as their responsibility in maintaining a healthy environment.

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### **EXERCISE OF DUE PROCESS**

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Every out-of school suspension shall be preceded by an informal conference between the student and principal or designee. The student shall be informed of the reason(s) for disciplinary action, and shall be given the opportunity to give reason(s) that the suspension is not warranted.

Prior to putting the suspension in effect, the Principal or designee shall make a reasonable effort to contact parents/guardians at home or work to inform them of the impending suspension. Within twenty-four (24) hours after the beginning of a suspension, the Principal or designee shall mail a notice to the parent/guardian with a copy to the Executive Director. The notice shall be in the language of the parent/guardian and shall contain:

1. A statement of facts relating to the suspension.
2. A statement of the effective date and duration of the suspension.
3. A request that the parent/guardian schedule a conference as soon as possible.
4. An explanation that if the student or parent/guardian believes a suspension of more than 9 days is not justified, he or she may request a hearing before the Principal or designee by submitting the request in writing, within fifteen days of the conference.

If there are multiple suspensions in any one school year, the principal may refer the student for a Chapter 766 evaluation to determine if the student is in need of a special education program. If suspended, the student will be allowed to make up work missed due to the suspension within a reasonable amount of time to be determined by the Principal.

### **MANIFEST DETERMINATION PROCESS**

A **Manifest Determination** is required under the current regulations of the IDEA Act when a student's placement, due to violations of the school's disciplinary code, is assigned to In-School (ISS) or Out-of-School Suspension (OSS) resulting in a change of placement of ten (10) or more school days.

*According to the Individuals with Disabilities in Education Act (IDEA 2004):*

#### **SECTION 615 DISCIPLINE**

*“Special Note: Statute does not give any required timeframe, but current regulations (34 CFR 300.520(b)) require the Team to convene “not later than 10 business days after either first removing the student for more than 10 school days in a school year or commencing a removal that constitutes a change of*

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*placement” to develop assessment plan for conducting an FBA and implementing a BMP, or reviewing the current plan.”*

At Atlantis Charter School, the procedure for initiating the **Manifest Determination** process is as follows:

When a student reaches a total of nine (9) or more days of ISS or OSS violations resulting in a change of placement outside of their normal classroom placement, the student is referred to the Student Services’ Director who initiates the following procedure for a manifest determination

### **Procedure:**

1. The Director of Student Services notifies staff that is required to attend the manifest determination meeting and distributes the worksheets to the appropriate staff for completion.
2. The appropriate staff is required to complete the manifest determination worksheet and return it to the Director of Student Services and the Student Services’ Clerk at least two days before the manifest determination meets.
3. The Principal schedules a Student Teachers Assistance Team (STAT) meeting and notifies staff that is required to attend. The Director of Student Services shall chair the meeting.
4. Participants attending a STAT meeting may include, as appropriate, regular education and special education teaching staff, school adjustment counselors, school nurse, the student’s parent or guardian, and the student.
5. The team reviews the student’s academic and behavioral history and the manifest determination worksheet teacher responses.
  - a. **If there IS a question of a learning disability** the student may be referred for further testing or assessment as determined by the team. Examples of the assessments that may be completed include: Psychological Evaluation and Educational Assessments; Connors Rating Scale; Functional Behavioral Observation and Assessment (FBO/A); and Behavior Management Plan (BMP). The Team may also decide to develop a plan of action with specific steps and strategies to be implemented by all staff working with the student. The Team then schedules a second meeting to review the results of the testing (if such was completed) and/or to evaluate the effectiveness of the plan of action and ascertain, based on all the information at its disposal, if the student’s behavior is a manifest of a disability.
  - b. **If the student HAS ALREADY been determined to have a learning disability**, the Team reviews all of the documentation and completes the questions on the manifest determination forms. The student may be referred for a Functional Behavioral Observation and Assessment or the Team may develop a Behavior Management Plan.
  - c. **If the Team determines that the student’s behavior is NOT a manifestation of a learning disability**, the student may be referred for a Functional Behavioral Observation and Assessment or the Team may develop a Behavior Management Plan.

The Team must complete all **Manifest Determination** forms and will advise the parent of the Team’s recommendation. Based on its determination, the Team will follow all rules and regulations as stated in the IDEA 2004 Reauthorization Act to insure the student’s Free and Appropriate Public Education (FAPE).

In the event there are additional assignments to ISS/OSS which increase the total to ten (10) or more days out of the normal classroom placement, the Executive Director will schedule a meeting with the parent or guardian, student, Principal, and Court Liaison in order to determine the legal steps that will be taken by the school.

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## **LONG-TERM SUSPENSION**

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A long-term suspension is the removal of a student from his/her educational program for more than ten (10) consecutive school days but no more than thirty (30) consecutive school days. Expulsion shall be considered as any term of removal of a student from his/her educational program for more than thirty (30) days.

The same grounds for expulsion shall also apply and constitute ground for long-term suspension.

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## PROCEDURES FOR LONG-TERM SUSPENSION

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1. The student shall be notified in writing of the opportunity for a hearing before the Principal prior to the effective date of the suspension. The student may be represented by counsel, along with the opportunity to present evidence and witnesses on his/her behalf at the hearing before the principal.
2. After the hearing, the Principal, may in his/her discretion, decide to suspend the student for a period of no more than thirty (30) school days.
3. Any student who has been suspended pursuant to this provision may have the right to appeal to the Principal by providing notice to the Principal of his/her appeal within ten (10) days from the date of the notification of suspension. The Principal may modify the suspension of a student on a case-by-case basis.

The Principal shall provide written notification to the Executive Director of any long-term suspension. A copy of said notification shall be mailed to the parent(s) or legal guardian of the student.

If suspended, the student will be allowed to make up work missed if done so in a reasonable amount of time.

Should a Principal decide to suspend rather than expel a student after notice and hearing on expulsion, the Principal may do so at his/her discretion. The above appeal procedures shall then apply.

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## EXPULSION

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The Principal may expel a student for the reasons listed below. Expulsion shall be defined as exclusion from regular and classroom instruction up to and including permanent exclusion. Any expulsion taking effect more than three (3) weeks prior to the end of a semester shall be automatically reviewed by the Principal at the beginning of the next semester who may reinstate the student if it is determined that the student's conduct has substantially improved.

The Principal shall expel a student only if the student violates rules and regulations of this Code in such a manner that:

1. The student's continued presence in school represents a danger to the physical safety of others.
2. The student's conduct constitutes a continual, material, and substantial disruption of the educational process and all other appropriate disciplinary alternatives have been tried and deemed unworkable.
3. Any student 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; or a controlled substance as defined in Chapter C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
4. Any student who assaults a Principal, teacher, teacher's aide, or other administrative or 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.
5. Possession of a firearm as defined in the U.S. Code Section 921 of Title 18 on school premises or at any school-related event. The Gun Free Schools Act requires that a mandatory one (1) year expulsion of a student who is found to violate this section be imposed by the building Principal. Expulsion can only be modified case-by-case.

Any student who is charged with violation of Sections 1-5 above shall be notified in writing of his/her right to a hearing with representation, along with the opportunity to present evidence at said hearing before the Principal.

After said hearing, the Principal may, in his/her discretion, decide to suspend rather than expel a student.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Principal. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Principal of his/her appeal. The student has the right to counsel at a hearing before the Principal. 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.

When a student is expelled, no school or school district in the Commonwealth of Massachusetts shall be required to admit such student or provide educational services to said student. If said student does apply for admission to another school or school district, the Principal of the School District to which the application is made may request and shall receive from the Principal of the School District expelling the student, a written statement of the reasons for said expulsion.

If the student is a special needs student refer to pertinent section, "Discipline Code for Students with Special Needs."

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## **SUSPENSION OR EXPULSION RELATED TO FELONY OR FELONY DELINQUENCY PROCEEDING**

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Upon the issuance of a criminal complaint charging a student with a felony or the issuance of a felony delinquency complaint, the Principal may suspend the student for a period of time determined by the Principal, based upon the Principal's judgment that the continued presence of the student would have a substantial effect on the general welfare of the school. Prior to such action by the Principal, the student shall receive written notification of right to appeal before the Principal of the schools; however, such appeal does not stay the suspension from going into effect.

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the Principal may expel the student if the Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of right to appeal before the Principal; however, such appeal does not stay the expulsion from going into effect.

The student shall have the right to appeal any suspension or expulsion under this section to the Principal. The student shall notify the Principal in writing of his/her request for a hearing no later than five (5) calendar days of the hearing. The Principal shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the appeal. At this hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Executive Director shall have the right to overturn or alter the decision of the Principal, including recommending an alternate education program for the student.

Upon expulsion of such student no school shall be required to provide educational services for the student.

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## **EXCLUSIONS/WITHDRAWALS**

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No student shall be involuntarily excluded from school in any manner or for any duration of time except pursuant to the procedures contained in this Code unless the student has a contagious disease or other illness dangerous to the public health. In which case, the parent/guardian shall be notified immediately and the student sent home.

If a student sixteen (16) years or older, chooses to leave school voluntarily, the Principal or his/her designee, shall within ten (10) days after the student has ceased to attend school for fifteen (15) consecutive days send a written notice to the parent/guardian in their primary language requesting that the student and parent/guardian meet with the Principal or his/her designee. The meeting shall be held within ten (10) days from the date of the notice. The time for meeting may be extended at the request of the parent/guardian. The purpose of the meeting shall be to complete an exit interview which will include a review of the reasons for the student leaving school, the student's records, and the student's educational or employment plans.

As part of the exit interview process, a student shall be required to present a signed written statement from his/her parent/guardian indicating that the student is leaving school of his/her own free will and that there has been no force or pressure to leave school applied upon the student by any school official or employee.

This section shall not be construed to permanently exclude a student who wishes to resume his/her education at a later time.

The Principal or his/her designee or designee, subject to the regulations by the State Board of Education, shall maintain a record of every student who leaves school for a period of one consecutive month or longer, whether by reasons of expulsion, exclusion, illness, voluntary departure, or for any other reason. Such records shall include age, sex, address and grade level, the name of the student and the date the student ceased to attend. The Principal or his/her designee shall submit an annual report to the Executive Director and to the Board of Trustees which shall be a summary of the students who have left school for a period of one month or longer, but the report shall not disclose the identity of the student.

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## DISCIPLINE CODE FOR SPECIAL NEEDS STUDENTS

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Atlantis Charter School understands the requirements for discipline procedures and the role of school personnel and the student's IEP team. Atlantis Charter School is aware of its responsibilities to promptly evaluate and determine eligibility for those students not yet determined to be eligible for special education when a referral is made prior to or subsequent to disciplinary proceedings that result in suspension or expulsion and provides the procedural protections of law to students eligible for special education who are suspended for 10 consecutive school days or who are suspended for less than 10 consecutive school days during the school year but the nature of the suspensions constitute a pattern. Procedures for suspension of students who may not yet be eligible for special education and who are undergoing disciplinary proceedings are established and followed closely through the Student Teacher Assistance Team meetings and close monitoring and follow up by the Principal and Student Services Director.

The following is the procedure to follow when suspending a Special Needs student:

1. The Evaluation Team shall determine at the time of the Team Meeting or Annual Review whether or not the student is capable of following the regular education discipline code. If the Team concludes a student cannot meet the regular discipline code, it must include a modified discipline code in the student's IEP.
2. Whenever a special needs student has committed an offense resulting in a suspension, the Principal or his/her designee shall immediately verbally notify the Student Services Director. This shall be followed by written notification listing the reasons for and length of the suspension. The Principal or his/her designee shall immediately meet with the Student Services Director to discuss the student and the offense as it relates to his/her handicap.
3. The Principal or his/her designee and Student Services Director shall keep separate records of all suspensions of special needs students. This record shall be separate from any other records.
4. When it is known that the suspension(s) of a special needs student will accumulate to 10 days in a school year, the Student Services Director shall immediately call a Team Meeting to review the IEP as provided in Section 333 of the Chapter 766 Regulations to determine the appropriateness of the student's placement or program. If the Team concludes that the student's misconduct is related to the students handicapping condition, is the result of an inappropriate special education placement, or is the result of an IEP that was not fully implemented, then the IEP will be modified to reflect a new program designed to better meet the student's needs. Following parental approval, the student will be placed immediately in the new program. The Team Chairperson shall immediately forward the alternative plan to the Student Services Director. If the Team concludes that the student misconduct was not related to the students handicapping condition, or is not the result of an inappropriate special education placement, and that the original IEP was fully implemented:
  - a. An amendment to the IEP will be developed and implemented to provide for the delivery of special education services to the student during the period of exclusion. The Team Chairperson shall immediately forward the amended IEP to the Student Services Director,
  - b. The original IEP will be modified to reflect a long-term plan (including the discipline code expectations) designed to assure the students continued attendance in the educational program.
5. If suspension will result in an exclusion of more than 10 days in a school year, immediate notification of the suspension and request for approval of the alternate plan will be made to the Division of Special Education through the Mass. Dept. of Education by the Student Services Director, with a copy to the student's parents. A copy of the alternative plan will be included, and the request for approval must demonstrate that:
  - a. The school has complied with the procedures required by Goss v Lopez and the School Committee's "Discipline Code", a copy of which is on file with the Department.
  - b. The school has considered less restrictive disciplinary measures, including modifying the student's IEP to set our specific methods of discipline.
  - c. The disciplinary action is for a stated and limited number of days.
  - d. The action is necessary in light of the needs of the student and other students in the school.
  - e. The school administrators have conferred with appropriate special education staff as to the disciplinary action and have met the requirements outlined in procedure #4 above. It is the responsibility of the principal or his designee to insure those items are followed.

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6. No special needs student shall be suspended for more than 10 days in any given school year without the above having been followed and without the approval of the Mass. Dept. of Education.

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### DETENTION

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Detention is assigned for lesser infractions of the school's discipline policy.

**Administrative Detention** is assigned by the Principal or his/her designee.

**Teacher detention** may be assigned by any school personnel.

Detention time is served from **3:15 p.m. to 4:00 p.m. at the Lower School** and **3:30 to 4:15 at the Upper School** for what are considered LESSER OFFENSES (see list of examples below).

Detention rules:

- All educational personnel may assign students to detention.
- Written parental notification will be provided 24 hours in advance. It is the responsibility of the students to hand the detention notice to the parent or guardian.
- Parent/Guardian **signature on the detention form is required** and simply indicates that parent has been informed and not that the parent/guardian necessarily agrees with the detention. All detention forms must be **returned by the student the next school day** to the staff person who assigned. **Failure to return signed Detention Form** will result in an additional detention being assigned.
- If, for a valid reason, a student is unable to serve a detention on the assigned day, the parent/guardian **MUST** inform the school **IN WRITING** of such reason **ON OR BEFORE** the day the student is to serve the detention. **The note must be delivered to the receptionist before homeroom.** The student will then be assigned a make-up day to serve the detention.
- Students are responsible to arrive on time at the designated detention area.
- Students may be picked up in the office at the end of the detention.
- Teacher detention takes precedence over school-wide detention, but does **not** take its place.
- Failure to report to detention will result in a **make up detention plus one additional detention.**
- Being disruptive while in detention will result in In-School Suspension for a period of one to three days.
- Failure to report to detention three times during the year will result in a conference with parent/guardian, student and Principal to determine the most appropriate course of action. This may include, but is not limited to In-school and/or Out-of-School suspension depending on the severity of the situation.

**Reasons for detention being assigned:** This is a list of behaviors which are examples of detention resulting offenses. This list is not, however, all inclusive and detentions may be assigned for other disciplinary issues not listed below.

- Violation of demerit policy (7 demerits equal one detention)
- Classroom disruption
- Missing homework
- Attendance/tardiness issues
- Any violation of the personal items policy
- Uniform code infractions
- Defiance
- Misuse of school property

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## DEMERIT POLICY

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Atlantis Charter School administers and enforces a Demerit Policy to address those inappropriate behaviors which, while individually may not reach the level of gravity that immediately leads to a disciplinary consequence (detention, ISS, or OSS) interferes with the academic expectations of the school and limits the learning opportunities of all students. The Demerit Policy addresses those students who commit infractions that served to disrupt the learning environment at the school.

A student who accumulates a total of seven (7) demerits for any combination of disruptive infractions will be assigned an after-school detention. The detention will be served on the day after notice is sent home to the parent or guardian. The process will continue with a detention for every seven (7) demerits.

A student who receives 21 demerits will meet with the Dean of Students to address the reasons for such high number of offenses.

A student who receives four – 28 demerits will be assigned one In-School Suspension. A mandatory meeting will be held with the student, parent/guardian, and Dean of Students. When appropriate, other staff may also attend the meeting.

A student who receives 56 demerits will be assigned to two In-School Suspensions. A mandatory meeting to develop a behavior management plan will be held with the student, parent/guardian, Principal, Dean of Students, and Student Adjustment Counselor. When appropriate, other staff may also attend the meeting.

A student who receives 84 demerits will be assigned one Out-School Suspension. Prior to the student returning to school, a mandatory meeting will be held with the student, parent/guardian, Principal, Dean of Students, and Student Adjustment Counselor to complete a full reevaluation of the behavior management plan already in place and review and assess the full student behavior file. A reassessment of the student's placement at Atlantis will also be discussed.

**Demerit Offenses:** The following is a list of behaviors and actions that will result in a student receiving **one or more demerits**. This list only provides examples and is not all inclusive.

1. **Inappropriate behavior in class, hallway, playground:** excessive talking, calling out, making unnecessary noises, etc.
2. **Unprepared for class: agenda, textbook, notebook, writing tool:** lack of agenda book, writing utensils, notebooks, textbooks, etc.
3. **Inappropriate comments to staff or students:** talking back to the teacher, arguing, rolling of the eyes and other similar behaviors
4. **Social physical contact inappropriate to a learning institution:** writing on self or others, being overly affectionate with other student
5. **Irresponsible and/or inappropriate use of computers:** instant messaging or email, visiting unapproved websites
6. **Late to class:** arriving late to class without a note from a staff member
7. **Chewing gum/eating candy in school:** eating candy or chewing gum during school hours is not allowed.
8. **Uniform Policy violation:**
  - a. **Shirt not tucked in (1)**
  - b. **Out of uniform (2) \*student sent to the office**

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## PHYSICAL RESTRAINT POLICY

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(This is an abbreviated version of the policy. Please visit the school's website at [www.atlantiscs.org](http://www.atlantiscs.org) for the complete policy or contact the school to receive a copy of the complete policy.)

### BACKGROUND AND PURPOSE

The Massachusetts Department of Education established regulations governing the use of physical restraints on students. These regulations supersede all previously established procedures. Atlantis Charter School is required to follow the provisions of 603 CMR 46.00 which regulates the use of physical restraint on students in Massachusetts public school districts, charter schools, collaborative and special education schools. The purpose of this circular is to ensure that every student participating in an Atlantis Charter School program is free from the unreasonable use of physical restraint and that such an intervention is used only in emergency situations after other less intensive alternatives have failed or have been deemed inappropriate. Physical restraint should be administered only when needed to protect a student or other students and staff from imminent, serious physical harm. Physical restraint should be administered in the least intrusive manner possible and should be used to prevent or minimize harm to the student.

**Please note that, at the beginning of each school year, the Principal is required to identify to the Executive Director's program staff to be responsible for administering proper physical restraint procedures. These individuals will participate in an in-depth training in the use of physical restraint and appropriate de-escalation methods. The Executive Director and the Principal shall also arrange a time for all staff to receive training with regard to the restraint policy within the first month of the school year and for employees hired after the school year begins, within a month of their employment.**

### DEFINITIONS

The following terms as used in 603 CMR 46.00 shall have the following meanings:

- Physical escort:** Touching or holding a student without the use of force for the purpose of directing the student.
- Physical restraint:** The use of bodily force to limit a student's freedom of movement.
- Extended restraint:** A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and therefore, require additional written documentation.
- School working day:** Any day or partial day that students are in attendance at the public education program for instructional purposes.

### DETERMINING WHEN PHYSICAL RESTRAINT MAY BE USED

1. **Physical restraint may be used only when:**
  - (a) Non-physical interventions would be ineffective or have proven ineffective.
  - (b) The student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

2. **Limitations of restraint:**

Physical restraint will be limited to the use of reasonable force as is necessary to protect a student or other students and staff members from assault or imminent serious physical harm.

3. **Instances when restraint is not to be used:**

- (a) Physical restraint is not to be used as a means of punishment.

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- (b) Physical restraint is not to be used as a response to destruction of property, school disruption, and refusal of the student to comply with school rules or staff directive, or verbal threats that do not constitute a threat of imminent serious physical harm.
- (c) Physical restraint should not be used as an intervention if the student has known health or physical problems which would knowingly exacerbate his/her condition.

**4. Nothing in this document or in 603 CMR 46.00 prohibits:**

- (a) The right of an individual to report to appropriate authorities a crime committed by a student or another individual.
- (b) Law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other persons alleged to have committed a crime or posing a security risk.
- (c) The exercise of an individual’s responsibilities as a mandated reporter of child abuse/neglect pursuant to MGL c. 119, s 51A to the appropriate state agency.
- (d) The protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.
- (e) Any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious physical harm.

### UNIFORM POLICY

The policy described below is applicable to all students at the Lower and Upper Schools for the 2008-09 school year. All students (except those deemed exempt) must adhere to the mandatory school uniform policy. All items of clothing must be purchased only from the Donnelly’s Uniform Company and must be selected from the approved items included in the order form. Shoes, belts, ties and socks may be purchased from other vendors as long as they meet the uniform policy. No other items are allowed.

Lower School	Upper School
<ul style="list-style-type: none"> <li>• Solid navy shorts, skirts, skorts, jumpers, pants must have a finished hem. Uniforms must be worn and belted at the natural waist. Belts should be navy blue, black or brown. Shorts, skirts, skorts and jumpers must be no more than two inches above or below the knee.</li> <li>• Tops must be white or light blue and have a collar. Students may wear dress shirts, polo shirts, or blouses. All shirts must be tucked. Shirts may have the school insignia but no other designs are permitted.</li> <li>• Gym uniforms must be purchased from the uniform company and is only to be worn on gym days.</li> <li>• All shoes must be enclosed and fastened/tied properly. The wearing of sneakers is permitted. Heels are to be no higher than 1”. Shoe laces are to be of normal length and properly tied. Shoes with wheels are not permitted.</li> <li>• Only solid white or solid navy socks or tights are permitted.</li> <li>• Navy blue sweaters or vests (without a hood) may be worn over uniform shirts. No sweatshirts are permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• Solid navy or khaki shorts, skirts, skorts, jumpers, pants must have a finished hem. Uniforms must be worn and belted at the natural waist. Belts should be navy blue, black or brown. Shorts, skirts, skorts and jumpers must be no more than two inches above or below the knee.</li> <li>• Tops must be white or light blue and have a collar. Students may wear dress shirts, polo shirts, or blouses. All shirts must be tucked. Shirts may have the school insignia but no other designs are permitted.</li> <li>• Gym uniforms must be purchased from the uniform company and is only to be worn on gym days.</li> <li>• All shoes must be enclosed and fastened/tied properly. The wearing of sneakers is permitted. Heels are to be no higher than 1”. Shoe laces are to be of normal length and properly tied. Shoes with wheels are not permitted.</li> <li>• Only solid white or solid navy socks or tights are permitted.</li> <li>• Navy blue sweaters or vests (without a hood) may be worn over uniform shirts. No sweatshirts are permitted.</li> </ul>

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<ul style="list-style-type: none"><li>• No hats, caps or sunglasses may be worn in the building.</li><li>• Undergarments must never be visible. No long-sleeved shirts are to be worn under short-sleeved shirts.</li><li>• Coats and jackets must be worn open in the building and only while walking to go to an outdoor activity.</li><li>• Extreme hair color/style that causes a disruption, or interferes with the learning environment will not be allowed.</li><li>• Body piercings that cause a disruption, or interferes with the learning environment will not be allowed.</li></ul>	<ul style="list-style-type: none"><li>• No hats, caps or sunglasses may be worn in the building.</li><li>• Undergarments must never be visible. No long-sleeved shirts are to be worn under short-sleeved shirts.</li><li>• Coats and jackets must be worn open in the building and only while walking to go to an outdoor activity.</li><li>• Extreme hair color/style that causes a disruption, or interferes with the learning environment will not be allowed.</li><li>• Body piercings that cause a disruption, or interferes with the learning environment will not be allowed.</li></ul>
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### Compliance/Disciplinary Measures

The discipline plan below has been established to address incidents of noncompliance to the Uniform Policy. Noncompliance, as outlined in the plan below, interferes with the operation of school and such interference will not be tolerated. Any incident, occurrence or display that disrupts the delivery of instruction or other school activities is considered interference with school operation.

If a student comes to school out of uniform the following measures will be taken:

- Step I:** Student is assigned two (2) demerits. Parents/guardians are called and informed they need to come to the school and bring appropriate uniform clothes. Student remains in classes until parent/guardian arrives with uniform clothing. Parents/guardians are mailed a written reminder.
- Step II:** Student is assigned an after-school detention. Then same as the rest of Step I.
- Step III:** Same as Step I. Student is removed from classes and placed in the In-School Suspension room until parent/guardian arrives with uniform clothing. Conference takes place with parent/guardian and administrator to review the uniform policy and the Home and School Compact, and attempt to develop a solution to the issue.
- Step IV:** Student assigned to In-School Suspension for the day. Parents/guardians are called and informed they need to come to the school and bring appropriate uniform clothes. Conference takes place with parent/guardian and Principal to review the uniform policy and the Home and School Compact, and attempt to develop a solution to the issue.
- Step V:** Student assigned to In-School Suspension for the two (2) days (including day he/she was out of uniform). Parents/guardians are called and informed they need to come to the school and bring appropriate uniform clothes. Conference takes place with parent/guardian and Principal, and Executive Director to review the uniform policy and the Home and School Compact, and attempt to develop a solution to the issue.

### Acceptable dress for Spirit Days will be consistent with the Uniform Policy outlined below and the theme of the particular Spirit Day.

1. Tops must be consistent with the theme of the Spirit Day and must not expose any of the midriffs or lower back. Fishnet tops, halter tops, tube tops, strapless tops, tank tops, spaghetti straps and other forms of transparent or revealing clothing are prohibited and will not be permitted at any time.
2. Uniform pants must still be worn on regular Spirit Days.
3. During some special dress down days that are planned as a reward for certain groups of students who have exhibited excellent academic achievement, behavior or attendance, students will be allowed to wear jeans. Jeans must be of appropriate size, not be torn, be worn at the natural waist, and not drag on the floor. Belts must be worn and be buckled.

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### Procedures for Exemption

Parents or guardians may request an exemption from a mandatory school uniform program for **medical, religious**, or other justifiable reasons. A request for an exemption must be made within 10 operational days of the beginning of the school year. (*Note: The term, "operational days," is defined as days that schools are in session.*) Medical exemption requests must be signed by a medical doctor.

1. A written request for an exemption must be submitted to the school principal using the Application for Exemption Form that can be obtained from the school. The request must be completed truthfully and correctly and signed by a physician if the request is for medical reasons and religious exemptions must be signed by a clergyman.
2. The school principal or his/her designee must meet with the parents or guardians within five operational days. The principal will discuss the school uniform policy and verify the accuracy of the information on the Exemption Form.
3. The parents or guardians will be notified in writing of the outcome of the conference within three operational days. The principal will note the finding to grant or deny the request on the application, sign off on the application and forward a copy to the Executive Director.
4. The Executive Director will affirm or deny the principal's decision. If the parent or guardian does not agree with the decision, they have a right to appeal to the Board of Trustees within five operational days.
5. Consideration for exemption will be reviewed on a case by case basis.

No student will be considered non-compliant for the following reasons:

1. An exemption has been established or is being appealed.
2. The principal has established "non-uniform" day.
3. A student is on campus outside of normal school hours.
4. A student wears a button, armband or other accessory to exercise a constitutionally protected right to freedom of expression. Buttons, armbands or other accessory that signifies or is related to gangs, gang membership or gang activity or is disruptive to school safety and discipline are prohibited. The Principal will have made the final decision on all uniform issues.

Minimal make-up may be allowed only for students in grades 7 and 8 only at the discretion of school administration.

### Consequences for failing to follow the school's Uniform Policy:

Students who come to school out of uniform will be subject to the following consequences.

Each offense: Students will be taken from class and have to wait in main office while parents are called to bring in appropriate change of clothes.

**One demerit** is given to students whose shirt or blouse is not fully tucked inside the pants, skirt, etc.

**Two demerits** are given to students who are wearing a clothing item that is not part of the uniform.

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## STUDENT LOCKERS

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Lockers are provided to the students by Atlantis Charter School for the purpose of storage, books, school-related equipment and personal belongings. Contraband items (including weapons, illegal drugs, alcoholic beverages, stolen property, etc.) shall not be stored in school lockers and are subject to confiscation by school officials. Students are expected to keep the lockers locked and in good orderly condition. Lockers are not to be shared by students. For security, locker combinations are not divulged to any other student.

Should Atlantis Charter School have reasonable grounds for suspecting that a student has violated or may be violating a law or school rule, an individual search of the student's locker may be conducted in a manner reasonably related to the

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nature of the infraction. Atlantis also has the right to conduct general unannounced locker searches of all students in a homeroom, grade level, or school. After a student leaves school (this includes year's end), the school is not responsible for items left in lockers after 15 days.

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### SECURITY OF BELONGINGS

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Students should not bring large sums of money or valuable personal belongings to school. The school is not responsible should any of these or other personal belongings get stolen from lockers or classrooms, or articles of clothing left in any area of the school.

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### ACCIDENT POLICY

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Each time a student or teacher is injured in the school building or at a school-sponsored function on or off school property, an accident report must be filed in the office no later than 24 hours after the incident. All questions concerning insurance should be referred to the Business Office. This includes members of intramural athletic teams.

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### ASSEMBLIES

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The administration will schedule programs that have a value and are worthy to the students. Students are expected to behave as responsible citizens and demonstrate courtesy to the speakers and to all present at the assembly. Students whose behavior violates the acceptable behavior expected of them will be disciplined.

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### DANCES

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Dances allow students to have a place to enjoy themselves. Dances are for Atlantis Charter School students ONLY. No guests from other schools will be allowed in the building. A parent or guardian must accompany and stay with the child at dances for Lower School students.

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### RULES FOR DANCES

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1. Students should arrange for transportation home no later than the announced ending time of the dance.
2. Regulations pertaining to conduct, discipline, drugs, weapons, and alcohol are the same as during the regular school day.
3. Once admitted, if a student leaves (with a parent/guardian) he/she will not be readmitted.
4. Food/soda cannot be brought into the dance.
6. Any student ejected from the gymnasium or dance will be disciplined by an administrator the following day.
7. Students under suspension may not attend any school sponsored events.
8. Students who are absent on the day of a dance will not be permitted to attend.

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### FIELD TRIPS

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All school rules apply on field trips. Field trips are to be approved by the Principal. Whenever a student attends a field trip, he/she will be allowed to make-up all work, quizzes or tests, and will not be considered absent from class.

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### CAFETERIA-LUNCH PERIOD

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Each student has a daily lunch period. Students are escorted and monitored by school staff to the cafeteria at their assigned lunch periods. Students are to enter the cafeteria in an orderly manner and are expected to stay in their assigned seats during this time. Students may not leave the cafeteria without permission of the teacher or staff member, and all

## Atlantis Charter School Handbook

food/drink must remain in the cafeteria. Students are responsible to discard any waste in the appropriate receptacles upon completion of lunch.

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### POSTERS

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No posters are to be placed on any wall of the school without proper approval of the principal or his/her designee. Posters which are approved for display must be taken down by a specified date.

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### TELEPHONES

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Students are allowed to use school telephones for emergencies. Students may NOT have personal cellular phones in school at any time. Cell phones will be confiscated and returned only to a parent ONLY the first time. When a cell phone is confiscated for a second time from the same student, it will be held by the Principal until the end of the school year. At that time it will be returned to the parent or guardian. It is the responsibility of the parent or guardian to ensure the students do NOT bring the cell phone into school. Students are not to leave their classrooms to use a telephone unless it is an emergency.

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### TEXTBOOKS

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Textbooks, which are becoming increasingly expensive, must be properly taken care of by the students. Students should never write in or on a textbook or destroy the binding. It is required that all school owned textbooks be properly covered. Students will receive a warning the first time it is noticed the books are not covered. They will receive a detention for subsequent infractions. Lost or damaged textbooks must be paid for, or report cards will be withheld from the student at the end of the year.

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### LIBRARY MEDIA CENTER

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The Library Media Center is available or use before school, throughout the school day, and after school. A fine of \$.05 per school day will be charged for overdue materials. Lost or damaged books must be paid for by the student. The library is to be used for meaningful purpose of study, book selection, or research. A quiet atmosphere will be maintained. Students will not leave before the end of the period. Any student not following the rules will risk losing library privileges.

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### LOST AND FOUND

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Any items that are found by students should be brought to the main office. Students seeking lost items should check with the secretary in the main office.

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### FREE/REDUCED LUNCH TICKETS

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According to the policy set forth by the U.S. Government, students whose family income falls between certain established guidelines may qualify for free or reduced price lunch tickets providing they complete an application. These guidelines change from year to year and will be processed as soon as they are received.

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### SCHOOL PROPERTY BOUNDARIES

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During school hours students are not to leave school property without permission. Students are required to leave the building and school grounds immediately upon dismissal. Students attending club meetings must either be picked up by a parent or guardian or walk home immediately after being dismissed by the club advisor or coach.

## **TUTORING**

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Tutoring is provided free of charge by Atlantis Charter School to students who are hospitalized, physically or emotionally incapable to attend school. It takes approximately ten days to process a request and hire a tutor(s). Forms are available in the office.

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## **SNOWBALL THROWING POLICY**

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Snowballs can cause serious personal injury and can cause accidents. Therefore, snowball throwing by any student on school property or buses is forbidden. Disciplinary action will be taken against those that violate this rule.

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## **SKATEBOARDS, ROLLER SKATES AND BICYCLES**

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Skateboards, roller skates, roller sneakers and bicycles are not allowed in the building at any time. Disciplinary action will be taken against students who violate this rule.

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## **STUDENT PUBLICATIONS**

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We respect the rights of freedom of speech, petition, and assembly as long as they do not interfere with the educational process. School newspapers, yearbooks, literary magazines, and other publications have the right of freedom of the press, subject to the existing laws of libel and obscenity. The Principal has the right to view and review, reject any or all articles in any school publication.

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## **BULLETINS AND ANNOUNCEMENTS**

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All notices or general information for the day, and specific instructions will be announced over the public address system or read to the students by the homeroom teacher. Notices for announcements must be submitted via e-mail to Mr. Mitchell by 2:15 PM of the preceding day.

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## **FIRE DRILL PROCEDURE**

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At the sound of a fire drill bell, pupils should use the first exit indicated by the sign in the room. Also, know the alternate exit to be used in case the regular exit is declared an emergency area.

1. Walk quickly but do not run. Maintain orderly lines from each room and through each exit. There is to be absolutely no talking. Teachers will enforce this rule. Students on the third floor will walk down the left side of the stairwell that will permit the students on the second floor to use the right side of the stairwell.
2. Close all windows and doors. Teachers will be the last to leave the rooms. First students through each exit will hold back doors and remain there until everyone has passed.
3. Custodians will check rooms for stragglers, and then report to the principal at the main entrance for instructions.
4. During any drill, a class may be rerouted. Listen for directions. Keep in line, as the head of the column may have received special instructions that you did not hear.

In case of an alarm DURING THE PASSING PERIOD BETWEEN CLASSES: Everyone stops for five seconds. Then move quickly and without pushing into the nearest side of a double line through the nearest exit, unless routed differently by a faculty member.

All rooms should contain a highly visible and well-marked fire plan showing the exit route and alternate exit from that particular room. The first fire drill will be conducted during the month of September. Subsequent drills will be scheduled until we are satisfied with the procedures.

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## **ALTERNATE FIRE DRILL PROCEDURES AS REQUIRED BY THE FIRE MARSHALL**

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In accordance with instructions from the State Fire Marshall, the alternate plan for evacuation of Atlantis Charter School shall be as follows:

After the students have left the building, they should move to the designated area away from the building. Students should also stay off the driveway to allow for safe passage of emergency vehicles. If for any reason it is impossible to follow the main plan of evacuation, teachers are authorized to re-route students to the nearest safe exits. If students become trapped in a room, teachers are authorized to break windows to facilitate an exit from the building.

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## **BOMB/EVACUATION PROCEDURE**

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In the event of a bomb threat, we will follow the procedures outlined in the fire drill evacuation. You must pay attention to any further instructions that will be given from the main office.

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## **GANGS**

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Activities, apparel, actions, behavior and manner of grooming displayed, reflected or participated in by the student shall not:

- 1) Lead school officials to reasonably believe that such behavior, apparel, actions, activities, or other attributes are gang related or would disrupt or interfere with the school environment or activity and or educational objectives.
- 2) Present a physical safety hazard to self, students, staff, and other employees.
- 3) Create an atmosphere in which a student, staff, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
- 4) Imply gang or secret society membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property, or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the Principal shall request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the appropriate correction. The Principal shall take disciplinary action to correct the infraction.

Students identified as being gang/secret society involved, influenced or affiliated shall be referred for assistance or programs which discourage those types of affiliations, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

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## **PERSONAL ITEMS**

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Students are not allowed to bring certain personal items onto school grounds or on field trips. Such items may include but are not limited to:

- Toys, collector cards
- Footballs and baseballs
- Pagers
- Cellular phones
- Radios
- CD or Tape Players
- Laser pointers
- Game boys or any other hand held electronic devices.

If any staff member identifies the presence of a personal item on school grounds, he/she may confiscate that item. After the first incident the confiscated items must be picked-up in the Principal's office by a parent or guardian at the end of the school day. **If the same student again brings a similar item to school, those items will be confiscated and may be kept by the teacher or the Principal until the last day of school.** The school assumes no responsibility for damaged, lost, or stolen personal items even while in their possession.

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## RESTRICTED AREAS OF THE BUILDING

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Students are not allowed in the Faculty Dining Areas, Faculty Rest Rooms, or Library Office area. Students may not move behind the counter in the office without permission from school personnel. Students are not to enter custodial areas, storage rooms, or food preparation areas without staff supervision. Classroom areas and science and computer labs are also restricted unless a student obtains specific permission from an appropriate staff member to enter that area. Students are NEVER to enter or ride in the elevator without adult supervision.

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## RECESS

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Students at the Lower School usually have one recess period per day (20 minutes after lunch). Students are expected to go out to recess and, therefore, should be dressed appropriately. During rainy weather and extreme cold, recess will be held indoors. Only those students whose parents have provided the school with written information about a child's health condition which limits exposure to cold weather or other outdoor activities may remain indoors during recess. For extended periods of a child being limited to indoor recess a doctor's note is necessary. We expect that most students who are healthy enough to be in school are also healthy enough to participate in all school activities, including outdoor recess.

In winter weather students are expected to be clothed properly for outside play. Warm hat, mittens, coats, ski pants, and boots should be worn. On extremely cold days, it will be at the discretion of the staff whether or not children will go outside to play. When students wear boots to school, they must also have something else to wear on their feet. Students may not go barefoot or stocking-footed in school unless for a particular activity.

Toy weapons and sharp instruments of any kind are not permitted at recess or in the school. Games that are inappropriate or dangerous for students are not allowed. Footballs are not allowed for use on the playground. No hardballs or bats are allowed. The staff has the right to confiscate any item not used properly or considered a potential hazard to others.

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## RECESS/ PLAYGROUND RULES

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Rules in a school setting are devised and enforced to protect the safety of all children. Regular school rules apply as well as special playground rules.

- Keep hands, feet and objects to self
- Use acceptable language
- No put downs or teasing
- Play in a safe manner
- No standing on or jumping off swings
- No standing on or running up the slide
- Students are to slide down the slide one at a time
- No running on playground equipment
- Play in designated areas only
- Line up promptly when directed by the teacher

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## TOBACCO POLICY

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Possession or use of any tobacco products within the school buildings, school facilities, or on schools grounds, on school buses or during school activities conducted off school grounds (fieldtrips) by any individual, including school personnel, students, or volunteers, is prohibited at all times by state law. Because of this rule, lighters and matches are not necessary in school. They will be considered contraband and violators will be subject to the same penalties.

Students determined to be in violation of this policy shall be subject to penalties as follows:

**First Offense** – Out-of-School Suspension (1-3 days) and meeting with Principal

**Second Offense** - Out-of-School Suspension (2-5 days) and meeting with Principal

**Third and Subsequent Offenses** - Out-of-School Suspension (3-5 days) or referral for expulsion.

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## **SPECIAL POLICY REGARDING SCHOOL BUS TRANSPORTATION**

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School bus transportation is a small function of our school operation. It is important to make known the major objectives that serve as a guideline in the management of student transportation.

1. To furnish transportation to those students traveling to the Boys Club for swimming, participating in educational fieldtrips, or attending the school's field day.
2. To provide the safest possible school bus transportation.

The Board of Trustees, in addition to State Statutes governing school bus operation, those of the Department of Public Utilities, and the Massachusetts Department of Motor Vehicles, has set up operational rules and regulations. All parties concerned should be familiar with these rules and regulations.

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## **BEHAVIOR AND SAFETY REGULATIONS FOR BUS STUDENTS**

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Students are under the jurisdiction of the school authorities from the time they leave home until they return. Remember it is a privilege to ride on the school bus. If riders are not well behaved and courteous, they endanger the health and safety of other riders and may lose the privilege of riding the school bus.

1. Students must be on time for the bus when participating on an educational field trip. The bus will not wait for any late arriving students or adults.
2. Students are to board the bus in a single line and be seated promptly, or move to the rear of the bus if no seat is available.
3. Students are not to save seats for friends.
4. Students are to keep head, arms, and all other parts of their body inside the bus.
5. Students may not shout or make loud noises. Having CD players, radios or any electronic equipment is prohibited.
6. Students are to keep aisles clear of all objects at all times.
7. Students are to refrain from fooling around or playing inappropriately.
8. Students are not to throw objects of any kind.
9. Students are not allowed to eat food, drink beverages or chew gum on school buses.
10. Students must cooperate with the driver at all times for the safety of all.
11. Students are not to litter or deface bus property. Restitution will be sought for vandalism.
12. Students are not to touch safety equipment on the bus. The emergency door is for emergencies only.
13. Students are to cross the street in front of the bus upon signal from the driver that it is safe to do so.
14. Typical infractions of regulations which may cause revocation of transportation privileges are: SMOKING, USING PROFANE OR FOUL LANGUAGE, DAMAGE TO THE BUS, BOISTEROUS CONDUCT, SNOWBALLING, THROWING OBJECTS, ROUGHHOUSING OR EXCESSIVE FOOLING, TAMPERING WITH EMERGENCY DOOR OR ANY DOOR, PLAYING WITH MATCHES, DISRESPECT TO THE DRIVER, AND/OR BUS MONITOR, FIGHTING, POSSESSION OF ALCOHOL, DRUGS, FIREWORKS, WEAPONS, ETC.
15. Infractions should be reported to the transportation office immediately.
16. Other persons having a complaint should put same in writing along with his/her signature and submit the grievance to the Principal for investigation.

## **BUS CONDUCT**

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In view of the fact that a bus is an extension of a classroom, whether it is an extracurricular activity or a fieldtrip, the Board of Trustees shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a student does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the Principal by the bus driver or monitor if one is assigned to that particular route. The Principal will inform the parents immediately of the misconduct and request their cooperation in checking the student's behavior.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Principal. In such cases, the parents of the student involved become responsible for seeing that their child gets to and from school safely.

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## **BUILDING SECURITY**

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An environment that is pleasant, safe and conducive to learning is a high priority at Atlantis Charter School and requires effort and commitment on the part of everyone working and studying in each school. To help establish and maintain this environment, the following policy will be enforced.

### **During the school day**

1. Signs are posted at all entrances alerting visitors to report to the receptionist's office immediately upon entering the building.
2. "No Trespassing" signs are posted in appropriate locations outside of all school buildings. Failure by trespassers to leave the school building or school grounds when requested will result in an immediate call/report to the police department.
3. All doors are kept locked from the outside.
4. All students, teachers, and administrators will be constantly alert to the possibility of a stranger entering the building. Any persons suspected of not belonging in the school building will immediately be reported to the office.
5. Students allowing persons to enter the building will be subject to suspension.
6. As their schedules allow, teachers will work with their administrators in checking rest rooms and other areas of the building where students are apt to congregate and where strangers are likely to be found.
7. Teachers will routinely monitor the halls before and during the school day reporting any potential problems to the main office.
8. Administrators will maintain a high visibility both inside and outside the building, concentrating particularly in the period of time just before school, just after school and at lunchtime.
9. All school personnel, as well as students, will report all instances of vandalism to the Principal. Reports of vandalism will be made to the Grounds and Buildings Supervisor who will direct the appropriate personnel to correct the problem. Every effort will continue to be made to identify the culprit(s) and to seek restitution.
10. Instances of serious vandalism will be immediately reported to the Police Department.
11. Both school facilities have surveillance cameras installed throughout the grounds.

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## **AFTER THE SCHOOL DAY**

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1. Students will be reminded regularly that they must leave the premises each day at the official dismissal time unless they have an appointment with a teacher or are engaged in an extra-curricular activity.
2. Advisors and coaches are responsible for those involved in their specific activity. They are required to supervise their team members at all times and shall be held responsible for any damages that occur during their activity or rental.
3. All afterschool activities and approved rentals will be restricted to the area of the building designated for the activity.

## Atlantis Charter School Handbook

4. In cases of damage, the Grounds and Buildings Supervisor will submit all charges to the offending party in order to recoup cost(s) incurred by the Atlantis Charter School to repair said damages.

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### SCHOOL FACILITIES

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Homework, book assignment, use of the library, use of computers or any other school facilities will be the same for all students at the Lower and Upper Schools. No student will be denied access to educational resources due to his/her ability level or level of academic sophistication or school.

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### FORGERY, MISREPRESENTATION, PLAGIARISM

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Students are to develop and maintain a high level of integrity and honesty. Actions, written or verbal, which are intended to misrepresent or be dishonest, will be a cause for disciplinary actions including suspension.

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### MAKE-UP WORK

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Students returning to school after an absence should consult with their teachers as to assignments that need to be completed and the time allowed for their completion. This time is not to exceed 5 (five) days unless special circumstances are involved. Students will not be allowed to make up work if truant.

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### ATLANTIS SUMMER SCHOOL POLICY

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The Atlantis Summer School Program – MCAS SUMMER CAMP – is designed to assist students in improving their academic skills in preparation for the next school year. It does not provide students who are retained in grade the opportunity to make up any classes for the purpose of promotion.

The summer school program of study will be offered to any Atlantis student who, according to the latest available standardized test results:

1. Scored in the Warning or Needs Improvement MCAS categories in ELA, Reading or Math,
2. Scored in the bottom 30<sup>th</sup> percentile in the Stanford <sup>10</sup>,
3. Failed English Language Arts, Reading or Math, or
3. Is recommended by his/her teacher.

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### GENERAL HEALTH OFFICE GUIDELINES

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#### SICKNESS AND INJURIES AT SCHOOL – CLINIC PROCEDURE

In case of an injury or sickness, the school nurse will administer first aid. It is the parents' responsibility to pick up their son/daughter at school and transport him/her to an appropriate facility if medical attention is indicated. IF EMERGENCY MEDICAL SERVICE is summoned, every effort will be made to contact parents. Students are not to leave the building for reasons of illness or injury unless dismissed by the nurse or by an administrator. Parents are responsible for providing accurate and up-to-date emergency information. Emergency contact persons must be accessible and able to provide transportation for the student.

Students who leave school because of illness or injury without following this dismissal procedure will be marked as unexcused from all classes missed.

Parents should not remove students from school for reasons of illness or injury unless the nurse or his/her designee has dismissed the students. No student should appear at the Nurse's Office without a pass from his/her period teacher unless it is an EMERGENCY. Since the Nurse's Office is strictly a "First Aid Station" and not an "Infirmary", any student who is too ill to attend class will be sent home.

## Atlantis Charter School Handbook

### PHYSICIAN NOTES

**ABSENCE AND TARDINESS EXCUSES:** In accordance with the Atlantis Charter School Attendance Policy, physician documentation will be accepted to verify absences and/or tardiness. All documentation should be reviewed by the nurse(s) for content, errors and veracity.

Any student who is absent for five consecutive scheduled school days is required to provide documentation from a physician before returning to school.

**PHYSICAL EDUCATION EXCUSES:** Medical excuses are required for those students who cannot participate in physical education classes. A note from the physician with the medical statement, specifying the length and extent of the excused absence must be submitted to the school nurse. Medical excuses will not be accepted after grades close. Students who have a continuing medical excuse from physical education must submit a letter each September to the school nurse.

**Students requiring assistive devices at school:** Any student arriving to school with an assistive or immobilizing device: crutches, slings, braces, air casts, etc., should have a doctor's note accompanying them specifying activity restrictions, diagnosis, and limitations.

### Physical Examinations

A periodic physical examination is critically important for all children and adolescents. Massachusetts General Law c. 71 §57 and related amendments and regulations (105 CMR 200.000-200.920) requires physical examinations of school children within six months before entry into school or during the first year after entrance, and at intervals of either three or four years thereafter.

- Atlantis Charter School requires physical examinations for Kindergarten entry, as well as third grade and sixth grade.
- In addition, physical examinations are required for students who participate in after school sports. Physicals are to be dated one year prior to the date of the start of the sport.
- Notification to parents of these physicals is given at registration, spring preceding the third and sixth grade years, and at intervals in the fall to spring to assure compliance with this policy.
- Students out of compliance with this policy will be excluded from school at the discretion of the school nurse and principal.

### Sports Examination Requirements

The Sports Participation Medical Evaluation must be completed in addition to the state mandated comprehensive medical examination. In order to participate in any extracurricular physical activity (including tryout for teams), the school must have on file a student's valid medical examination, and a valid Sports Participation Medical Evaluation documented within the previous year (12 months). Physical exams are the responsibility of the parent or guardian.

### Immunizations

Massachusetts immunization regulations specify minimum immunization requirements for enrollment in school (105 CMR 220.000). These regulations are revised periodically to incorporate any changes in the requirements. Some required immunizations may be added to or eliminated accordingly. *The law and regulations provide for exclusion of students from school if immunizations are not up-to-date, but permit exemptions for medical and religious reasons.*

### EXCLUSION AND DISMISSAL CRITERIA FOR HEALTH OFFICE

The following is a list of criteria used to determine dismissal and exclusion from school for medical issues. Dismissal and exclusions of a medical nature are decided by the school nurse based on nursing judgment and assessment and in accordance with The Comprehensive School Health Manual. The Massachusetts Department of Public Health and Massachusetts General Law governing School Health. Students are assessed on a case by case basis.

A student will be excluded if:

- 1) Immunizations requirements are not met.
- 2) Not in compliance with the physical examination policy.
- 3) Pose a risk to the public health due to a communicable disease.
- 4) Pose a health risk to themselves or others.
- 5) Have head lice or nits.
- 6) Have a fever over 100 degrees Fahrenheit.

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A student will be dismissed from school for any of the above reasons and:

- 1) Injuries that occur in school that require medical assessment and intervention.
- 2) Severe illnesses that may include vomiting and diarrhea.

Any student out of school for five consecutively scheduled school days must have a physicians note to return to school.

### **MEDICATIONS IN SCHOOL**

It is extremely important for you to know that **NO medication** will be administered to any student **unless both forms are completed** - Parent/Guardian Authorization for Prescription Medication Administration and the Medication Order Form (completed by a licensed prescriber).

Students, who must receive medication during the school day, are required to have the following forms on file before the medication can be administered at school.

- 1) Signed consent by the parent or guardian.
- 2) Signed licensed provider medication form.

The parent/guardian or responsible, designated adult must deliver the medications to the school's principal, or nurse in a pharmacy or manufacturer-labeled container. Medication must be in a stapled pharmacy bag and signed by the pharmacist. Please ask your pharmacist to provide separate bottles for school and home. No more than a thirty-day supply of medication should be delivered to the school.

**NO** over-the-counter-medication or prescription medication will be given without all required forms being completed.

*Students in violation of the medication policy are subject to disciplinary action.*

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## **SCHOOL INSURANCE**

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Atlantis provides a free school insurance plan for all students. In the event of an accident in school or on the way from school, the pupil must report the accident to the school nurse who will report it to the Business Office staff who handles all insurance claims. The school insurance plan will supplement the family's primary insurance plan coverage according to the terms of the contract. This plan is not designed to serve as a primary source of insurance.

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## **STUDENT COMPLAINTS AND GRIEVANCES**

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The Board of Trustees recognizes that there may be conditions in the school that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain relationships between the school and the students.

The traditional "open door" policy will be continued. Students who think that a school policy, regulation, or practice is unfair may ask for a review of their grievance. In resolving grievances, the Principal must respect and apply all federal, state, and local laws and regulations.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner. In order to keep such discussions within a practical size, no more than six student representatives will be permitted to participate with the Principal in resolving a complaint or grievance.

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## **PARENT COMMUNICATION AND COMPLAINTS**

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Atlantis faculty and administration encourages individuals or community members to freely communicate with the school about important matters. You may do so by bringing information, issues, or complaints forward within a reasonable time period so that they can be handled in an efficient and timely manner. The administration or staff will acknowledge communication in a timely manner and will ultimately respond to these individuals with resolutions taken, if any.

1. Whenever possible, the individual should communicate with the staff person most directly involved or responsible for the situation in question.

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2. If an understanding or resolution is not reached, the individual is encouraged to meet with the Principal of the appropriate school. If necessary, the Principal will schedule a meeting with the parties involved in order to resolve the situation.
3. If the action taken by the Principal does not result in a clear understanding, the individual is encouraged to contact the Executive Director for further investigation.

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### **EQUAL EDUCATIONAL OPPORTUNITIES**

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In recognition of the diverse characteristics and needs of our students and with the keen desire to be responsive to them, the Board of Trustees and the Atlantis Charter School faculty and staff will comply with the letter and the spirit of the Massachusetts Equal Educational Opportunities Law (Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows:

*No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.*

*The parent, guardian or custodian of a child refused admission to or excluded from the public schools or from the advantages, privileges and courses of study of such public schools shall on application be furnished by the Board of Trustees with a written statement of the reasons therefore, and thereafter, if the refusal to admit or exclusion was unlawful, such child may recover from the school in tort, and may examine any member of the school interrogatories.*

As such, every student will be given equal opportunity in school admission, admissions to course content, guidance, and all other school activities and functions.

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### **AMERICANS WITH DISABILITIES ACT**

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Program applicants, participants, members of the general public, employees, job applicants and others are entitled to participate in and benefit from all Atlantis Charter School' programs, activities, and services without regard to disability.

Copies of this notice are available, upon request, in alternative print formats (large print, audio tape, Braille, computer disk, etc.) Our grievance procedure, self-evaluation, as well as ADA policies, practices and procedures are also available. Inquiries, requests, and complaints should be directed to: Dr. Diane Desrosiers, Student Services Director & Title IX Coordinator for Atlantis Charter School, 37 Park Street, Fall River, MA 02721, 508-646-6410 (voice), 508-672-2474 (Fax).

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### **SECTION 504**

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Atlantis Charter School complies with Section 504 of the Rehabilitation Act of 1973 which protects the rights of individuals with disabilities in programs and activities that receive federal funding. Section 504 regulations require the provision of free and appropriate public education to eligible students, reasonable accommodations and procedural safeguards. Grievance procedures are available upon request. Inquiries concerning the application of Section 504 may be referred to: Dr. Diane Desrosiers, 504 Coordinator, 37 Park Street, Fall River, MA 02721, 508-646-6410, or to the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

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### **CHAPTER 622 OF THE MASSACHUSETTS GENERAL LAWS AND TITLE IX OF THE FEDERAL EDUCATION AMENDMENTS OF 1972**

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Atlantis Charter School also complies with the following State and Federal Statutes and School Committee Policy:

Regulations governing the application of Chapter 622 of the Massachusetts General Laws, Acts of 1971, were issued in June of 1975. Chapter 622 specifies "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 in such public school on account of race, color, sex, religion, national origin, or sexual orientation." These regulations focus on the services, programs and opportunities offered to students.

The Chapter 622 Regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content, and extra curricular and athletic activities.

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Title IX of the Educational Amendments of 1972 became effective in July of 1975 and is concerned only with discrimination on account of sex, while extending protection against sex discrimination to the employment practices of a school or school district. Title IX states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance.” Title IX rules and regulations require education institutions receiving federal assistance to adopt a notification policy concerning Title IX.

A copy of this policy and/or any regulations or inquiries regarding Title IX or Chapter 622 may be obtained by contacting Dr. Diane Desrosiers, Student Services Director & Title IX Coordinator for Atlantis Charter School, 37 Park Street, Fall River, MA 02721.

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### GRIEVANCE PROCEDURE

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#### Title IX of the Education Amendment of 1972 Title II of the Americans with Disabilities Act of 1990 Section 504 of the Rehabilitation Act of 1973

Any person believing that the Atlantis Charter School or any part of the school’s organization has inadequately applied the principles and/or regulations of (1) Title IX of the Education Amendment Act of 1972, (2) Section 504 of the Rehabilitation Act of 1973, (3) Title II of the Americans with Disability Act of 1990, may bring forward a complaint, which has be referred to as a grievance, to the Atlantis Charter School Civil Rights Coordinator at the following address:

Dr. Diane Desrosiers, Coordinator  
Title IX, Section 504, and Title II  
Atlantis Charter School  
37 Park Street , Fall River, MA 02721

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Atlantis Charter School Title IX, Section 504, and Title II Coordinator who shall in turn investigate the complaint and reply with an answer to the complainant. She/He may initiate formal procedures according to the following steps:

**Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the Atlantis Charter School Title IX, Section 504, and Title II Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

**Step 2:** If the complainant wishes to appeal the decision of the local Atlantis Charter School Title IX, Section 504, and Title II Coordinator, she/he may submit a signed statement of appeal to the Principal at Atlantis Charter School within five (5) business days after receipt of the Coordinator's response. The Principal shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**Step 3:** If the complainant remains unsatisfied, she/he may appeal through a signed written statement to the Board of Trustees within five (5) business days of his/her receipt of the Principal’s response in step two. In an attempt to resolve the grievance, the Board of Trustees shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party with ten (10) business days of this meeting.

**Step 4:** If at this point the grievance has not been satisfactory settled, further appeal may be made to the US Department of Education, Office of Civil Rights, Plaza Nine Building, Room 300, 55 Erieview Plaza, Cleveland 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

*Atlantis Charter School does not discriminate on the basis of race, color, religion, national origin, age, handicap, or veteran status in the provision of educational opportunities or employment opportunities and benefits, in compliance with Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. Any hearings or public discussions of any case are covered by the Family Educational Rights Privacy Act.*

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**EQUAL EDUCATIONAL OPPORTUNITIES**

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In recognition of the diverse characteristics and needs of our students and with the keen desire to be responsive to them, the Board of Trustees and the Atlantis Charter School faculty and staff will comply with the letter and the spirit of the Massachusetts Equal Educational Opportunities Law (Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

The parent, guardian or custodian of a child refused admission to or excluded from the public schools or from the advantages, privileges and courses of study of such public schools shall on application be furnished by the Board of Trustees with a written statement of the reasons therefore, and thereafter, if the refusal to admit or exclusion was unlawful, such child may recover from the school in tort, and may examine any member of the school interrogatories.

As such, every student will be given equal opportunity in school admission, admissions to course content, guidance, and all other school activities and functions.

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**SCHOOL INFORMATION IN PARENTS’/GUARDIANS’ FIRST LANGUAGE**

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School information is available in the parents’/guardians’ first language upon request.

# Atlantis Charter School

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## Student and Parent/Guardian Handbook 2008-2009

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### Parent/Guardian Receipt Notice

Please sign and return this form to your child's homeroom teacher by **Friday, September 19.**

I, \_\_\_\_\_, the parent or guardian of:

\_\_\_\_\_

a student in Grade \_\_\_\_\_ at Atlantis Charter School in Fall River, Massachusetts, indicate by signing below that I have received the Atlantis Charter School Handbook. I understand that it is my sole responsibility to read this Handbook and become aware of the school's policies and expectations that it holds for me and my child(ren).

I will also review and discuss this Handbook with my child(ren) so that they are also aware of the school's policies and expectations.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**SIGN and RETURN**

**For Office Use ONLY**

Document received at school by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of H.R. Teacher, Secretary, etc.)

# Atlantis Charter School

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## Student and Parent/Guardian Handbook 2008-2009

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### Student Receipt Notice

Please sign and return this form to your homeroom teacher at the end of the day.

I, \_\_\_\_\_, a student in Grade \_\_\_\_\_ at Atlantis Charter School in Fall River, Massachusetts, indicate by signing below that I have received the Atlantis Charter School Handbook. I understand that it is my sole responsibility to read this Handbook and become aware of the school's policies and expectations that it holds for me and my fellow students.

I will also share this Handbook with my parents/guardians so that they are also aware of the school's policies and expectations.

**SIGN and RETURN**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use ONLY**

Document received at school by: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of H.R. Teacher, Secretary, etc.)