

BENJAMIN BANNEKER

CHARTER PUBLIC SCHOOL

A K-6 SCIENCE TECHNOLOGY ENGINEERING & MATHEMATICS SCHOOL



Student/Parent Handbook
2017-2018

Welcome to ALL new and returning Benjamin Banneker students:

We are thrilled that you have chosen to join the Benjamin Banneker Charter Public School!

We are committed to the following principles:

- **Strive** to create and promote a professional, collaborative, and collegial work environment.
- **Work** tirelessly to improve teaching pedagogy to ensure an excellent academic experience for ALL students.
- **Believe** that ALL children can learn in a challenging environment that celebrates academic success.
- **Dedicate** time and energy to create open lines of communication with parents, in an effort to engage them in the educational experience of their children.
- **Commit** to professional development, becoming a life long learner, and communicating the importance of education to ALL children and families.

The mission of the Banneker School is to engage our students in rich science, technology, engineering, and mathematics (STEM) activities across the curriculum. We are committed to ensuring high-quality instruction and unique school experience.

Benjamin Banneker Charter Public School Mission Statement

The Benjamin Banneker Charter Public School, a K1 through grade 6 Science, Technology, Engineering and Mathematics (STEM) school serving Cambridge and surrounding communities, is founded on the belief that all students are able to develop academic mastery, regardless of race, socioeconomic status, culture, home language, gender, or sexual orientation. The staff of caring, dedicated, and highly qualified professionals integrates language and fine arts into the standards-based STEM curricula and uses authentic data to monitor every student's growth and achievement.

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BOARD OF TRUSTEE MEETINGS 2017-2018

Meetings begin at 6:00 pm and are held in the Ogetree Library

September 28, 2017
 October 26, 2017
 November 16, 2017
 December 7, 2017
 January 25, 2018
 February 15, 2018
 March 22, 2018
 April 26, 2018
 May 17, 2018
 June 14, 2018

Board of Trustees

Ivy Washington- Chair
 Deborah Del Dotto
 Jenepher Gooding
 Shane Buker
 Milton Masud
 Lin Tucker
 Charline Alexandre-Joseph
 Dehlia Umunna

Sherley Bretous, *ex officio*

Banneker Staff

Teachers

Kindergarten:

Ms. Evelyn
Ms. Duffy
Ms. Danahy

Associate Teachers

Mr. Sterlin
Ms. Gomes
Ms. Samuels

First Grade:

Ms. Behenna
Ms. Dubose

Ms. Lanza
Ms. Ford

Second Grade:

Ms. K. Brown
Ms. Marra

Ms. Honeyman
Ms. Williams

Third Grade:

Ms. Juengst
Ms. Robbie

Ms. Rama
Ms. Dubois

Fourth Grade:

Mr. B. Wilson
Ms. Hester

Ms. Weekes
Ms. Green

Fifth Grade:

Ms. Balan
Ms. C. Wilson

Ms. Garner
Ms. Pollack

Sixth Grade:

Ms. C. Brown
Ms. Janus

Mr. Smith
Mr. Standford

Specialists

Ms. Hicks
Mr. Kellman
Ms. St. Germain
Ms. Gordon
Mr. Best
Ms. Marino
Ms. Dolan
Ms. Clement

Computer Liaison
Art
Art
Librarian
Physical Education
Music
Title 1 Reading
Math Intervention

Special Education

Ms. Fritch
Ms. Gonzales
Ms. Marre
Ms. Racela
Ms. Roberts
Ms. Theodoris
Ms. Capelloni

Reading Support
Science Support
English Language Teacher
Speech Pathologist
Sped Teacher
Counselor
Sped Teacher

Administrators

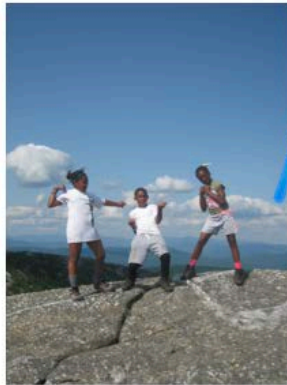
Executive Director	Ms. Sherley Bretous	207
Director of Support Services	Dr. Horrocks	206
Director of Technology	Mr. Perrine	228

Instructional Leaders

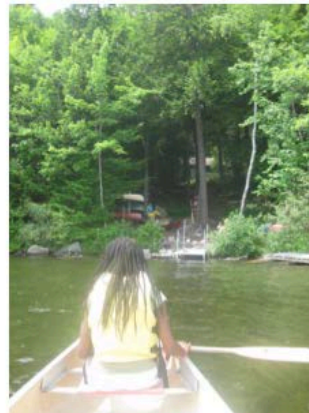
Primary Literacy Coach	Ms. Martin-Steenburgh (K-2)	219
Intermediate Literacy Coach	Ms. Etienne (3-6)	220
Primary Math Coach	Ms. Culverhouse (K-2)	229
Intermediate Math Coach	Ms. Johnson (3-6)	227

Administrative Staff

Administrative Assistant	Ms. Lucey	216
Admissions Coordinator	Ms. Lombara	202
After School Coordinator	Ms. Brothers	224
Building Facilities/Manager	Mr. Rahim	225
Business Office	Ms. Mylyk	204
Nutrition Coordinator	Ms. Dunn	211
Receptionist	Ms. St. Germain	200
School Nurse	Ms. Washington (Rosario)	212
Science Coordinator	Ms. Williams	247
Student Support Specialist	Mr. Paillant	226
Systems Administrator	Mr. Fisher	208



Adventure
Club



Visitors

Visitors must always use the front door and report to the front desk when entering the school building. All visitors must obtain a visitor's pass and have it visible at all times when traveling through the building. Children in the company of adults must be appropriately supervised. They may not move around the building or use the lavatories without adult supervision.

During the first week or partial week of school, parents may accompany their children to the classroom. After this first week, all adults who are not staff will be required to report to the front desk prior to traveling throughout the building. Please understand that the school's awareness of adults who are in the building is a primary factor in assuring each child's safety.

School Hours

The school day runs from 8:00am to 3:00pm. Students should **not** arrive at school before 7:30am. Students should be picked up **promptly** at 3:00pm.

School Closings/Inclement Weather

Decisions on school closing because of weather conditions or other emergencies are made by the Executive Director prior to 6:00 a.m. on the day school will be closed. This will be announced on the radio and TV stations listed below. The message will appear as "Benjamin Banneker Charter Public School". In addition, the automated School Messenger System will leave a voice message on the number listed in the school system so it is important that the school always have updated contact information.

WBZ TV Ch. 4 WCVB TV Ch. 5 WHDH TV Ch. 7

Safety Drills

Minimum of (5) five whole-school practice fire drills are held during the school year. The Cambridge City Fire and Police Departments coordinate the school safety program.

Solicitation

Our regulations prohibit solicitation during school hours on school grounds of or by individual staff or students for membership in, contributions to, or purchases in support of any charitable organization or association, which has not been sanctioned by the Executive Director as a school fund-raising activity.

Expectations for Parents, Guardians and Staff

We unite with parents in the knowledge that close relationships between families and school staff increase the potential for successful school experiences. We expect that parents and staff will:

- Attend parent-teacher conferences
- Respond to requests for communication
- Model civility (appropriate tone, language and behavior.)
- Understand that children sometimes misunderstand or misinterpret events
- Speak respectfully of the adults in each child's life
- Ask questions of adults/corroborate information when there is a concern
- Share all information, that is relevant to the child's needs
- Rearrange schedules, if necessary, to participate in conferences
- Take responsibility for overseeing homework and participating with projects as requested
- Take responsibility for the child's physical readiness for school, including coming to school on time and in uniform
- Read Newsletters, Wednesday's Backpacks, and flyers
- Support your child's education by taking advantage of field trip opportunities recommended by the school.

Staff Expectations

Staff are expected to conduct themselves in a respectful and professional manner at all times.

Curriculum

Each teacher will provide you with an instructional and curriculum focus (Syllabus).

Registration

A child must be 5 years old no later than October 1st to attend our one-year Kindergarten program. To enter our two-year K program, a child must be 4 years old by March 31st.

Applications Requirements

Only applications that are filled out completely will be considered for enrollment. Once a child is accepted, parents will need to produce a birth certificate, updated immunization and physical records, proof of residency and academic and behavior records from previous school (if any).

Admission of Students

The Banneker is a Charter School for Cambridge and the surrounding areas. Enrollment priority is given to siblings of existing BBCPS, Cambridge residents, and children from surrounding communities in that order.

Though we can now accept applications year-round, our lottery is held in March, with the last day for applications being the day before the lottery. The lottery is open to the public. It is highly recommended for parents to tour the school before filling out an application. Call for an appointment at 617-497-7771.

Transfers

Parents must notify the school office of the date of transfer, their child's new school, and the last day their child will be attending this school.

It would be a great help if the school's office could have this information before your child's last day of school, since at least one day is needed to complete the transfer form and other related records.

Waiting List

A student from outside of Cambridge can be on the waitlist only if he or she has been in a lottery.

Assignment to Classrooms

A number of factors may be considered in the homeroom placement of students, such as: grade level/age, boy/girl ratio, race or ethnicity (for diversity), academic skills, social skills, or special educational needs. We do our best to create balanced mixed groups of students in each grade.

Change of Name

When a child's legal name is to be changed, a court order showing the change must be submitted to the school for necessary recording and for a revision of the pupil's records.

Change of Address/Contact Information

The school must be notified immediately when a change of address or a change of telephone number occurs, so that school records are up to date. Parents should call the office or send a note with their child, or can email the changes to slombara@banneker.org.

Confidentiality

Laws involving privacy and confidentiality prohibit us from sharing names, addresses and telephone numbers including those of other parents.

If parents would like such information, they can make available a parent-initiated form on which parents provide addresses and phone numbers on a strictly voluntary basis. Open House, held early in the fall, is an excellent opportunity for this.

Phone Messaging System

It is crucial that the school have updated home phone numbers and emails. In order to go green, the school handles almost all communications through the messaging system. Parents will miss vital information if the school does not have updated phone numbers and emails.

Attendance Policy

Attendance is key to academic success and students are expected to come to school on time everyday.

In order to achieve our goals and actualize our mission, students must attend school every day and on time. Regular and timely attendance is essential for student's academic success. All students are expected to be in school by 8:00am. Parents are requested to call the school as soon as possible when a student will be tardy or absent. Phone calls are requested for safety and security reasons; they do not excuse students.

Instruction begins at 8:00am and parents should make sure students are on time. Students are marked late if they are not in class by 8:15am. It interrupts teaching and learning when a child arrives late to school. Moreover, it gets in the way of your child's achievement. A student that is 10 minutes late everyday misses 1,800 minutes of instruction a year.

The following highlights the Banneker Attendance Policy:

Notification of Absence:

Parents are requested to call the school (617-497-7771 x200) and leave a message that their child/ren is going to be absent. A written note should be presented to the teacher when the child/ren returns to school from an absence. Unexplained absences are treated as unexcused absences, which the state deems as truant. Our school messaging system will call a parent or guardian who hasn't called in to report their child's absence.

Excused Absences

Students are excused from school for the following reasons: illness, bereavement for a family member, religious observance, or a medical/legal appointment that cannot be rescheduled. Absences and tardiness for any other reason will not generally be excused.

Excessive Absences

When a student is absent three or more unexcused absences in a given quarter, the classroom teacher will notify the Executive Director. The Executive Director or his/her designee will send a letter home. If unexcused absences continue, a parent, teacher, and Executive Director meeting will be scheduled. In addition, the student may be in danger of not passing some or all content areas. We will also have an obligation to make a report with the Department of Social Services.

Unexcused Absences

If a child is absent and there is no call or note from the parent, the child is marked as truant. This information is turned into the state in a state-mandated SIMS report that is done three times a year. Parents must call or send in a note, if they do not want their child marked as truant.

Tardiness

Students are tardy if they are not in the classroom at 8:15 am, except if their bus is late. Students must sign in at the front desk if they arrive after 8:15 am. It is very important that students are on time daily to school.

Notification of Tardiness

Parents are requested to call the school (617-497-7771 x200) and leave a message whenever their child is going to be late.

Excused Lateness

Student tardiness is excused for the following reasons: school bus or van lateness, illness, and bereavement for a family member, religious observance, or a medical/legal appointment that cannot be rescheduled. Tardiness for any other reason

will not generally be excused.

Chronic Unexcused Lateness

Students who have three or more unexcused latenesses in a given quarter will have a letter sent home to the parent with a section for the parent to respond, sign, and schedule a meeting with the Executive Director or his/her designee. The signed form needs to be returned to the school the following day. Chronic lateness may result in lower grades or failure in the subject most impacted by the tardiness.

Early Dismissal Requests

Please make every effort to adhere to regular dismissal times. Requests for students to be **regularly** dismissed at an earlier time will not be honored. (Exception: religious instructions.)

If, for any reason, a child needs to be excused from school before the regular dismissal time on one specific day, only an adult on file as an **authorized adult** will be permitted to remove the child from school. We fervently request that such requests be kept to a minimum. Students leaving the room when the teacher is giving homework assignments and closing the day are most disruptive.

Our staff may release a child **during the school day** only to a person authorized by the parents. In other words, **staff will not release** a child to someone who does not have the parents' written permission to take the child from school.

We ask the parents to please help us extend this protection to your child by providing the school with names and telephone numbers of the persons who have your permission to take your child from school, and update it as your family situation changes. You can do this by completing the form that the school will send home starting during the summer mailings, for all students. These forms do not carry over from year to year; a new form needs to be completed each year.

Uniform Policy

All students are required to report to school in uniform every day. Banneker is a uniform school. Being part of the Banneker community means adhering to the uniform policy unless instructed or authorized. **Any student found to be in violation of the dress/uniform policy can remain in R&R for the day and/or until appropriate clothing is brought in from home.** School personnel will contact parents every day that a student does not come to school in uniform.

Description

Pants/Shorts/Skirts and Jumpers: Standard cloth pants/skirts (**no jeans**) in khaki. No sweatpants are allowed on regular dress code days.

Shirts/Blouses: Long sleeve or short sleeve in maroon (solid only, no prints). **No half shirts, low cut blouses or tops.**

Sweaters: Cardigan sweaters and pullover sweaters in maroon or beige (no logo). No jackets allowed; no sweatshirts on regular dress code days.

Tights/Leggings: Solid only (no patterns) in white, maroon, or black. Leggings can be worn under skirts or jumpers; they may not be worn alone.

Shoes: Personal preference with general tone of dress code, in black or blue. Sneakers required on gym days. **No flip-flops, sandals, or “wheelys” (shoes with wheels on them).**

Hats: Not allowed in the building. Hoodies are not to be worn in the building either.

Hair/Jewelry: Should be appropriate to the school setting.

Physical Education Dress Code

Sweat Pants: Black

Sweat Shorts: Black

Tee Shirts: White, with no design except over breast pocket. Cotton/cotton blends only. No shiny synthetics, nylon, etc.

Sweatshirts: School sweatshirt (black with BBCPS Logo) or plain black sweatshirt.

Shoes: Sneakers

Labeling Clothing

Items of clothing (such as rubber boots, raincoats, hats, gloves, and coats) should be labeled for young children. This avoids loss and confusion since many boots and other articles look alike. Children's lost articles are kept in the Lost and Found area in the cafeteria. Clothing without labels will be held for 30 days and then donated to a goodwill organization.

Transportation

All Local Motion Transportation is fully equipped with video cameras. The video will run from the time the first child steps on the bus until the last child leaves the bus.

The school provides transportation from Boston, Cambridge, and North of Boston. Routes for the buses will be sent out before school starts. Four buses will leave from the Boston area, two from Cambridge, and one from Revere.

Bus Guidelines for Parents:

1. It is important that parents inform the school immediately if the bus stop is different than what is listed on summer letters. Please email (slombara@banneker.org) or fax (617-497-4223) information to the school.
2. Parents/Guardians are expected to be at the stops **10 minutes** before the scheduled pick-up/drop-off time.
3. There is a **Zero Tolerance Behavior Policy** on the buses. Three (3) behavioral write-ups will constitute an immediate three (3) day bus suspension. More information will be provided at the first parent meeting on August 28th at 6:00pm.
4. While the school understands that emergencies arise, we will no longer permit bus changes in the afternoon after **2:00p.m.** All changes to bus routes must occur before this time or they will not be allowed.
5. Parents should inform the school immediately if there are changes to their contact information, (i.e., cell phone, email addresses, home phone numbers) and emergency contacts.
6. Parents will be charged a late fee of \$10 per every 15 minutes they are late at the last stop. There will be a 15-minute "grace" period before late fee is applied, (e.g. the last stop drop off time is at 4:30 p.m. The grace period of 15 minutes will apply until 4:45 p.m.: if the pick up happens between 4:45 p.m. and 5:00 p.m., there will be a \$10 late fee. At 5:15 p.m., another \$10 late fee will be applied, etc.) All late fees MUST be paid in a timely manner or bus privileges will be suspended.

Bus Safety Rules (see Transportation, page 16)

1. Always obey the driver and/or monitor.
2. Go directly to your seat and remain seated.
3. Keep the aisles and exits clear.
4. Keep head and arms inside of bus.
5. Keep books and personal belongings on your lap.
6. No eating or drinking on the bus.
7. Do not use bad language or offensive speech.

Consequences for Breaking Bus Rules

Students who repeatedly do not follow basic bus safety rules are subject to suspension from the bus for up to three (3) days. Parents and guardians will be responsible for transporting their children to and from school during the bus suspension. Should behavioral problems persist, after a student has been suspended from the bus, they could lose their privileges for an extended amount of time.

Field Trips

Classroom teachers will plan occasional field trips for a specific educational purpose. In order to participate, a child must have a field trip permission form completed and signed by the parent.

The teacher will also send a notice home prior to each field trip that requires a bus in order to let parents know what is planned. If for any reason a parent does not wish his/her child to participate, arrangements can be made for the child to remain on school grounds with another class.

Nutrition Program

Breakfast Program

The school offers free breakfast every day that school is in session. Breakfast is served only at 7:30am-8:00am.

Lunch Program

Banneker is pleased to offer all our students free lunch. A monthly lunch calendar will go out in the Wednesday backpack and will also be posted on our website. Please plan accordingly and note: **that Banneker is a peanut-free school.**

Recess and Snacks

Students will also be permitted to have a snack and recess during the day. If the teacher has a plan other than individuals providing their own snacks, parents will be notified. Snacks should be simple, healthy and require no refrigeration. A piece of fruit, raw vegetables, or crackers are suggested. No candy, soda, or drinks in glass containers are permitted. Students are prohibited from using microwaves and hot water while on school grounds.

Candy/Junk Food

The Banneker promotes healthy eating and good food choices. Candy and junk food are not allowed in school. If a teacher finds a student with candy, the teacher will dispose of the candy immediately. Students are encouraged to bring healthy and nutritious meals for lunch and snack.

Money

Children should not bring money to school. If money is required for other reasons, students and parents will be notified. The school cannot assume responsibility for money either lost accidentally or taken.

Special Education

The school's approach to special education is to provide services to students on IEP's using an inclusionary model with pullout as warranted. Assistance from a variety of specialists is provided to children for the overall purpose of developing individual talents and potential. The Special Education team consists of a special education director, special education teachers, an ESL teacher, a school counselor, a speech pathologist, and a consulting occupational therapist. General education teachers and specialists consult regarding how to best meet needs of students. (See **section 16.0 for special education discipline procedures**)

Afterschool – Banneker Extended Enrichment (BEE)

The Banneker Extended Enrichment operates Monday through Friday, from the end of the school day until 6:00 p.m. It does not operate on holidays or school breaks (see calendar). Parents need to pick up their children; there is no transportation from the BEE program.

Admissions are accepted on a first-come, first-serve, basis. If no spaces are available, there is a waiting list. There is a \$55 per week fee for the program.

* We expect that teachers might sometimes take children to the park, to historical sites or elsewhere within walking distance. Sufficient adult supervision is assured. Parents with concerns about such outings should communicate them to the teacher or coordinator.



CARE

As you prepare for the upcoming school year, you should know that the Banneker is taking steps to take better care of the school, each other, and our learning. At the start of the 2015-2016 school year, you should expect to hear a lot about a new school wide initiative to address student conduct, both social and academic. The word *CARE* will work its way into our everyday language, because...

At the Banneker we care about our:

...Community

We are kind. We work together. We take care of each other and our school.

...Achievements

We always set and work towards our goals.

...Responsibilities

We own what we do and strive to do better.

...Experience

With open minds, we take risks together to experience the joys of learning.

Here are some questions that could become part of your interactions at home that will support our efforts in the fall:

What does it look/sound/feel like when:

- ♣ you take care of your brothers, sisters or cousins?
- ♣ you take care of adults in your life?
- ♣ you take care of people outside of your family? (At church, in the neighborhood, in the world?)
- ♣ you take care of an animal or a plant?
- ♣ you take care of your bedroom?
- ♣ you take care of yourself?

Thank you, in advance, for helping to make possible a smooth transition to this new way of being at the Banneker. We are excited to work with all of you in the upcoming year!



EQUIPMENT and IT

- Part 1 Telecommunications and Other Mobile Devices
- Part 2 Use of Equipment
- Part 3 School Network, Internet, Email, and Social Media

Part 1: Telecommunications and Other Mobile Devices

Telephones are for communications within the school and to call a parent or guardian only under the supervision of a teacher or administrator. Students should not use the phones without permission. Students should also not attempt to use any long distance bypass codes to call outside of the school.

Any data traffic browsed to and/or sent or received on a mobile device is subject to the policies and procedures under **Part 3: School Network, Internet, E-mail, and Social Media**.

Part 2: Use of Equipment

Students are expected to exercise care with use of equipment, and follow all operating instructions, safety standards, and guidelines. Students should report all defective and/or damaged equipment to a staff member immediately. Improper, careless, negligent, destructive, or unsafe use or operation of equipment may result in disciplinary action.

Part 3: School Network, Internet, E-mail, and Social Media

Computer technology is a valuable educational resource. To this end, students are required to utilize computer technology. To guide students on the appropriate use of computer technology and to maintain the school's commitment to privacy, both on and off school property, the school has implemented a **School Network, Internet, E-mail, and Social Media Policy**. All policies contained in this handbook, including those governing student conduct and behavior and anti-bullying policies, are incorporated by reference herein.

The school network, Internet, email, school computers, and mobile devices should be used predominantly for school-related tasks. They should be used in accordance with the guidelines laid out in this handbook. If a student does not adhere to the acceptable use policy, privileges to all or some of the school's information technology may be revoked for that student.

The school reserves the right to change or amend this policy at any time. Users are encouraged to speak with the Technology Director or the Executive Director with any questions or concerns about this policy.

School Network, Internet, and Email

Privacy Notes: Users are reminded that they shall have no expectation of privacy when using the School's information technology. All Internet data that is composed, transmitted or received via the School's information technology is considered the property of the school, including communications on personal, non-school accounts such as Facebook, Twitter, Yahoo or Gmail that are accessed using hardware. Such communications are subject to search and disclosure at the school's discretion at any time and are subject to disclosure to law enforcement or other third parties. Therefore, students should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, and lawful. Students shall not use the organization's time and resources for personal gain, intentionally misrepresent or defame the school, or publicly release confidential information. The school shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. Users must protect all confidential or proprietary information of the school or of any third party that may have disclosed such information to the school. This includes student information, financial, legal, economic, business and general information on the school's business operations.

Student/Family Privacy: Unless otherwise notified, the school, the administration, and the Technology Department has permission to use any students' name and/or likeness on the school website, blog, and/or other electronic and print publications. A students' full name will never be displayed. Disparaging or defamatory comments should not be posted about any student on websites, social media, and/or any form of electronic communications either during or outside of school hours.

Monitoring and Quotas: The school reserves the right to monitor all network traffic, including but not limited to E-mail and Internet use, as well as set data-related quotas and limitations.

Copyright Information: The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Any questions regarding the use of such information should be brought to the Technology Director.

Code of Ethics: Data that is composed, transmitted, accessed, or received via the school's network, e-mail, or the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, slanderous, or disruptive. Students must not access, store, or send inappropriate or offensive graphics, games, music, or other materials on the school computers and network. This includes, but is not limited to, inappropriate language and pornography.

Malware, Viruses, and Hacking (Network Protection): Students shall not knowingly download files, access nefarious websites, and/or open documents or other material that runs the risk of either introducing computer viruses or of encroaching on the bandwidth and computer storage space required for the school's data. Students should not attempt to bypass administrative passwords, virus protection, website content filters, and/or change preferences that are meant to protect the network and the users thereof. Hacking any school computer system is prohibited. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited. Users shall not post any link or material when using the school's hardware that runs the risk of introducing computer viruses, of encroaching on the bandwidth and storage space required by the social networking site, or is otherwise in violation of this policy and/or the host site's operating policies.

Username and Passwords: Stealing, using, or disclosing someone else's code or password without authorization is prohibited. System users shall not use another user's account. Pretending to be someone else when sending/receiving message is prohibited.

Blogging and Social Media: Students are prohibited from blogging or using other forms of social media for personal or non-educational use during school hours. This includes, but is not limited to Facebook, My Space, Twitter, Snapchat, LinkedIn, chat rooms or listserves, etc., whether at school or on the school's network or computer systems.

Classroom Videotaping: Parents should be aware that periodically our classrooms are videotaped by school employees to either better improve teaching methods or to document student behavior.

Media

In some cases, the media may be interested in what is happening at our school and we welcome their attention. If, for any reason, a parent does NOT wish his/her child to be viewed on television or photographed by the media, he/she must provide that information in writing so that it is on file. There are authorization forms at the front desk and online.

Sexual Harassment Policy

Sexual Harassment is the abuse of power forcing attention upon someone who does not want it. It is the victim who defines harassment, not the perpetrator. This abuse can take many forms including:

- * Comments about a person's body
- * Touching, grabbing, staring, or leering
- * Pulling or lifting clothing
- * Whistling, catcalls, or offensive noises
- * Displays of pornography or sex-related objects
- * Obscene gestures or jokes
- * Pressure for dates or sexual activity
- * Blocking a person's movements
- * Sexual assault

Harassment is one-sided and the recipient does not invite or enjoy the attention.

Sexual harassment will not be tolerated at the Benjamin Banneker Charter Public School. Violators will face the following school discipline action:

1st incident – Verbal warning, BIR (Behavior Incident Report), assignment to R&R

2nd incident – Parent Conference, BIR, assignment to R&R

3rd incident – Out of school suspension, the student is mandated to enroll in counseling before returning to school

BULLYING PREVENTION AND INTERVENTION PLAN

I. Introduction

The Benjamin Banneker Charter Public School (“Benjamin Banneker” or the “School”) is an urban K-6 Science and Technology School committed to excellence in education. To that end, Benjamin Banneker is committed to creating a safe learning environment that is free of bullying. Maintaining a safe, supportive, and respectful learning environment is central to the School’s mission of providing students with a high-quality education, regardless of students’ race, culture, language or socioeconomic status.

Benjamin Banneker strives to provide and sustain an atmosphere that is free of any verbal, physical or emotional misconduct that might disrupt the learning environment or make it unsafe. The Benjamin Banneker School Bullying Prevention and Intervention Plan (the “Plan”) set forth below aligns our School mission and our core community principles with the Massachusetts law against bullying. The Plan is an integral part of our ongoing efforts to promote a respectful and healthy community, and to prevent and address behavior that can impede any aspect of the learning process. The Plan details Benjamin Banneker’s comprehensive approach to preventing and responding to incidents of bullying, cyber-bullying, and retaliation.

The Executive Director is responsible for the communication, implementation, and administration of the Plan.

Questions and concerns related to this Plan may be referred to the Executive Director, the Behavior Intervention Specialist or the School Wellness Coordinator.

II. Definitions and Prohibition Against Bullying, Cyber-Bullying, and Retaliation

Definitions

As used in the Plan:

“Bullying” means the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a targeted student that:

- i) causes physical or emotional harm to the targeted student or damage to the targeted student’s property;
- ii) places targeted student in reasonable fear of harm to himself/herself or of damage to his / her property;
- iii) creates a hostile environment at school for the targeted student;
- iv) infringes on the rights of the targeted student at school; or
- v) materially and substantially disrupts the educational process or the orderly operation of the School.

“Cyber-bullying” means bullying through the use of technology or any electronic device such as a telephone, cell phone, computer, fax machine or the internet. It includes, but is not limited to, facsimile, e-mail, instant messages, images (including picture messages), voice messages, signals, signs, sounds, data or intelligence of any nature, text messages, and Internet postings, whether on a webpage, chatroom, social networking website, in a blog, or other location. Cyber-bullying also includes: (i) the creating of a webpage or blog in which the creator assumes the identify of another person, and (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation constitutes bullying conduct as defined above.

A “Hostile Environment” is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive as to alter the conditions of a student’s education.

“Retaliation” is any form of intimidation, reprisal, or harassment directed against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Retaliation of any sort will not be permitted.

Definitions and School Policy

It is important to bear in mind that stricter standards of behavior may apply under Benjamin Banneker’s policies in order to prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the Plan defines bullying as “repeated use” of certain expressions, acts, and/or gestures, the School reserves the right to impose disciplinary measures or other corrective action in a case of a single expression, act or gesture, as well as in a case of inappropriate conduct that may not rise to the level of the legal definition of bullying. This may occur if the School determines that the behavior is of sufficient severity to warrant disciplinary measures or other remedial action, or if the repetition of an expression, act, or gesture might result in bullying as defined under the Massachusetts anti-bullying law.

Prohibition Against Bullying, Cyber-Bullying and Retaliation

Benjamin Banneker will not tolerate any form of bullying or cyber-bullying. We will also not tolerate any form of retaliation against someone who has reported a case of bullying or cyber-bullying, has provided information during the investigation of bullying, or has

witnessed and/or has relevant information to support a report of bullying.

Bullying and cyber-bullying are strictly prohibited on School grounds and at School-sponsored or School-related activities, events, functions and programs, including athletic practices and contests that occur at off-campus locations. Bullying and cyber-bullying are also prohibited on School buses, at School bus stops, on public transportation, on any other form of transportation owned, leased, used or provided by the School, on property immediately adjacent to School grounds, and through use of electronic devices owned (including the School's network), leased or used by the School.

Bullying or cyber-bullying that occurs at a non-School sponsored activity, event, program, or location—or through use of technology or a device that is not owned, leased, or provided by the School—is prohibited if it creates a hostile school environment for a targeted student, infringes on the rights of a student at School, or if it materially and substantially disrupts the educational process or the orderly operation of the School.

III. Prevention of Bullying, Cyber-Bullying, and Retaliation

Benjamin Banneker communicates to families our value of creating a safe, nurturing learning environment. Our mission calls on us to value differences and work together, as well as to create a “healthy society.”

These values are essential to our creation of a community and are reinforced in a number of ways. These include, but are not limited to, curriculum and adult supervision. It is expected that adults in the community will support the School in the enforcement of rules and behavioral expectations.

In order to achieve the goals of preventing bullying, cyber-bullying, and retaliation, the School's Bullying Prevention and Intervention Plan will be one of the required topics addressed by all students, teachers and staff every year.



IV. Reporting Incidents of Bullying, Cyber-Bullying and Retaliation

Students: Any student who has witnessed an incident of bullying or cyber-bullying, or otherwise has relevant information regarding bullying or cyber-bullying, is strongly encouraged to report the matter verbally or in writing to the Executive Director, Deputy Director, Behavior Intervention Specialist, School Wellness Coordinator, or to any other trusted Benjamin Banneker adult with whom the student is comfortable speaking. Any student who is subject to retaliation, or who knows of another student who has been subjected to retaliation, is urged to report it as soon as possible. Students who knowingly make false accusations of bullying or retaliation may be subject to disciplinary action.

Families: A parent, guardian or family member of a student who has witnessed or who otherwise has relevant information about bullying or cyber-bullying, is strongly encouraged to promptly report the matter to the Executive Director, Deputy Director, Behavior Intervention Specialist, School Wellness Coordinator, or to any other trusted Benjamin Banneker adult. Furthermore, a parent or guardian should also report any incident of retaliation to the School.

Teachers and Staff: Any teacher or staff member who witnesses or otherwise becomes aware of bullying, cyber-bullying or retaliation is expected to report it to any member of the Administrative Team listed in Section V. Any teacher or staff member who witnesses or otherwise becomes aware of bullying, cyber-bullying or retaliation but does not report it may be subject to disciplinary action, up to and including termination of employment. A teacher or staff member may not make reports under this policy anonymously, nor make promises of confidentiality to a student, parent or guardian who informs him or her of an alleged incident of bullying, cyber-bullying or retaliation.

If a teacher or staff member witnesses an act of bullying, cyber-bullying or retaliation in progress, the teacher or staff member is expected to take reasonable steps to stop the act by communicating directly with the person whose behavior is considered unacceptable, offensive, or inappropriate.

Anonymous Reporting: Teachers and staff members may not make reports under this policy anonymously. Students and their parents and guardians may make reports anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. While the School cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying, cyber-bullying, and retaliation only as needed to address concerns

V. Responding to a Report of Bullying, Cyber-Bullying, or Retaliation

Administrative Team. In consultation with the Executive Director, an Administrative Team consisting of the Deputy Director, Behavior Intervention Specialist, and School Wellness Coordinator will promptly convene, review, evaluate and respond to all reports of bullying, cyber-bullying, and retaliation.

A. Preliminary Considerations: When a complaint of bullying, cyber-bullying or retaliation is brought to the attention of the Administrative Team, an investigation and initial assessment are made. The primary initial goals of the investigation are to put an immediate end to the bullying, cyber-bullying or retaliation, and to protect the well-being and safety of all involved students, including the alleged targets, witnesses person(s) about whom the complaint was made and person(s) who provide information during an investigation of bullying. As appropriate, strategies such as increasing supervision or separation of the alleged perpetrator and targeted student may be used to prevent bullying, cyber-bullying or retaliation during an investigation. At this time, the Administrative Team may also make a recommendation to the Executive Director concerning the involved student's continued attendance at Benjamin Banneker during the investigation.

The School is committed to protecting the physical and emotional wellbeing of all of its students and will take appropriate measures to do so. Thus, the School will be sensitive to the needs of both the alleged targeted students as well as the alleged bullies.

At any point after receiving a report of bullying, cyber-bullying and/or retaliation, the Executive Director, Deputy Director, Behavior Intervention Specialist and/or School Wellness Coordinator shall notify the local law enforcement in the event that the Executive Director, Deputy Director, Behavior Intervention Specialist and/or School Wellness Coordinator has a reasonable basis to believe that criminal charges may be pursued against the alleged perpetrator.

If the School receives a report of bullying, cyber-bullying or retaliation involving students from another school, the Executive Director may, consistent with state and federal law, promptly notify the appropriate administrator of the other school so that both may take appropriate action.

B. Obligation to Notify Parents/Guardians: After a complaint has been made, a member of the Administrative Team will promptly notify the parents/guardians of any student who is an alleged perpetrator or target of bullying, cyber-bullying or retaliation.

C. Investigation: Once a complaint has been reported, an investigation of the complaint will be conducted by members of the Administrative Team. The investigation may include, but will not necessarily be limited to, interviews with the person who made the complaint: interviews with the student who was the target of the alleged bullying, cyber-bullying, or retaliation, and interviews with the alleged perpetrator(s), and with any students, teachers, staff members or other persons who witnessed or may otherwise have relevant information about the alleged incident.

All persons will be informed that the School will not tolerate any form of retaliation directed toward an individual who in good faith makes a complaint or participates or cooperates in an investigation. All persons involved in an investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, all claims require the honest and full disclosure of facts by all involved persons. False accusations will not be tolerated and may lead to disciplinary action.

D. Resolution, Notification, and Follow-up: Upon completion of its investigatory actions, the Administrative Team will make recommendations to the Executive Director about any appropriate disciplinary and/or other remedial actions. The Executive Director has final responsibility for any disciplinary responses. Ongoing monitoring and assessment of the Administrative Team's recommendations for students involved in any incident of bullying, cyber-bullying and retaliation will be carried out by the Administrative Team in close consultation with the student's advisors.

The goal of an investigation and any disciplinary or other remedial process that is imposed following an investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

Upon completion of the investigation, the Executive Director, Deputy Director, Behavior Intervention Specialist, and/or School Wellness Coordinator will meet individually with the student or students who were the targets and alleged perpetrators of the alleged incident, as well as the parents or guardians of these students. The goal of this meeting will be to report the results of the investigation and, where disciplinary or other corrective steps are determined to be appropriate, to inform the individuals of the steps that will be taken to correct the situation. Confidentiality laws protecting student records may limit the amount of information provided in these meetings.

Students that have been targeted in violation of this policy, and their parents or guardians, will be contacted in follow-up conversations to inquire whether there have been any further incidents. The Executive Director, Deputy Director, Behavior Intervention Specialist and/or School Wellness Coordinator will discuss with the targeted students and their parents or guardians whether any additional steps should be taken so that the targeted students may achieve a restored sense of safety.

Resources are available to all students during and after an investigation. These resources are available to both alleged perpetrators and alleged targets, as well as their parents or guardians. These include teachers, administrators, the Wellness Coordinator and the Behavior Intervention Specialist.

E. Disciplinary Action: The Executive Director, Deputy Director, Behavior Intervention Specialist, and/or School Wellness Coordinator will decide on the appropriate disciplinary actions for a student that is found to have committed an incident of bullying, cyber-bullying or retaliation. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall balance the need for accountability with the need to teach appropriate behavior, and includes:

- Counseling;
- Detention;
- Suspension; and
- Expulsion.

Any student found to have made a false allegation of bullying, cyber-bullying or retaliation may also be subject to disciplinary action.

VI. Communication and Collaboration with Parents/Guardians

The School's plan to collaborate with families is designed to increase the capacity of the School to prevent and respond to bullying. The School feels strongly that parent/guardian involvement and collaboration are essential to fostering a School environment free of bullying and creating an effective strategy for responding to incidents of bullying.

The School's commitment to bullying prevention and efforts taken to address bullying, including the existence of this Plan, are communicated annually in the publication of the School's Student-Parent Handbook. The Plan is also published on the School's website.

The School, at least annually, provides parent education sessions addressing the dynamics of bullying, including cyber-bullying and online safety. These education sessions are designed to educate parents about:

- The School's bullying curriculum and how parents can reinforce and teach the perils of bullying;
- The dynamics of bullying, including the roles of bully, target and bystander; and
- Online safety, cyberbullying, and ways to support cyberbullying prevention at home.

Our School Wellness Coordinator and the Behavior Intervention Specialist are also available to families who want to identify further resources, including local therapists.

VII. Training And Professional Development

A. Annual Staff Training on the Plan. The School provides annual training for all School staff which addresses: Staff duties under the Plan; an overview of the steps that the Executive Director generally follows upon receipt of a report of bullying or retaliation; and an overview of the bullying prevention curricula offered at the School. Staff members hired after the start of the School year are required to participate in School-based training during the School year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last 2 years.

B. Ongoing Professional Development. The goal of the School's professional development efforts is to establish a common understanding of tools necessary for staff to create a climate at the School that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by Massachusetts General Law, Ch. 71, sec. 37O, the content of school wide professional development will be informed by research and will include information on:

- (i) Developmentally-appropriate strategies to prevent bullying;
- (ii) Developmentally-appropriate strategies for immediate, effective interventions to stop bullying incidents;
- (iii) Information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to bullying;

- (iv) Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- (v) Information on the incidence and nature of cyber-bullying; and
- (vi) Internet safety issues as they relate to cyber-bullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Additional areas identified by Benjamin Banneker for professional development include:

- * Promoting and modeling the use of respectful language;
- * Fostering an understanding of and respect for diversity and difference;
- * Building relationships and communicating with families;
- * Constructively managing classroom behaviors;
- * Using positive behavioral intervention strategies;
- * Applying constructive disciplinary practices;
- * Teaching students skills, including positive communication, anger management, and empathy for others;
- * Maintaining a safe and caring classroom for all students.

C. Written Notice to Staff. The School will provide all Staff with an annual written notice of the Plan by publishing information about it and including sections related to Staff duties in the Benjamin Banneker Charter Public School Rights and Responsibilities Handbook.

VIII. Conclusion

This Plan, which is consistent with Benjamin Banneker's mission and school policies that appear in the Benjamin Banneker Charter Public School Rights and Responsibilities Handbook, outlines the School's bullying, cyber-bullying and retaliation policy and is consistent with the School's ongoing commitment to fostering a safe, supportive and respectful learning environment for all members of the Benjamin Banneker community. This Plan is intended to (1) prevent bullying and cyber-bullying among our students, (2) encourage students and their parents or guardians to have confidence in the School's procedures and come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy and (3) implement appropriate discipline and other corrective measures when they are warranted.



Banneker Steams Expo

Appendix B

Discipline Code

Regulation: DC-1

Discipline Code: Benjamin Banneker Charter Public School

A.GENERAL REGULATIONS GOVERNING THE DISCIPLINE OF ALL STUDENTS

1.Maintenance of orderly conduct:

Actions which negatively affect the orderly conduct of the school such as failure to comply with a direct and reasonable request by a staff member or any teacher or administrator may respond to boisterous and unruly behavior in any of the following ways:

- A. A verbal or written reprimand
- B. Notification of the parent(s) or guardian
- C. Request for a parent conference
- D. Loss of recess
- E. Referral to administration for additional measures outline under number

2. Maintenance of the safety and welfare of all individuals:

Actions, which threaten the safety or welfare of any individuals (students, staff members, chaperones, or guest in the school), shall cause a Behavioral Incident Report to be filled out and such other penalties, as may be required by law.

A. Such as shall include, but not limited to:

- (1) Carrying a dangerous weapon
- (2) Possession or use of a controlled substance or alcohol
- (3) Verbally or physically assaulting others
- (4) Vandalism
- (5) Stealing
- (6) Any violation of another's (child or adult) civil rights including verbal or physical attacks on persons directed at their racial, ethnic or religious background or their physical or mental ability or disability and various forms of sexual harassment
- (7) Hazing
- (8) Incidences of bullying and teasing
- (9) Threats of physical violence

B. A Behavioral Incident Report shall be completed by the witnessing staff or administrator and shall include a description of the incident. The original Behavioral Incident Report will be filed in the R&R office.

(1) Consequences may include withdrawal of privileges, such as exclusion from field trips, dances, parties, athletic events, assemblies or other events on or off school grounds, suspension (see below), referral to law enforcement officials and/or reparation for damages.

(2) Copies of the Behavioral Incident Report furnished to the parent(s), guidance counselor, and Executive Director when necessary.

(3) Copies of the Behavioral Incident Report may be filed in the student's folder for school use only.

C. Students shall complete a Student Behavioral Survey, which shall include a reason(s) for the behavior in question. A description of his/her version of what happened should be included.

D. Repeat offenses shall result in the completion of a Behavioral Incident Report as described above and a request for a parent conference at which the appropriate administrator will be present.

E. In cases of extreme misbehavior, the appropriate administrator may invoke a range of disciplinary measures including suspension.

F. Parents, students, and staff should be aware that:

(1) Massachusetts General Laws, Ch. 269, sec.10, provides that any persons convicted of carrying a loaded or unloaded firearm in any building or on the grounds of any school shall be punished by a fine or not more than \$1,000 or by imprisonment for not more than one year or both.

(2) Massachusetts General Laws, Ch. 269, sec.17-18, provides that any persons convicted of hazing are subject to a fine of not more than \$3,000 and imprisonment for not more than one year or both fine and imprisonment and any person convicted of failing to report knowledge of hazing incidents to appropriate law enforcement officials shall be punished by a fine of \$1,000.

(3) Massachusetts General Laws Ch. 272 sec. 92A and 98, public accommodations amended in 1989, provides that any person convicted of violating or aiding in the violation of another's civil rights shall be punished by a fine of not more than \$100 or by imprisonment for not more than 30 days, or both, and provides that any person convicted of making any distinction, discrimination or restriction shall be punished by a fine of not more than \$2,500, or by imprisonment for not more than one year, or both and shall be liable to any person aggrieved thereby for such damages as are enumerated in Ch. 151, sec. 5 provided that such civil forfeiture shall be of any amount not less than \$300.

(4) Massachusetts General Laws Ch. 71, sec. 37H, provides that. . . (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

G. In accordance with Massachusetts General Laws Ch.71,sec.2A student smoking is prohibited in school buildings or on school grounds during normal school hours.

3. Suspensions

Suspension is the removal of a student from the school environment for a limited period of time. Students may be required to remain off school property (out of school suspension) or be assigned to a supervised area within the school (in-school suspensions). Suspension is intended to underscore the seriousness of an infraction (a single act or series of acts) and to focus the attention of all concerned (the student's parents, teachers and other students) on the child and the problem. It is not the purpose of a suspension to adversely affect the student's academic record or long-term participation in school life. In this context, administrators shall take steps to allow students to make up schoolwork missed during the suspension and students shall receive credit for work completed.

A. Authorization of suspension:

(1) Suspension up to three (3) days may be authorized by appropriate administrators subject to the procedure outlined below.

(2) Suspensions in excess to three (3) days but no more than ten (10) days must be authorized by the Executive Director.

(3) Suspension in the excess of ten (10) days require that the procedures for expulsion (see #5) below be followed.

B. Procedures for Suspension Except in cases of immediate suspension (see #4 below), a hearing will take place BEFORE the student is temporarily suspended from public schools for ten (10) days or fewer.

(1) At this hearing the appropriate administrator shall be present and the student shall receive:

a. Oral or written notice of the charges (the above mentioned Behavioral Incident Report may serve as written notice)

b. An explanation of the evidence against him or her, and

c. An opportunity to present his or her version of what happened.

(2) Terms of the suspension

- a. Administrators shall: Inform the student of the length of the suspension at the time the suspension is imposed
- b. Suspension shall not be of an indefinite length, and
- c. Termination of a suspension shall not depend upon the student meeting a certain condition.

C. Notice to Parent(s):

Parent(s) are required to provide the school with current home-and-work telephone numbers so that they may be contacted at any time while the student is in the care of school personnel.

(1) Elementary Schools: Prior to the commencement of the suspension. The administrator will notify the parent(s) orally or in writing of the charge(s), intention to suspend and the dates and terms of the suspension.

D. Readmission Conference:

The parent(s) will be requested to attend a readmission conference. However, the parent(s)' failure to comply will not alter the length of the suspension.

E. Failure to abide by a suspension as imposed above may result in action by law enforcement authorities.

4. Immediate Suspensions:

An immediate suspension may be necessary when a student's continued presence at school or at a school sponsored activity on or off school property clearly endangers the school environment or presents an immediate threat to school officials, to other students or to him or herself, for example, bringing a weapon to school and lighting matches, see #2.

A. Notice to Parent(s):

1)Elementary School: If a parent cannot be reached and immediate suspension is for the reasons stated under #4 above, immediate in-school suspension may be instituted and continued until such time as the parent(s) can be reached.

B. Hearing:

A hearing must be conducted in accordance with Section 3B (1) and (2) above as soon as possible after the commencement of the suspension.

5. Expulsion Process Procedures Applicable to Expulsions

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on educational personnel, or upon a student being convicted of a felony or upon adjudication or admission in court of guilt with respect to such a felony or felony delinquency, possession of a dangerous weapon or an illegal/controlled substance or assault of educational personnel / felony charge or felony offense, the school may hold a formal hearing before the Executive Director to determine whether to take additional disciplinary action, up to and including expulsion from school.

A. Formal Hearing:

Student, or student's representative will receive a written notice to student of the charges and of the reasons and evidence for expulsion before the expulsion takes effect.

Any student who is charged with any of the misconduct detailed above has an opportunity for a formal hearing before the school Executive Director. At the hearing, the student may have representation at his or her own expense, along with the opportunity to present evidence and witnesses at said hearing before the Executive Director. After said hearing, the Executive Director may, in his or her discretion, decide to suspend rather than expel a student who has been determined by the Executive Director to commit the misconduct detailed above. The student is entitled to this hearing prior to an expulsion, and the following procedures will apply:

The student and family shall receive a written notice of the charges and a statement of the evidence also date, time and place of a hearing. The students has the right at the hearing to be represented by their parents, legal or other representative, at the student's/parent's own expense. The family will present their evidence, during the hear witnesses

will be cross-examined. The Executive Director will conduct the hearing, and a decision shall be put in writing and sent to the student and parents.

If the Executive Director decides to expel the student, the Board of Trustee Chair shall give written notification at the hearing to student and parent/guardian of student of the right to appeal to the Executive Director. The written notification will include the process for appealing the expulsion and the opportunity to receive educational services per Chapter 71, Section 37H; paragraph 2, (c) and 37H½ and 603 CMR 53.08.

B. Appeals to Expulsions

Any student who has been expelled from the Banneker will have ten days per 37H and 5 days per 37H ½ from the date expulsion to notify the Board of Trustees of the appeal. The Executive Director must hold the hearing, with the opportunity for the student's parent or guardian to attend, within 3 days of receipt of the request per 37H½.

The Board of Trustee Chairman shall hold a hearing with the student and the student's parent/guardian within three calendar days of the student's request for an appeal. The student has the right to counsel, at his or her own expense, at a hearing before the Board of Trustee Chairman. At the appeal hearing, the student shall have the right to present oral and written testimony on his/ her behalf, shall have the right to confront and cross examine witnesses presented by the school, and shall have the right to counsel. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section. The Board of Trustee Chairman shall have the authority to overturn or alter the decision of the Executive Director, including recommending an alternate educational program for the student. The Board or Trustee Chairman shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the school per Chapter 71. Section 37H (d), 37 H½ (2) and 603 CMR 53.09.

C. Continuation of Educational Services

School-Wide Education Service Plan

The Executive Director will make available to the expelled student educational services and the contact numbers that will allow the student to make academic progress during the period of the expulsion. The Executive Director & The Board of Trustee Chairman will inform the student and parent/guardian in writing of the educational services to be provided at the time of expulsion per Chapter 76, Section 21; Chapter 71, Section 37H, (e); 603 CMR 53.01 and 53.13 (1), (2), (4).

The written notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a specific school district staff member to arrange services.

Upon selection of an alternative educational service by the student's parent/guardian, the school shall facilitate and verify enrollment of service.

If the student moves to another district during the period of expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.

D: Additional Information

Serious Case offense:

Serious case is defined as involving the possession or use of illegal substances or weapons, assault, vandalism, or violation of a student's civil rights. In practice, the decision to suspend rather than expel in serious cases will depend on whether the Executive Director determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

6. Corporal Punishment:

In accordance with Massachusetts General Laws, school employees are prohibited from using corporal punishment on any pupil. A teacher, agent or employee of the School Committee is not precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from assault by a pupil (Ch.71,Sec.37G).

7. Searches and Seizures:

Any searches and seizures will be conducted solely for the safety and well being of students and adults at Benjamin Banneker Charter Public School.

A. U.S. Supreme Court standard for all searches:

- (1) There must be reasonable grounds for suspecting that a student has violated the law or rules of the school concerning contraband or stolen property; and
- (2) The search must be conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and of the nature of the infraction and always in the presence of another school administrator.

B. Locker Searches:

- (1) Mass searches of lockers are prohibited unless the administration deems that a threat to the safety of the school exist, and
- (2) With a valid search warrant, the police may search any locker at any time

C. Student Searches:

- (1) No student may be searched without first attempting to notify the parent at his or her emergency telephone number. If the parent cannot be reached, and if there are reasonable grounds for the search as defined above, such search will be conducted taking into consideration the best interest of the child.
- (2) In the event that a second administrator is not available, the Executive Director or his or her designee may conduct an otherwise valid search in the presence of another staff member.

Discipline Procedures

The Benjamin Banneker Charter Public School is the inspiration of concerned community leaders, parents, and educators, with the common vision and purpose of providing youth, regardless of race, culture, language, or socioeconomic status with a high quality education. However, in order for this to happen students must not only develop academically but also socially. The discipline protocol has three purposes: help manage student behavior in the classroom and throughout the school, provide support for teachers, and support families, with a common vision of not punishing but rather developing young minds.

Each act of mis-behavior should be treated as a “teachable moment” where we adults try to show children other choices or options they have for the next time they are in the same situation.

THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED BY ALL BBCPS FACULTY, ADMINISTRATION AND STAFF

The Reflection & Recovery (R&R) staff, support staff or administrator will remove the student(s) from the classroom only in an **emergency, such as:**

Students fighting: Intentional physical exchange between students; play wrestling included

Student hitting another: Intentional physical harm inflicted upon another

Verbal Violence: Loud and disruptive “in your face” behavior

Swearing: Loud, blatant, and inappropriate language that continues after teacher intervention

Destruction of Property: “Out of control” behavior causing physical damage to school

Walking out: Consistent disruption/ Disruptive and loud departure from the classroom without teacher approval

Stealing: Conscious decision to take the property of another

Combination of any of the above!

In these cases, teachers will call the front desk and announce the violation to the staff member on duty. The front desk will call the Deputy Director or the Student Support Specialist to remove the student from the class or locate the "walk out" student. Although the student(s) is immediately removed from the class, an intervention form must be filled out in full and follow the student. Remember that it is a classroom emergency when prolonged interruption of instruction occurs.

NON- EMERGENCIES

There will be non-emergency cases that potentially could interrupt classroom instruction; in these cases, teachers are required to handle the issues within the classroom. Often, the frustration created by student misbehavior forces teachers to react with emotions rather than a process. As teachers, we cannot personalize negative responses from students; we must endeavor to develop personal relationships with every student.

Teachers, and all those participating in the on-going educational cultivation of our youth must have and follow a behavior evaluation process within the classroom. Students hunger for consistency and structure, and the following will provide the framework for the initiation of this. It is the teachers' responsibility to consistently carry on the process. If used with patience and trust, teachers will experience more control and management of the classroom.

Every classroom should have a list of classroom behavior expectations posted on the bulletin board

CLASSROOM MANAGEMENT/ NON- EMERGENCIES

These steps must be taken before students are sent to R&R or an administrator:

BBCPS 5 STEP- PROCESS

Verbal Warning (VW)

The student must be told, "This is your verbal warning" along with the reason for receiving the VW.

2. Name on the Board (Grades K – 4 only)

Student is informed of his/her continued misbehavior and witnesses his/her name being written on the board.

3. In-Class Isolation: 5-10 minutes at an assigned desk.

Student is once again told about his/her continued misbehavior and is instructed to sit at a designated area. Teachers will have to use their discretion on deciding on the amount of time the student must spend at the desk. Teachers may decide on having the student continue working on class material or to sit quietly.

4. Student's Opportunity to DEMONSTRATE

Students must be given the opportunity to return to the regular classroom setting in order to demonstrate that his/her recovery did take place. At this point the student has been given all opportunities to redirect his/her misbehavior; if the student continues, the following will take place.

5. Student Sent to R&R to Reflect, Recover, & Return to Class

It is important that teachers send the student with a written description of the incident. This description can be written on a Behavioral Incident Report, which can be found at the front desk. The Student Support Specialist relies on the teachers' facts. Without it, the R&R process is carried through with the students' explanation of the incident. Parent contact has been initiated by the teacher, and may be done again at this time.

Behavioral Incident Reports (BIR)

Also known as a BLUE SHEET and/or PINK SHEET. These forms are written by teachers when, after the appropriate amount of warnings, the student is not willing or able to comply with stated school rules.

Classroom Conduct Expectations

Punctuality – Students are expected to enter their classrooms on time and in a quiet and orderly manner. All school materials should be with them when they arrive to school.

Work Habits – Students are expected to participate and listen actively during class activities and discussions. BBCPS students are expected to stay on task without reminders, working quietly and efficiently using notes and other materials.

Students are expected to exhibit excellent motivation and personal responsibility consistently completing 90-100% of homework and all in-class assignments.

Acknowledgment – Students are expected to raise their hand and wait to be acknowledged by the teacher to request permission to leave the room, speak, etc. Students are expected to control impulses at all times.

Organization – Student notebooks must be organized and complete. Students are expected to use a notebook to record all homework assignments and important dates (where grade appropriate).

Teamwork – Students are expected to demonstrate cooperation, respect and leadership. BBCPS students are also expected to help others to interact in a mutually respectful and productive manner.

Rules – Students are required to follow school-wide rules and also those rules set by individual teachers. Lack of compliance after appropriate warnings will result in a Behavioral Incident Report (BIR) and time spent in the Reflection and Recovery Room (R&R).

Student – Teacher Interaction – Students are required to consistently show deference for their teachers and other school/building staff through respectful communication and compliance. Students are to refrain from using profanity, yelling and being physically aggressive. This includes threatening physical gestures, hitting and inappropriate touching. Violations of these requirements will result in appropriate warnings, followed by a BIR and time spent in R&R.

School Property – Students are asked to respect school property. If a student destroys school property a BIR will be written, the student will be sent to R&R and the parents will be responsible for replacing the item or reimbursing the school/teacher for the item.

Uniform – Students are required to come to school in full uniform everyday. Please refer to the Banneker Dress Policy on page 7 of this document.

Homework Policy

We believe that students benefit by extending their learning beyond school hours. Homework is an opportunity for skill reinforcement and enrichment and is appropriately assigned to students grades K-6.

All homework assignments should include daily reading. Students are expected to consistently complete 90%-100% of assigned homework which should reflect the student's best effort.

The recommended minimum daily reading time guidelines are as follows:

K-2 - 30 minutes each day 3-6 - 1 hour each day

Parents who feel their child is spending what appears to be an unusual amount of time on homework or if it seems to be particularly difficult for him or her, should talk to the child's teacher.

Curriculum

Each teacher will provide you with an instructional and curriculum focus (Syllabus).

Community Service

We encourage each class to be involved in some kind of community service each year. Community service is an excellent way of helping students to look beyond their own wants and needs and to understand their relationship to the community.

Community service will be connected with at least one curricular unit and will be age appropriate. Some examples include: following the news about a natural disaster and reaching out to victims, writing notes and cards to hospitalized children as part of a health unit, caroling at a local home for the elderly, or taking on an ecological issue.

When staff and students make their choices of one or more projects, we will publish the list in our monthly newsletter. (Parental ideas and support are most welcome.)

Volunteers

We welcome parents and others to work with the school as volunteers. Classroom teaching staff and specialists will communicate with parents about their needs and wishes for support. All volunteers must be approved by the Executive Director in advance of the scheduled activity.

Parents that are eager to volunteer or to share some special thoughts with the teacher should write a note or leave a phone message and he or she will return the call.

Parent Involvement Opportunities

Attend monthly parent meetings

Read the weekly "Wednesday Backpack"

Participate in school assignments that involve the family

Ask your child about her/his school day

Check completed homework assignments

Share personal academic experiences and expectations with your child

Attend school functions

Get to know your child's teacher and classroom experience by spending time in the classroom during the school day

Letter writing campaigns

Visit the State House for charter school events

Parent Advisory Meetings

There will be monthly parent meetings at school in order to keep parents abreast of school events and activities. All are invited! This year's schedule can be found on page 36.

Parent Agreement (see page 37)

Please return the signed form to your child/ren homeroom teacher on or before October 5, 2015.

Parent Conferences

Conferences with teachers and with the Executive Director should be arranged by appointment, with a special time is set aside for this purpose. Teachers are not permitted to confer with a parent or visitor while responsible for a class of children. Parents that wish to meet with the teacher, should send a written request with the child to the teacher, or telephone the office for an appointment.

If a parent will not be able to keep a scheduled appointment, we ask that they please call the school so that the teacher can make other plans for that time.

The dates listed on the calendar have been scheduled for afternoon and evening parent-teacher conferences. Teachers will make appointments with parents to discuss report cards.



Personal Property

Personal property including, but not limited too, cell phones, iPods, mp3 players, PSPs, E-readers, Gameboys, Nintendo DS, or toys are not allowed in school. Cell phones are not to be on or used during the school day. This includes the use of texting, answering calls, and using the camera function. Parents that need to relay a message to their child should call the front desk. If these devices are seen in school, they will be confiscated.

Confiscated Electronic Devices

- A. Only school personnel may confiscate student electronic devices.
- B. School employees are discouraged from searching or reviewing material or numbers stored on student electronic devices except under compelling circumstances.
- C. School employees may search an electronic device if the device is found by the employee for the limited purpose of determining the device's owner.
- D. Schools will do their best to guard and protect confiscated electronic devices, but are not responsible for loss, damage, theft.
- E. Schools will make a good faith effort to notify parent(s) or designated individuals that electronic device is in school's possession and, time and resources permitting, will maintain electronic devices until a parent/guardian can retrieve the item or the end of the school year. If item is not retrieved before end of the year it will be discarded. Prior to disposal of devices, school shall clear all personal data.

The Banneker strongly discourages students from bringing personal devices to school if the device is lost or stolen the Banneker is not responsible and will not replace the item.

Search & Seizure Policy

Students have a legitimate right to privacy; however, this right must be balanced against the school's need to maintain a school environment that is safe and conducive to learning. School officials are not required to obtain a warrant before searching a student, provided there is a basis for reasonable suspicion. The school administration reserves the right to search school property for articles of contraband if reasonable suspicion is evident and the well being of others may be in jeopardy. All illegal articles found will be confiscated. In addition, parents will be contacted and students will be suspended. It is important to note that desks, and other school areas are school property, and the administration may conduct a warrantless search of other school property.

School Nurse

School health services are available daily to all of our students. There will be health screenings during the school year inclusive of vision, hearing, scoliosis, and growth and development. Massachusetts has strict regulations concerning immunizations. Compliance with these laws is essential to the health of our community. Parents should keep the nurse updated with their child's immunization records and date of last physical.

Medication

School regulations require that all medication be given only by doctor's written orders and dispensed from a pharmacy-labeled container. Medication should be given in school only if times cannot be arranged for all doses to be given outside of school hours.

If medication cannot be given at home and your child must take medication at school, please follow this procedure:

Have your doctor write orders for the school to dispense medication, including the following information:

- * Diagnosis
- * Name of drug to be given
- * Dosage
- * Any side effects of which the staff should be aware
- * The length of time for which the medication is to be given
- * Parents must also sign the school's written parental permission form.
- * Bring the medication to the school nurse's office in a pharmacy-labeled bottle (with measured dispensing tool, if the medication is liquid).
- * Leave the medication at school. (It may not be taken home every day.)

Parents are urged to report any communicable diseases that their children might have (e.g. chicken pox, strep throat, ring worm, head lice, impetigo, scabies). For the diseases listed, except ringworm and head lice, the school needs to receive a note from the doctor saying that the child has been treated.

Accidents

The school will notify parents or guardians when medical attention is needed for an injury or illness. It is the parent's responsibility to provide the school with accurate working telephone numbers.

Parents must keep the school informed of changes in their telephone number(s) and how they can be reached in an emergency.

Pregnancy Policy

At Banneker, we educate all students, no matter what the circumstance.

If a student should become pregnant:

1. The student will be permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout her pregnancy,
2. After giving birth the student will be permitted to return to the same academic and extracurricular program as before the leave.

The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school unless it requires such certification for all students for other physical or emotional conditions requiring the attention of a physician.

In no way will a pregnant student be singled out for her condition.



*6th Grade
Washington D.C trip*



Safety Memo

This memo is to provide annual notification and identification of the presence of asbestos at the Benjamin Banneker Charter Public School

In October 1986, the Asbestos Hazard Emergency Response Act (AHERA) was signed into law. It required the Environmental Protection Agency to develop regulations to provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. Some of these rules require school divisions to inspect for asbestos, develop asbestos management plans, and implement response actions.

The Benjamin Banneker Charter Public School facilities have been tested for asbestos by an accredited firm, Fuss & O'Neil Enviroscience, LLC 50 Redfield Street Suite 100, Boston, MA. Management plans have been prepared and implemented by Robert May Jr.

Results of the testing and analysis have shown that minimal asbestos is present on pipes, ductwork, boilers, and in floor tile in school and administration buildings not readily accessible by students and staff. The Management Plan, which includes laboratory reports, is available at the schools front desk or facilities department.

The BBCPS management plan and documents has been filed with the state of Massachusetts EPA department, Questions regarding this information may be addressed by Executive Director Sherley Bretous or Buiding Manager Sean Rahim.

Parent Meetings

2017-2018

6:00pm to 7:00pm

Dates

Thursday August 24, 2017

Tuesday September 26, 2017

Tuesday October 3, 2017

Thursday October 26, 2017

Tuesday November 28, 2017

HAPPY NEW YEAR!

Tuesday February 27, 2018

Tuesday March 27, 2018

NO APRIL MEETING

Tuesday May 22, 2018

Agenda

Welcome Back!

Anti Bullying Presentation

OPEN HOUSE

Board Meet and Greet
Meet The Specialists

Technology Safety
Digital Citizens

**December/January
No meetings**

Calendar Updates
MCAS 2.0 Q&A

Game Night

End of year news!

Please note that childcare and dinner are provided at all meetings
EXCEPT August 24th

Benjamin Banneker Charter Public School

21 Notre Dame Ave

Cambridge, MA 02140

617-497-7771 FAX: 617-497-4223

www.banneker.org



Expectations for Parents, Guardians

We unite with parents in the knowledge that close relationships between families and school staff increase the potential for successful school experiences. We expect that parents will:

- Active participants in the educational experience
- Attend parent-teacher conferences
- Respond to requests for communication
- Model civility (appropriate tone, language and behavior.)
- Understand that children sometimes misunderstand or misinterpret events
- Speak respectfully of the adults in each child's life
- Ask questions of adults/corroborate information when there is a concern
- Share all information, which is relevant to the child's needs
- Rearrange schedules, if necessary, to participate in conferences and school related events
- Take responsibility for overseeing homework and participating with projects as requested
- Take responsibility for the child's physical readiness for school, including coming to school on time and in uniform
- Read Newsletters, Wednesday's Backpack, and flyers
- Support your child's education by taking advantage of field trip opportunities recommended by the school.

I have received and read a copy of the BBCPS Parent Handbook and I agree to the expectations outlined above and will take the time to go over this handbook with my child and make sure he/she understands what is written and adheres to it.

Child's Name

Homeroom Teacher/Grade

Parent Signature

Date

.....
You will be given this page as a handout to fill out and return.



Bold - no school

Double underline - early release

**Benjamin Banneker Charter Public School
Calendar for the 2017-2018 School Year**

August	Monday, Aug 28	First Day of School for all Grades
September	Friday, Sept 1 Monday, Sept 4 <u>Tuesday, Sept 19</u>	Start of Labor Day Weekend Labor Day <u>Early Release Day</u>
October	Monday, Oct 9 <u>Wednesday, Oct 19</u>	Christopher Columbus Day <u>Early Release Day</u>
November	<u>Thursday, Nov 2</u> Friday, Nov 10 <u>Wednesday, Nov 22</u> Thur, Nov 23 and Fri, Nov 24	<u>Early Release Day</u> Veterans Day <u>Half Day - Thanksgiving Break begins</u> Thanksgiving Day Break
December	Friday, Dec 1 <u>Friday, Dec 22</u> Monday, Dec 25 -Tuesday, Jan 2	First Trimester Ends <u>Early Release Day - Break Begins</u> Holiday Vacation
January	Wednesday, Jan 3 Monday, Jan 15 Tuesday, January 16	First Day back from Holiday Vacation Martin Luther King Day All Staff PD
February	Mon-Fri, Feb 19-23	Winter Vacation
March	Friday, March 9 <u>Tuesday, March 13</u> Friday March 30	Second Trimester Ends <u>Early Release Day</u> Good Friday
April	Mon-Fri, April 16-20	Spring Vacation
May	<u>Wednesday, May 16</u> Monday, May 28	<u>Early Release Day</u> Memorial Day
June	<u>Tuesday, June 19</u> <u>Tuesday, June 26</u>	Last day Early Release <u>Last day of school for Students w 5 snow days</u>