



**Cape Cod  
Lighthouse  
Charter  
School**

**Handbook  
2009-2010**

The Lighthouse Charter School does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation or physical impairment.

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# School Calendar

## Year at a Glance

### SEPTEMBER

- 8 First Day of School
- 21-25 Grade 6 to Nature's Classroom

### OCTOBER

- 1 **Sea Camps overnight**
- 2 **12 noon dismissal from Sea Camps**
- 12 **NO SCHOOL - Columbus Day observed**
- 21, 22, 23 8th to White Mountains
- 22 Mid Term 1
- 26 Interims home with students
- 28 **Noon dismissal - Parent Conferences - no PM Nauset buses**

### NOVEMBER

- 11 **NO SCHOOL - Veterans Day observed**
- 19 **Full Day CCLCS - 1/2 day Nauset - NO PM NAUSET BUSES**
- 20 End of Term 1
- 23 **Full Day CCLCS - No school Nauset - NO NAUSET BUSES**
- 24 **Noon dismissal CCLCS - No school Nauset - NO NAUSET BUSES**
- 25-29 **NO SCHOOL - Thanksgiving Break**

### DECEMBER

- 10 Term 1 Progress Reports home
- 17 **Noon dismissal - Parent Conferences - no PM Nauset buses**
- 23 **Noon dismissal - Holiday Break - no PM Nauset buses**
- 24-Jan 4 **NO SCHOOL - Holiday Break**

### JANUARY 2010

- 15 **NO SCHOOL - Staff Development**
- 18 **NO SCHOOL - Martin Luther King Day observed**
- 25 Term 2 Interim Reports home with students

### FEBRUARY

- 13-21 **NO SCHOOL - Winter Vacation**
- 25 **Full Day CCLCS - 1/2 day Nauset - NO PM NAUSET BUSES**

### MARCH

- 12 End of Term 2
- 16 **Noon dismissal - Staff Development - no PM Nauset buses**
- 25 Term 2 Progress Reports home with students

### APRIL

- 17-25 **NO SCHOOL - Spring Vacation**
- 30 Term 3 Interim Reports home with students

### MAY

- 31 **NO SCHOOL - Memorial Day observed**

### JUNE

- 7-11 8th grade class trip
- 21 **Last Day of School if no snow days used**
- 26 **Last Day of School if**
- 30 Term 3 Progress Reports mailed

## From the Director

Welcome to the 2009-2010 school year at Cape Cod Lighthouse Charter School! We look forward to a wonderful year for you and your child(ren).

Please read through this handbook with your child(ren), as it contains important information that should be helpful in answering questions about CCLCS. In addition, our faculty will discuss the handbook with students throughout the school year.

As a public school, CCLCS is required to have a copy of its handbook on file with the Massachusetts Department of Elementary and Secondary Education. Much of the information in the handbook (e.g. medical policies, student code of conduct) is written to comply with Massachusetts laws pertaining to schools.

We hope the handbook will provide you with a better understanding of our school, and help you to become an active participant in our community. Please contact me anytime with questions, concerns, or ideas that you may have about CCLCS. We look forward to a successful school year!

Sincerely,

A handwritten signature in black ink that reads "Kathy McNamara". The signature is written in a cursive style with a large initial "K" and "M".

Kathy McNamara

Executive Director

# **I. School Origins**

## **A. Education Reform Act, Purpose of Charter Schools**

In 1993, the Massachusetts Legislature passed into law the Education Reform Act, mandating the development of Charter Schools. According to the Education Reform Act, Charter Schools were established to “stimulate the development of innovative programs within public education; to provide opportunities for innovative learning and assessments; to provide parents and students with greater options in choosing schools within and outside their districts; to provide teachers with a vehicle for establishing schools with alternative, innovative methods of educational instruction and school structure and management; to encourage performance-based educational programs; and to hold teachers and school administrators accountable for students’ educational outcomes.” (M.G.L. Ch. 71, sec. 55, 1993). During school year 1993-94, fourteen charter schools were approved, with the Cape Cod Lighthouse Charter School being one of them.

## **B. Mission Statement**

Cape Cod Lighthouse Charter School seeks to provide a supportive and challenging learning environment for middle school students, where teachers foster intellectual development and academic achievement in an atmosphere that celebrates learning as a lifelong pleasure.

We appreciate and understand middle school-aged students. We enjoy the often undervalued creativity and intellectual potential of this age group. We strive to provide an emotionally safe and supportive community, encouraging students to develop their strengths and risk new growth, while pursuing an academically rigorous curriculum. Wherever possible, students learn through experience, allowing them to be engaged in the process of discovery and to see the practical applications of classroom lessons.

Looking beyond the walls of the classroom, we collaborate with local partners to utilize the unique natural and creative resources on Cape Cod, and reach out to global partners to broaden our cultural understanding and knowledge. Our graduates take with them the values of personal responsibility, consideration for others, respect for the environment, academic integrity, creative expression, and perseverance.

Ratified by the Board of Trustees on 5.18.09

## **II. Staff Bios**

DAVID AGNEW (Technology Coordinator) has been a Mac user since 1984. He is fluent in Filemaker Pro and CSS, gets by in Applescript and XHTML, dabbles in PHP, and is fascinated by Web2.0. Mr. Agnew lived in Canada and Lesotho, was a boatbuilder for 20 years, and maintains an active interest in sailing, beekeeping, democracy and peacemaking (aka education).

JOANNE AMARU (6th Grade XP) has a Masters degree in computer technology. Prior to coming to CCLCS, Mrs. Amaru taught at Nauset Regional Middle School for nine years. Ms. Amaru spent eight years as a preschool teacher, and taught 9th grade social studies in New York state. She is married, has two children, one daughter-in-law and one son-in-law and two of the world's cutest grandsons. She resides in South Orleans.

BRIAN BATES (6th Grade Science) obtained a B.S. from the University of Colorado, Boulder. He lives in South Orleans with his wife, Erin, and daughter, Autumn, and twins Skylar and Zoe.

KATE BLOOMER (Occupational Therapist) received her Masters degree in Occupational Therapy from Boston University in 1987. She and her husband live in Brewster with their three children Maggie (21), Alex (19) and Irene (17).

MAGGIE BOSSI (Chorus) is a graduate of Smith College. Ms. Bossi is starting her 22nd season as conductor of the Chatham Chorale. Before moving to Cape Cod she taught for many years at the high school and college level. She is choir director and organist at the Dennis Union Church. She also plays the trumpet and is studying the trombone.

JANE BRIETZKE (Lunch Coordinator) lives in Harwich with her dog Sabrina . She is the mother of four and grandmother of eleven, and looking forward to # 11, scattered from Brewster to Delaware and Missouri.

DEREK BURRITT (Special Ed Assistant) earned a B.F.A. in Writing, Literature, and Publishing from Emerson College and an M.A. in English from Trinity College, in Hartford, CT. He lives with his wife, Dorothy, in Eastham.

CHALLIS CREMA (Speech/Language Pathologist) received her Masters in Speech Pathology from Plattsburgh State University in 2001. She just started her third year at CCLCS and loves coming to work everyday. In her free time, Challis loves to travel, be outside, and visit the Adirondacks. She lives in West Barnstable with her husband and her Bernese Mountain Dog, Rainier.

JULIE DONNAN (Special Education teacher) received her BA from the University of Denver, having majored in Psychology and Education. She is a MA certified Special Education teacher. Julie and her husband, Dave, have enjoyed living in Chatham most of their married lives, and have two daughters who are now grown and off on their own. Julie's interests include her family of course, running, and anything related to the outdoors and the water.

BETSY DORISS (Band) returns to CCLCS to direct the band and select band program. Betsy is principal oboist with the Cape Cod Symphony; she brings vast experience and great enthusiasm to our band program.

DANIELLA GARRAN (7th Social Studies) loves teaching ancient civilizations! She especially enjoys sharing stories from her archaeological dig in Bulgaria! She has a Master's in Education and Museum Studies from Tufts University and she majored in History and Art History at Connecticut College. Mrs. Garran just finished her 23rd summer at Cape Cod Sea Camps where she is an assistant director. She is kept very busy by her golden retriever, Henley, and various projects around the house that her husband has started... but has not yet finished!

SUSANNA GRAHAM-PYE (Special Education and Health) left a career as a full-time journalist to be at home with her two daughters, and to devote more time to creative writing. A graduate of Smith College, she has an MFA in creative writing from Goddard College. She lives in South Orleans with her husband and children.

ALLISON GRAHAM (Health and Rec) a.k.a. Miss Allie received her B.A. in Human Development from Lesley University. Allie and her daughter, Zukhra, live in Eastham with two cats and two dogs. This is her 9th year teaching Health and Rec at CCLCS.

DEBORAH GREENWOOD (6th and 8th grade Art) has a B.A. in Art Education from Rowan University and an M.Ed. from the Tyler School of Art, Temple University. She studied at the Maryland Institute of Art, Rutgers University, RISD, University of the Arts and the Pennsylvania Academy of Fine Arts. She taught art at the elementary and high school level in New Jersey, and art education and studio art at the college level. This was Debby's 13th summer as the Art Director at the Cape Cod Sea Camps. She lives in Brewster with her husband, Bill, and sons Phil, a college sophomore, and Dan, who performs with the Cape Rep Theater in Brewster.

MEGAN HARDEN (6th Grade World Languages) has been energetically teaching foreign language for more than 10 years. She has lived in Mexico and Costa Rica and has traveled to South America, Spain, France and

Ireland. She brings her love for languages and culture to CCLCS. She is married to Charles Harden, an artist with a gallery in Barnstable. They have an energetic toddler named Finn and a new baby, Neve. Megan will return from maternity leave in January.

SANDRA HEMEON-MCMAHON (Spanish) is thrilled to be back for her 9th year at CCLCS! “Senora H.,” as she is known to her students, learned her Spanish by buying a one-way ticket to Madrid, Spain, and staying there until she had mastered the language. While she was there, she decided to get a Master’s degree in the language from New York University. Senora wishes that all her students could learn Spanish that way, but promises to make their experience as authentic as possible. Prior to teaching at CCLCS, she taught Spanish at Cape Cod Tech. Senora lives in Dennis with her husband and two children.

JENNIFER HYORA-WILLIAMS (Special Education Coordinator) is a native Cape Codder returning for her fifth year at CCLCS. She previously taught at Harwich Elementary School and the Laurel School in Brewster. She received her BS in Early Childhood Education from Colby-Sawyer College and her M.Ed. in Special Education from Framingham State College. She lives in Brewster with her husband and two daughters. She is the proud parent of a CCLCS 7th grader!

MARION LAY (Administrative Assistant) hitched her wagon to the MA charter school experiment 14 years ago, two weeks before CCLCS opened as one of the first charter schools in the Commonwealth. What a ride! Mrs. Lay lives in West Brewster with her husband, dog, cat, chickens, and honeybees. Two grown daughters on the No. Shore and NYC live near enough to visit and be visited regularly.

DANA LedDUKE (Special Education Teacher) graduated from Westfield State College with a Bachelor of Science in Early Childhood Education and Liberal Studies. After college she worked at a preschool for two years, and went on to work at Wellfleet Elementary School. It was during this time when Dana found her love of working with students with Special Needs. Dana is working toward her Masters in Special Education. This is her 4th year at CCLCS.

PIA MACKENZIE (French) first learned to love and speak French during her childhood, living in Abidjan, Ivory Coast and Paris and attending French schools. Madame’s educational background is largely in the Fine Arts with a BFA in Painting earned at Rhode Island School of Design, and graduate work at the School of Visual Arts in New York City. She recently completed her Masters in the Art of Teaching French at Bennington College. A professional artist for more than 30 years, she has a long exhibit history and teaching experience at most of the arts organizations on the

Cape. Her work is in many collections including the Cape Museum of Art and the Provincetown Art Association & Museum.

MARY MARVULLO (School Psychologist) is in her second year at CCLCS. Previously, she served as school psychologist in the Barnstable School district and at Cape Cod Regional Technical High School. Mary worked as a special education teacher for many years in the Dennis-Yarmouth School district, and was a psychologist at South Shore Mental Health in Plymouth. She is happy to be a part of the CCLCS community.

KATHY MCNAMARA (Executive Director) is in her third year at CCLCS. Kathy is a graduate of the College of the Holy Cross, and has been involved in education, communications, and public service during her career. She lived in Washington, DC on and off for 15 years before moving to the Cape. She lives in Brewster with her husband, Mike, and their three daughters. She is the proud parent of a CCLCS student!

SEAN MURPHY (7th grade math) came to the Cape from Ireland in 2005. He is a graduate of Trinity College Dublin, London University and the Dublin Business School. He is a fellow of the Chartered Institute of Management Accountants. He published a booklet on mathematics when he was 20. He plays Irish music and teaches Irish dancing on the Cape. He is happily married to his Irish wife Bernadette.

PAUL NILES (Associate Director/8th Grade Science) is one of the founding teachers at CCLCS. Paul was lured to CCLCS from teaching science at a small school in Western Mass. He has a BA in French from the College of the Holy Cross, a BS in zoology from UMass/Amherst and an M.Ed from UMass/Amherst. He lives in Eastham with his wife and two children.

ELIZABETH NOVAK (8th Grade Math) is thrilled to be back for her sixth year at CCLCS. She received her BA in Mathematics from Mount Holyoke College, and is also an alumna of Cape Cod Community College. In addition to her mathematics teaching, Liz has had extensive experience with outdoor and experiential education.

CATHERINE O'LEARY (6th Grade LA) graduated from Boston College in 2003 with a B.A. in English and again in 2008 with M.Ed. Prior to arriving at CCLCS in 2008, she taught 7th grade Language Arts in Brookline at the Dexter and Southfield Schools, as well as 5th grade in the Newton Public Schools.

SARAH PORZIG (Special Education Assistant) earned a BA in art from the University of Rhode Island. After realizing she was not cut out to be a gallery artist, she joined City Year - a nonprofit organization that provides educational support and community service in inner cities around the

country. Following that experience she returned to Boston and enrolled in Lesley University's masters program for Creative Arts and Learning, with a focus on alternative education. She is now giving her attention to being a member of the special education team at CCLCS!

CARRIE QUENNEVILLE (Special Ed/Art) joins us again in the Special Education Department and as 7th grade art teacher. She holds a teaching degree from Mt. Holyoke College and is working toward a Master of Art Education through UMass-Dartmouth. She lives in Dennis with her husband Shane, their wonderful son Zaq, a pup named Cabo, and their furry feline, Oliver George.

ELIZABETH SCHULTZE (String Ensemble) is a graduate of the Oberlin Conservatory. Liz was a cellist in the Bergen (Norway) Philharmonic, and a freelance musician in Stockholm, Sweden before settling on the Cape in 1991. Now a member of the Cape Cod Symphony and the Simon Sinfonietta, Liz teaches private students and lives with fellow Schultze-Ericsson Quartet members Bo, Sam and Annika.

KAREN SCICHILONE (Business Manager, Athletic Director and Part-time Math Teacher) has been part of CCLCS since its birth. All four of her children attended the Charter School. Her son Joe often subs at CCLCS. Karen holds an Associates in Accounting from CCCC and a BS in Psychology, Minor in Math and Education from UMass Dartmouth. She is certified in Middle School Math and Social Studies. Karen loves to travel and read in her off time. She lives in Yarmouth with her husband Ray, a bunch of kids, two grandsons and two golden retrievers.

JUDY STACY R.N. (School Nurse) graduated from Fitchburg State College with a B. S. in Nursing. In her 13th year at CCLCS, Ms. Stacy lives in Dennis with her husband, a cat and a dog. Although the nest is empty this year, her four children and new granddaughter visit frequently. She is an avid runner and gardener who is somewhat obsessed with health, fitness & fashion.

JOHN STEWART (8th Grade Central Subject) earned his BA from Amherst College and has taught in a variety of settings for 39 years. He lives in Brewster with his wife.

JOSH STEWART (6th grade Math) returns for his 13th year at CCLCS, and his 11th as the sixth grade math teacher. A graduate of Nauset Regional schools, Mr. Stewart studied American History and Studio Art at the Univ. of Vermont, and earned a M.Ed in Middle School Education from Lesley College. When not teaching, he spends his time working on his 220 year-old house, cheering on the Red Sox, and exploring Cape Cod. He lives in Orleans with his wife, his two children, and "Murray The Dog."

SANDY STEWART (Office Assistant) completes the Stewart CCLCS triumverate as the wife of Mr. Stewart Big and the mother of Mr. Stewart Little.

PETER TRULL (7th Grade Science) holds a Masters Degree in Education, and has worked in science and education for more than 20 years. He was education director at the Cape Cod Museum of Natural History and the Center for Coastal Studies (where he developed and taught classes related to whales and marine ecosystems). He has authored three books about Cape Cod natural history and is currently conducting long-term research on Eastern coyotes and the fisher. He lives in Brewster with his wife Carol and their daughter Mary Elizabeth. He enjoys birdwatching, writing, photography and fishing.

KATHRYN WILKINSON (6th Grade Social Studies) returns to CCLCS for her sixth year. Previously, Kathryn taught fifth grade at an international school in Guatemala. She earned an undergraduate degree from the University of Vermont, and a Masters in Education from Lesley University. Kathryn lives in Orleans with her son, husband, a dog, and two cats.

TONY WILLIAMS (7th Grade LA) is excited to be back for his third full year at CCLCS. Before coming to the Cape he earned his BA in English/Secondary Ed. from SUNY Plattsburgh, and taught grades 8-11 in upstate New York. He is an avid snowboarder and mixed martial artist. He owns a home in West Yarmouth, where he is slave to his four year old Boston Terrier, Louis.

AMY WOODS (8th Grade LA) and her husband, Seamus, live in Brewster with their daughter Ella, son, Asher, and their crazy cat, Roshi. Before coming to CCLCS in 2005, Amy taught in Pennsylvania for eight years. She has an undergraduate degree from the University of Pennsylvania and a Master's degree from Arcadia University. When not teaching, Amy enjoys teaching classes at Willy's Gym, reading, skiing, and playing with Ella and Asher.

## **III. Charter School Campus**

### **A. Layout**

As can be seen from the floor plan, the school is comprised of two wings (separated by the Chinese Restaurant), nine classrooms (four at each grade level), a multipurpose room, foreign language rooms, an art room, lavatories, and various offices. The school's playground is located on the side of the building next to the eighth grade classrooms. The "Annex" houses additional classroom space and offices.

Off-campus sites are used by the school for various purposes.

### **B. Noise Restrictions**

Noise is always a potential problem. To minimize noise, students, staff members, and visitors are asked to be aware of classes when entering the building or while passing through hallways around the school.

### **C. General Safety**

The Lighthouse School is located in a commercial area. Consequently, the school has implemented specific procedures to ensure student safety.

1. Behavior while traveling off-campus: Students frequently travel off-campus for various activities in school-owned vehicles and parent-driven vehicles. There are several rules that must be followed to ensure the safety and driver liability:
  - a. Students must wear seat belts at all times.
  - b. Behavior while in a vehicle is not dependent upon whether or not the driver is a teacher or a parent. All drivers must be respected.
  - c. The radio is controlled by the driver.
  - d. Students are not permitted to eat or drink in school vehicles.
  - e. The vans are limited to 11 passengers in addition to one driver.
2. Personal listening devices (i.e., CD/MP3 players etc.) are not allowed at school. Cell phones may not be on or in use during school hours.
3. Students are not allowed to walk off-campus before, during or after school unless accompanied by an adult or with written parental permission.

4. Students are not allowed in the Chinese restaurant during school hours except to get their lunch.
5. Fire Drills occur in accordance with the Town of Orleans fire ordinances. Exits are clearly marked leading from or adjacent to each classroom.

#### **D. Maintenance**

While the school does employ a part-time maintenance staff, maintenance of the school premises is a community activity. Students are expected to help in the daily cleaning of the school by helping with recycling, picking up after themselves particularly after eating, emptying trash containers in their classrooms, returning items to their proper places after using them, and refraining from throwing trash on the floor. Students are also responsible for keeping their cubbies neat.

### **IV. School Policies**

#### **A. Student Records Policy**

As of 1975 the State Board of Education has issued a complete set of regulations regarding the keeping of student records within our schools. These regulations were adopted to insure the right of confidentiality and to provide for inspection of such records by parents and eligible students.

There are basically two types of records. The first is the permanent record, consisting of the very basic information, such as name, address, phone number, birth date, parents, courses, and grades. The second is the temporary record, consisting of test scores, class rank, teacher evaluations and extracurricular activities. Parents and eligible students may inspect, obtain copies at a reasonable fee, and have interpreted any data contained on the student's record within 48 hours of receipt of a written request. Requests should be made to the Director.

If there is a legal need for a non-custodial parent to have their rights of access restricted, the school will need to have a letter from the custodial parent explaining the situation.

#### **B. Medical Policy**

##### **Student Emergency Information Sheet**

The Student Emergency Information Sheet must be completed and returned as close to the first day of school as possible to be kept on file

in the office. Three separate telephone numbers would be appreciated, whenever possible. Please be sure there is a LOCAL person listed who can be reached when you are not at home. Only first aid treatment can be provided at school. No student is allowed to leave the school alone when ill, and parents are expected to provide transportation. Please inform the school nurse of any medical problems that could affect the student's performance in school.

### **Medication**

No medication will be dispensed in school unless prescribed by a physician. When a student is required to take medicine during school hours a consent form must be signed by the parent and physician BEFORE any such medicine will be dispensed. The medicine must be in a labeled prescription bottle and must contain no more than a 4-week/ 20-day supply. The medicine will be kept under lock and key and dispensed only by the school nurse or her designee. These rules also apply to all over-the-counter medications except Tylenol which may be dispensed with written parental consent once during the school day. If your child is undergoing orthodontic treatment or is prone to headaches, it is advisable to have a signed consent form for pain relievers on file. These forms are available from the nurse. For students in need of medication on long-distance or overnight field trips, policies and procedures have been developed and are available from the school nurse.

### **Physicals/Immunizations**

1. All students must be up to date and current on all immunizations. This information must be on file in the office with the nurse. Failure to comply with this policy may cause your child to be excluded from school.
2. Parents should inform the school nurse of ANY immunizations or physical exams that a student received from a private physician, hospital, or medical center at any time in order that the health record of each student be kept current and accurate.
3. All students entering grade 7 must have received: a second dose of live measles containing vaccine. (MMR), 2-3 doses of Hepatitis B, 1 Td Booster (if it has been 5 yrs. since the last dose ) and 1 or 2 doses of Varicella Vaccine (or a Physician-certified reliable history of Chicken Pox).
4. Grade 6 students will be offered the Tetanus booster and the Meningococcal vaccine, with written parental consent, here at the school, free of charge.

5. All candidates for athletics must have a recent physical exam (within 13 months) on record before participation in a school sport, including practice. The school physician will perform a sports physical for those students needing one during the year for a fee of \$10.00.
6. All students must have a physical examination during elementary, middle, and high school years. Forms for private physicals are available in the office from the nurse.

### **Annual Health Screening:**

1. Vision and hearing screening (grade 7).
2. Height, weight, BMI, and blood pressure screening (grade 7).
3. Scoliosis Screening (all grades).
4. Pediculosis screening, periodically, as needed, during the school year.

If you have questions regarding school health policies, please call the school nurse.

### **C. Student Pregnancy Policy**

The Cape Cod Lighthouse Charter School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of pregnancy status. Pregnant students shall have access to all areas of educational and extracurricular programming available to non-pregnant students. Pregnant students shall have access to the services of the school's nurse as needed in order to encourage maximum participation in school programming.

### **D. Curriculum Exemption Policy**

The curriculum at the Lighthouse School is based upon the Massachusetts Curriculum Frameworks and teacher-developed programs of study. All activities which occur in our school are directly related to the goals and objectives of the curriculum and have distinct academic purposes. Exemption of a student from class is permissible only for health classes or specific sections of the curriculum. Exemption from health class is permissible with a note from a student's parent/guardian. Decisions regarding student exemption from classes for religious reasons are made in accordance with state and Federal guidelines on a case-by-case basis.

**Exemption procedure:**

1. Parents must write a letter to the Director stating their rationale for requesting that their child be exempted from a particular part of the curriculum.
2. This request for exemption will be reviewed by the Director and the teachers responsible for teaching the subject.
3. Their decision regarding the request will be communicated by letter to the parents.
4. Parents have the right to appeal that decision to a special committee of the Board of Trustees which deals with curricular issues. The Board must receive the complaint in writing. The Board has 30 days in which to respond to the written complaint.
5. If the parents are not happy with the Board's decision, they have the right to appeal to the Massachusetts Department of Elementary and Secondary Education.

**E. Harassment Policy**

The Lighthouse School is committed to maintaining a school and work environment free of harassment of any kind, including harassment based on gender, race, color, religion, national origin, age, sexual orientation, or disability. The Lighthouse School expects all employees and members of the school community (Board of Trustees, parents, staff, students, and volunteers) to conduct themselves in an appropriate and professional manner with concern for their fellow employees and students.

Harassment in any form will not be tolerated. Harassment may include but not be limited to:

1. repeated or persistent offensive remarks
2. intimidation for favors
3. overt threats or demands
4. unwanted physical contact
5. display or circulation of written materials or pictures of a derogatory nature.

Any violation of this harassment policy should be brought to the attention of the Director or classroom teacher in the case of a student. In the case of an employee or a school community member, violations should be brought to the attention of the Director. In the case of an alleged impropriety on the part of the Director, a report shall be made to the President of the Board of Trustees. Upon such notice, an investigation will be completed and appropriate action will be taken.

Any employee or member of the school community found to have engaged in harassment shall be subject to sanctions, including but not limited to, a warning, suspension, or expulsion for students, and a warning, suspension, or termination of employment for staff.

Under certain circumstances, harassment (particularly sexual harassment) may constitute child abuse under Massachusetts law G.L. c. 119, 51A. The Lighthouse School shall comply with Massachusetts laws in reporting suspected cases of child abuse.

## **F. Discrimination Policy**

The Cape Cod Lighthouse Charter School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act), or on the basis of sexual orientation or religion in accordance with Massachusetts General Laws Chapter 76, Section 5.

Title I of the Americans with Disabilities Act of 1990

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.

Title II of the Americans with Disabilities Act of 1990

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.

Title VI of the Civil Rights Act of 1964

Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.

Title IX of the Education Amendments of 1972

Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.

Section 504 of the Rehabilitation Act of 1973

No otherwise qualified handicapped individual shall, solely by reason of (his/her) handicap, be excluded from the participation in, be

denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

MGL, Ch. 76, Section 5: Massachusetts General Laws, Chapter 76, Section 5

Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.

If you have any questions, complaints or need any information regarding any of the above named Titles, please contact the coordinators as follows:

Title IX, Title VI, and ADA, Sexual Harassment Coordinator is:

Kathy McNamara, Director  
Cape Cod Lighthouse Charter School  
225 Route 6A Orleans, MA, 02653  
508-240-2800

504 Coordinator is:

Mary Marvullo, School Psychologist  
Cape Cod Lighthouse Charter School  
225 Route 6A Orleans, MA, 02653  
508-240-2800

**Grievance Procedure Policy for Students, Parents, and Guardians** who feel that a regulation has been applied inequitably or unjustly:

1. The aggrieved party should attempt remediation through a conference with the Teacher involved. Should this prove to be unsatisfactory or undesirable, the grievance may be taken to the Director.
2. The aggrieved party, if dissatisfied, may present his or her grievance to the Director who after hearing the facts and after consultation with the Teacher, takes any action he or she thinks is indicated.
3. If the aggrieved party feels that the solution or decision is not agreeable to him or her, he or she may appeal to the President of the Board of Trustees.

## **G. Recreation/Physical Education Policy**

1. Please make certain that students wear proper footwear and clothing to class. All students should wear clothing that they can move around in easily and clothing that is weather appropriate.

Fashion sneakers (with heels), flip-flops or other open-toe shoes are not permitted.

2. Emphasis is placed on effort and attitude as opposed to achievement. It is more important that students cooperate with others and try to succeed rather than measuring their success by the number of times they hit a ball or score a goal. Teamwork, encouraging others, and playing fairly, safely, and hard are the keys to success in Physical Education (P.E.) classes.
3. Students are encouraged to bring individual water bottles to class every day. Students are not to bring soft drinks of any kind to class.
4. Students are responsible for protecting themselves from the sun and weather. This means that students should remember to wear hats, sunblock, and any other items necessary to keep themselves healthy outdoors.
5. P.E. classes emphasize safety first and fun second. Students are to be responsible for their own safety and for the safety of those around them. This means: wearing a seat belt from the time the van starts up to the time it is shut off, not engaging in play with the equipment until everyone is ready, and watching out for themselves and others at all times.

## **H. Athletics Policy**

The Lighthouse Charter School states as its mission the intent "to foster intellectual development and academic achievement by providing a school focused upon challenging, interactive, interdisciplinary learning experiences, creating a center for activities involving parents and community members, as well as teachers and students."

The Interscholastic Athletic Program, as its mission, seeks to parallel these ideals by providing the CCLCS student community with an extracurricular environment supportive of the academic programs. The CCLCS athletic program fosters self-discipline, respect for self and others, and ethical competitiveness so as to promote personal responsibility, skill development, physical fitness, moral courage, altruism, as well as an appreciation for team and school spirit. The program operates under the guidance of adult school community members.

School teams compete against other public and private middle schools in a schedule built by the Athletic Director in advance of each season. The school offers interscholastic middle school competition in boys/

girls soccer, girls field hockey, boys/girls basketball, baseball and softball.

All CCLCS sports teams are fully inclusive, operating under a “no cuts” policy. The following guidelines have been developed in order to serve the needs of the teams to balance inclusiveness and safety with competitiveness in an environment where our teams often play against larger schools where rosters have been trimmed.

A fee of \$30 is charged per student per sport.

### **Playing Time Guidelines**

Student athletes at CCLCS bring a wide range of abilities and commitment levels to their sports. Some athletes are amongst the elite at their age levels—they may play for town and travel teams and they may follow special training regimens. They may have plans into the future that include playing the sport in high school and beyond. Other athletes may be trying a sport for the first time. They may not be experienced in the rules and techniques of the sport. Some team members may have physical challenges that make competing in the sport especially difficult for them. They may have little chance of continuing to play on teams in high schools where “cut” policies may be in place. The playing time guidelines outlined here are designed to honor both kinds of athletic team participation. Committed competitive athletes deserve an experience that will hone their skills and keep them on track to meet their larger athletic goals. Novice team members deserve the chance to experience the many benefits that result from successful participation in school based team sports.

All eligible student athletes have the right to participate equally in practice sessions. Although coaches may at times “split squads” for smaller practice experiences, students of all ability levels should have equal practice time.

All eligible students suiting up for a specific contest are guaranteed to get playing time, but playing time may not be equal. Coaches reserve the right to apportion playing time in a game in response to the flow of the contest.

Coaches have the right to set playing rosters that differ from game to game. Coaches should set game rosters in an attempt to balance competitiveness and inclusiveness.

Coaches may designate certain players as “highly committed and experienced.” These players may play more minutes and more games than players who are less committed. Coaches may also designate certain players as “developmental.” These players may see less playing time due to reasons of safety and/or competitiveness. All players will receive skill training commensurate with their skill level, and will be rewarded with greater playing time by virtue of their commitment.

All policies outlined in this section of the Handbook are in accordance with the rules and regulations of the Massachusetts Interscholastic Athletic Council.

### **Academic Requirements for Student Athletes**

In order to participate on a team, student-athletes are expected to maintain a "C" average or better in all classes. Beginning with the last school day of the second week of practice for any sport, each student-athlete will receive a biweekly progress report from each of his/her teachers. The reports will be graded on a "Pass," "Borderline," or "Fail" basis as follows:

- Pass = C average or better, with all assignments up-to-date
- Borderline = D average, or incomplete assignments
- Fail = F average

Any student-athlete who receives a "Borderline" must raise that grade to "Pass" by the next report. Failure to do so will result in temporary suspension from the team until the grade is raised.

Any student-athlete who receives two or more "Borderline" grades, or one or more "Fail" grades will be suspended from the team immediately. The suspension will remain in effect until all grades are raised to "Pass."

If a serious decline in grades occurs (even though grades are still passing), and determined to be due to lack of effort or poor time management, a student-athlete may be suspended until he/she has brought schoolwork back up to its previous level.

Any student-athlete suspended because of poor academic performance will be dismissed from the team and declared ineligible for the remainder of the season if the "borderline"/"fail" grades are not raised to "pass" within two reporting periods. All decisions to suspend or dismiss a student athlete shall be made by the Director in consultation with the head coach.

Any student absent from school for more than half a day on the day of a meet/game may not participate in the competition.

### **Behavior of Student Athletes**

Student-athletes are representatives of the Cape Cod Lighthouse Charter School and are expected to maintain proper school behavior at all times. Inappropriate behavior or poor sportsmanship, either in school or at a game or team function, is subject to the disciplinary code in the Student Responsibilities section of the CCLCS Handbook, and may additionally include suspension or dismissal from the team. Any student who receives community service or other disciplinary action on the day of a game will be held responsible for that consequence.

Students on sports teams are expected to follow the same behavioral codes that are outlined in the student handbook and in student behavioral contracts. Penalties for inappropriate behavior as determined by coaches and school personnel are as follows:

- First offense: suspended from team for one game to one week
- Second offense: suspended from team for two weeks
- Third offense: suspended from team for remainder of the season

## **I. Religion Policy**

### **Treatment of Religion in the Curriculum:**

No staff person shall provide religious instruction, i.e., teach theology and dogma for the purpose of proselytizing. However, all staff may read from holy works, discuss the historical implications of a religion, and explore the religious beliefs of a culture or country as part of an academic subject's curriculum.

### **Celebration of Religious Holidays:**

In accordance with G. L. Ch. 151C, sec. 2B, the Cape Cod Lighthouse Charter School recognizes and supports a staff person's or student's right to observe religious holidays. Any staff person wishing to observe a religious holiday that does not fall within regular school vacations, may take a personal day. A student, for whom a religious holiday falls outside the regular school vacations, will be accommodated in the following manner: the student will be excused from attending classes on the religious holiday, and will be provided an opportunity to make up work or tests missed due to the absence. No adverse or prejudicial

effects shall result to any student because of absence due to observance of religious holidays.

In accordance with G.L. Ch. 71, sec. 31A, the Cape Cod Lighthouse Charter School has set the following guidelines around the celebration of religious holidays:

1. Musical selections for the annual Winter Concert, artistic displays, and other projects relating to holidays reflect the school's desire to provide students with a heightened awareness of the diversity of religions and cultures around the world.
2. Within the context of a curricular activity, religious holidays may be studied, the purpose of which is to further the educational and cultural experiences of students.

## **J. School Policy on Translation and Oral Interpretation**

CCLCS is committed to providing written and oral translation of school documents to families who are unable to read or understand spoken English well. School offices will maintain a translation folder containing the products of all school policy level translation requests.

Families can request translations or oral interpretation by filling in a translation/ interpretation request form and submitting the form to the school's Director.

Spanish and French translations and oral interpretations will be completed by school staff. Other translations and interpretations will be completed by outside service providers, including but not limited to the translators and interpreters at the University of Massachusetts Translation Center.

Many special education materials have already been translated by the Department of Elementary and Secondary Education, and school personnel will use this resource when available.

## **V. School Procedures**

### **A. Operations**

School Hours: The students' school day begins with homeroom at 8:55 a.m. and ends at 3:10 p.m. The earliest time that students should be dropped off at school is 8:00 a.m. Students arriving early should report to quiet study hall in a designated grade-level classroom. Students must

be picked up after school or take the school bus by 3:15 p.m. unless they are participating in a school activity. Adherence to the 3:15 p.m. pick up time is extremely important since staff will be either in meetings at that time or engaged in after-school activities with other students.

School Calendar: As in the past, the Charter School generally follows the Nauset Regional School District's schedule. See page 2.

School Cancellation: Because of our dependence on the transportation services of the Nauset Regional School District, the Cape Cod Lighthouse Charter School is canceled whenever the Nauset Regional District schools are canceled. CCLCS uses the SchoolReach service to call each family, with cancellations also announced on the following Cape radio stations:

WCIB 102 FM; WCOD 106 FM; WFCC 107.5 FM; WKPE 104.7 AM & FM; WOCN 103.9 FM; WOMR 92.1 FM; WQRC 99.9 FM; WRZE 96.3 FM; WXTK 95.1 FM...

on these TV stations: WBZ and WCVB...

and listed online at [www.cancellations.com](http://www.cancellations.com).

Visitors: All visitors to the school must report to the office.

Attendance: The Department of Elementary and Secondary Education (DESE) requires that all schools maintain a minimum of 95% attendance and holds the school accountable for assuring that this requirement is met. Individual student attendance is reported to the DESE quarterly. Tardiness and early dismissals are considered attendance issues. Parents are notified as attendance issues arise and every effort is made to address unexcused absences informally. Chronic attendance issues which remain unresolved may necessitate notification to social service agencies or the filing of a Child in Need of Services petition with the court system. In addition, a hearing may be held with the parents and the school director, along with the student's team of teachers, for students absent and/or tardy in excess of 15 days. A student who is absent and/or tardy in excess of 30 days will trigger an administrative review to determine if the student is eligible for promotion to the next grade. Special help is provided for specific, documented, excused absences such as medical issues.

*Please note*: a student must be present in school in order to participate in extracurricular activities after school, including sports and clubs.

Students arriving after 12 p.m. are considered absent. Students arriving after 9 a.m. are considered tardy and must report to the front office to sign in.

Early dismissals: are listed on the morning attendance sheets; please notify the school office, either by note or phone call, when a student is to be dismissed early. Any student dismissed before 3:10 p.m. must be signed out at the office except students dismissed early because of illness. They will be signed out by the School Nurse. Students dismissed before 12 noon will be marked absent for the day.

Dismissal: Student safety is one of the school's primary concerns. Because of the Lighthouse School's location, special dismissal procedures have been implemented and must be followed. Students riding the Nauset relay buses will line up in front of the school by grade level.

- Students staying after school are to remain in the building and wait for the teacher with whom they will be working.
- Students being picked up should walk along the sidewalk to the marked crosswalk nearest the Urban Playground where they can cross safely to waiting vehicles.

Although most of our students ride the buses, many ride in car pools and are picked up each day by different drivers. Parents must give the school a list of the regular car pool drivers. For safety's sake we require that anytime someone other than a parent or car pool member is picking up a child, the office be notified by the parent, identifying the person authorized to pick up the child. Please ask the person to identify him/herself to a staff member. If the person is picking the child up before dismissal, please ask him/her to come to the office and sign the child out.

Lunch and Snack: Students should bring a snack and lunch along with a drink to school. Because the school does not have a cafeteria, arrangements have been made with local restaurants so that we can offer lunch every day to all grades. Additionally, there is a drink machine for the purchase of water and juice drinks. The school does offer a free and reduced price lunch program. Forms are mailed to each family annually and are available throughout the year through the school office.

All Lunches are \$3.25 and are offered with milk and 100% apple juice:

Monday -Papa Gino's Pizza

Tuesday - Local Flavor

Wednesday - Northside Restaurant

Thursday - Local Flavor

Friday - Hunan Gourmet

- Milk or juice may be ordered separately for fifty cents.
- Lunch orders and payments for the following week are due in homeroom on Fridays (in sealed envelopes, please).
- Students may also order on a daily basis.
- Absences: when you call in an absence, please let us know to cancel & credit their lunch for that day.
- Tardies: if you know your student will arrive late on a day they have a lunch order, please call by 9:30 AM and let us know if they will be here for lunch. Otherwise, we will cancel orders for students not present at that time.

*A printable Lunch Order Form is available on our website.*

## **B. Transportation**

### **Students living in the Nauset Regional School District**

(Brewster, Eastham, Orleans and Wellfleet) are provided school bus transportation, but occasionally our schedule differs from the Nauset Public Schools, and parents must arrange morning and/or afternoon transportation. If you have trouble arranging transportation, call the office and we will try to help! Students who wish to travel on a bus other than their own may do so for child care reasons. All students are bound by the Nauset district rules for bus conduct.

**CCLCS students who are transported by Nauset buses** ride to the Middle School and change to buses designated for CCLCS. These students will be transported to CCLCS after all buses have arrived at the Middle School.

**In the afternoon** two Nauset buses will arrive at CCLCS at approximately 3:10 p.m. These buses will depart at 3:15 p.m. taking CCLCS students to the Middle School where they will change to their buses for the ride home. It is important that students note the number of the bus route on which they ride as the bus drivers can change.

**Parents picking their students up at the Middle School** are asked not to line up or park in front of the school. Instead, afternoon pickups are to be completed in the parking lot nearest the Snow Library.

**Students from outside the Nauset District** must provide their own transportation to and from school (i.e. parents, car pools, B-bus). B-bus and Flex-bus are operated by the Cape Cod Regional Transit Authority. Nauset School District policy does not allow students from out-of-district to ride their buses, ever. Since Nauset provides our transportation, therefore we cannot issue bus passes for out-of-district students.

**Safe parent / car pool pickup of students:**

If you are picking up 6th graders, as you enter the parking lot, turn right and approach the school via the far right 'lane' of the parking lot. We will dismiss 6th grade students from the 6th grade entrance.

If you are picking up 7th and 8th graders or a carpool with mixed grade students, please turn left toward Route 6A as you enter the parking lot. Parents are asked to park or line up adjacent to the 6A fence. Please do not park near the school or in front of the Chinese restaurant. The bus company requests that the corridor between the parking spaces and the front portico all the way past the Chinese restaurant be left free of cars so the bus drivers have full visibility and no traffic hazards.

**For families from Bourne to Dennis** a bus service for our students has been established by a group of parents. For information, please contact [lighthousebusinfo@comcast.net](mailto:lighthousebusinfo@comcast.net) or you may call the parent liaison Susan Bloom at 508 362-5242.

**All students biking to and from school must wear proper helmets.**

### **C. Meetings**

**Board of Trustee Meetings:** All parents are welcome to attend Board of Trustees meetings. Board meetings are held on the fourth Monday of every month unless otherwise noted. All meetings are posted on the bulletin board outside the office.

### **D. Building Use**

The Board of Directors of the CCLCS have voted the following Building Use statement as policy for the school: For safety and liability reasons, public use of the Cape Cod Lighthouse Charter School buildings is limited to school activities that are directed by CCLCS staff.

## **VI. Student Services**

### **A. Counseling**

The individual counseling needs of students and their families are met in a variety of ways.

**Homeroom:** Every student in each grade is assigned to a homeroom at the outset of the school year. Homeroom is structured to provide the opportunity for every student to explore issues of personal concern with their homeroom teacher. This teacher endeavors to create a homeroom environment where students may feel comfortable seeking advice and parental-level counseling on issues relating either to their peers or the school.

**Counseling Services:** In those cases where student or family needs exceed the domain of the school, parents will be referred to professional services and counseling. In cases where a student is at-risk, the school will intervene according to the mandates of Massachusetts educational law. The school psychologist is available at all times for immediate advice, intervention, and referral.

**In-school Counseling:** The school offers the services of a school psychologist to assist students with problems that can be dealt with on a short-term basis.

### **B. Special Education**

In accordance with Chapter 766 and the Individuals with Disabilities Education Act of 2004, the school operates special education programs that fully meet the needs of students with Individuals Education Programs (IEPs). The school employs a Special Education Administrator and Coordinator, a full-time school psychologist, three full-time special education teachers and several support staff. Parents with students who have special needs are urged to meet with the special education teachers as early in the school year as possible if they have questions about their child's program.

#### **504 Accommodation Plan**

Students with disabilities who do not require special education services to make progress in general education may be entitled to accommodations under Section 504 of the Rehabilitation Act of 1973. The school ensures that students with disabilities have meaningful opportunities to participate in all aspects of school on an equal basis with students without disabilities. If you have a child with a disability,

please contact the director for more information on 504 accommodation plans.

### **Instructional Support Intervention**

A school team meets on an as-needed basis to assist students who are experiencing educational, physical, social and/or emotional problems. If you have concerns regarding your child's development, please discuss with your child's teacher, school psychologist, or the school director.

### **Disciplinary Actions**

State and federal regulations provide certain protections relevant to disciplinary action for students who are eligible or may be eligible for special education services. Please refer to page 33 for more information.

## **VII. Parent / Guardian Responsibilities**

### **Volunteering**

Parental participation is an integral part of the Lighthouse School. We depend on parent help for many school activities throughout the year. Every parent is expected to volunteer three hours per month. If your work schedule prohibits you from coming in to school during the day, there are many other ways in which you can help (e.g. join the Fundraising Committee, stuffing envelopes for a mailing). Please be generous with your time and skills. We are able to provide a rich and diverse education for students because of parental help.

For more information watch for updates in "Notes to Home" about Parent Association activities.

## **VIII. Student Responsibilities**

### **Statement of Purpose**

The Lighthouse Charter School seeks to encourage in each student a sense of self-discipline with individual responsibility and accountability for one's actions; self-respect as well as respect for others; and an individual code of behavior which reflects the values of family and the school's community.

In order for our school to be successful, everyone in the school must do the following:

- work towards the educational goals and objectives of the CCLCS
- preserve individual dignity
- recognize and honor the rights of others as well as ourselves.

For students to learn, get along with each other, and feel happy, they must be in an orderly atmosphere with fair, well-understood rules. The goal of positive discipline should be to turn bad behavior into good behavior. Parents and guardians are important people in the school community. Family support reinforces the school's disciplinary effort and is crucial to assisting teachers by encouraging appropriate behaviors.

The Lighthouse Charter School, its teachers, its families, its students and its volunteers, are committed to creating an extraordinary educational environment in our school . Our school must be as safe, secure, and trouble-free as possible. We know that the learning process is substantially enhanced by order, cooperation, and respect. We, as a community, will abide by a code of conduct (standards, expectations, and consequences) that will preserve this educational environment.

We support and defend high expectations and expect others to do the same.

### **Individual Rights and Responsibilities**

CCLCS, as a public school, recognizes the importance of its responsibility to educate students. We will strive to establish a curriculum and a working community based on academic freedom. Certain individual rights and responsibilities are considered essential to our school community. They are:

1. The right to be respected as a member of the community.  
*In turn, each student is responsible for treating others the way s/he would like to be treated.*
2. The right to receive the best possible education.  
*In turn, each student is responsible for being prepared to work in class and on homework to the best of his/her ability, and to cooperating with teachers and classmates.*
3. The right to feel safe and secure in school.  
*In turn, each student is responsible for following the discipline code of the school and to respect his/her classmates and their property.*
4. The right to be treated fairly.  
*In turn, each student must accept the consequences of his/her behavior.*

## **Setting Clear Expectations**

At the beginning of the school year each student at CCLCS is expected to understand and sign a copy of the behavioral contract below. This contract translates the rights and responsibilities detailed above into a clear set of behaviors that can help to guide student actions during their time at CCLCS.

### **A. Universal Student Contract**

The following contract is designed to serve as a guide for helping students understand the kinds of behaviors towards other students that are most helpful in creating a safe, supportive environment where all students and adults can learn and develop to the best of their potential. The main value at the heart of the school's behavioral code is that all members of the school community respect each other, and work to support each other. Putting the values of respect and support into action means that members of the CCLCS community must pledge to avoid certain behaviors that tend to harm others in the community, and behaviors that can weaken the learning environment. This contract clearly spells out some of the behaviors that students agree to avoid in order to ensure a healthy, supportive learning environment.

Most students at CCLCS already follow these behaviors, and some students will probably only need occasional reminders. It is possible that some students may have a harder time following these rules. If a student is found to be a "repeat offender" and participates in behaviors that break this contract on a regular basis, that student will receive an individual behavioral contract that spells out the consequences of breaking these rules in greater detail.

#### **The Universal Student Contract:**

As a member of the learning community at the Cape Cod Lighthouse Charter School, I understand my behavior is an important ingredient to building a strong, supportive community of learners, and I agree to follow all parts of the behavioral code described in this document.

I agree to demonstrate respect for CCLCS through care of the building, school equipment and all school resources. This includes contributing to keeping our physical space clean and healthy, as well as taking care of and not damaging school property, including things as big as the vans, and as small as paper clips.

I agree to act as a thoughtful and responsible representative of CCLCS on school grounds and in public spaces. I recognize I am a reflection of my community and should act with courtesy and consideration for the safety and comfort of others. This includes walking (not running) on the sidewalk, being courteous to people who share our mall, demonstrating appropriate behavior in the vans, and in using appropriate language and behavior on school trips.

I agree to respect the learning climate at CCLCS by coming to classes prepared and on time, and by behaving appropriately and positively in the classroom setting. This includes a commitment to honesty in my schoolwork, avoiding cheating and plagiarism (copying).

I agree to never “put down” or “pick on” another student or staff member with my remarks or actions, or participate in “bullying” other students.

I agree to avoid participating in gossip or in circulating notes or other written or electronic (like email or instant messaging) materials that could be designed to hurt somebody else’s feelings.

I agree to avoid unwanted physical contact with other students, and if a student or staff member asks me to stop such behavior, I will do so immediately.

I agree to respect other people’s possessions, and keep my hands off others’ pens, papers, schoolwork, backpacks and anything else that does not belong to me.

I understand that if I break these rules I will be hurting myself, my friends and the CCLCS community. In addition, I will risk earning penalties, ranging from a loss of privileges (e.g. field trips) to more serious penalties (e.g. suspension).

I understand that a student who consistently breaks the rules may require an Individual Behavioral Contract with specific and very clear expectations and consequences.

## **B. Consequences for Breaking Rules**

*THE FOLLOWING DESCRIBES SOME OF THE CONSEQUENCES FOR BREAKING RULES. THE COMPLETE DISCIPLINE POLICY IS AVAILABLE ON OUR WEBSITE UNDER "FOR FAMILIES... PARENT/STUDENT RESPONSIBILITY."*

### **Field Trip/ Physical Education Behavior**

The curriculum at the CCLCS often provides for learning experiences away from the school grounds. During these activities, it is important for all students to be responsible for their behavior. Inappropriate

behavior may result in loss of field trip privileges. The following rules are in addition to normal school rules.

- Students must give parents and other school community members assisting with field trips the same respect that they would provide to teachers.
- When asked by the driver of a van to be quiet, students are required to be quiet.
- Consumption of food and drink is not permitted in school vans without permission of the driver.
- Students must leave the vans clean and free of debris at the end of each trip..

### **Behavioral / performance expectations for participation in extended field trips**

The extended field trips at the Cape Cod Lighthouse Charter School are designed to build class cohesion, meet specific learning objectives, and serve as a fun reward for students' enthusiastic participation in the academic and civic life at our school. The success of the trips requires students, parent chaperones and teachers to uphold very high standards of behavior. Living together in harmony for five days in the June heat of Pennsylvania, the woods at Nature's Classroom or for three days in the rustic White Mountains, requires a climate of mutual trust between students and staff. At CCLCS we have been able to build and maintain this trust, as evidenced by years of very successful trips.

We strive to make these trips positive growth experiences for ALL students, but it does sometimes happen that students need to be excluded from a class trip. These exclusions are rare, and are based on the student's behavioral and academic performance at school. In order to be included in a class trip, a student must meet the following academic standards.

- complete at least 75% of his/her homework assignments in all classes
- complete all project work in all classes
- have a passing class participation grade in all classes

Any student in danger of falling short of these standards will receive warnings when they fall out of compliance, so that they can complete the work necessary to be included in the trip.

Students can also be excluded from overnight field trips for behavioral reasons. These behaviors include serious violations of school rules - such as possession of drugs or weapons, vandalism, assault or harassment.

Teachers will routinely review students' field trip participation status at weekly team meetings. Parents of students in danger of being excluded from trips will be informed of this. Students excluded from a trip will be informed with a letter from the school's director at least one week before the trip, unless the event leading to the exclusion happens closer to the trip date.

### **Due Process**

All students involved in a discipline concern will be afforded due process. Due process includes the student's right to be treated with fairness and respect; to be given the opportunity to share his/her side of a situation; and to be assigned consequences in a reasonable and impartial manner. Due process includes the right to request a review of any decision and the right to appeal through the school's appeal process.

Students will be given the opportunity to reflect on their misbehavior, to assume personal responsibility for their part in a situation, to brainstorm and/or rehearse alternate methods of handling the situation, and to make amends, when practical, in an appropriate manner.

## **C. Special Disciplinary Procedures**

Massachusetts General Laws Chapter 71, Section 37H requires that all student handbooks shall contain the following provisions:

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or knife; or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, heroin, may be subject to expulsion from school or school district by the principal.
2. 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 school or school district by the principal.

3. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Board of Trustees. The expelled student shall have ten days from the date of expulsion in which to notify the Board of Trustees of his appeal. The student has the right to counsel at a hearing before the Board of Trustees. 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.
5. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

### **Discipline of Students who are Eligible for Special Education Services**

In general, if your child has violated the school's disciplinary code, the school may suspend or remove your child from his or her current educational placement for a period not to exceed ten (10) consecutive school days in any school year. If your child possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event or carries a weapon to school or a school function or has repeated incidents of suspendible offenses, the school may place your child in an interim alternative educational setting for up to 45 calendar days. If your child has been placed in an interim educational setting as a result of a disciplinary action, your child may remain in the interim setting for a period not to exceed 45 days. Thereafter, your child will return to the previously agreed-upon educational placement unless either a hearing officer orders another placement or you and the school agree on another placement.

Anytime the school wishes to remove your child from his or her current educational placement for more than ten (10) consecutive

school days in any school year, or for more than ten cumulative days when a pattern of removal is occurring, this constitutes a “change of placement.” A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include the following:

- Prior to any removal that constitutes a change in placement, the school district must send you a full statement of your procedural right (Notice of Procedural Safeguards) and inform you that the Team will consider whether or not the behavior that forms the basis for the removal is related to the student’s disability or was the direct result of the district’s failure to implement the IEP. This consideration is called a “manifestation determination.” Remember that you, as a parent, always have the right to participate as a member of the Team.
- Prior to any removal that constitutes a change in placement and/or upon determination that the behavior is a manifestation of the disability, the school must convene a Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the problematic behavior. If a behavioral intervention plan has been previously developed, the Team shall review its implementation and modify if necessary.

**Consideration of whether the behavior is a manifestation of the student’s disability:**

The law provides that the Team must consider evaluation information, observational information, the student’s IEP and placement, and must determine whether the behavior prompting disciplinary removal was a manifestation of the student’s disability. The Team considers if the student understood the impact and consequences of the behavior and further considers if the student's disability impaired the student’s ability to control his or her behavior.

If the Team determines that the behavior was related to your child’s disability, then your child may not be removed from the current educational placement (except in the case of weapon or drug possession or use) until the IEP Team develops a new IEP and decides upon a new placement and you consent to that new IEP placement.

If the Team determines the behavior was not related to your child’s disability, then the school may suspend or otherwise discipline your child according to the school’s code of conduct, except that for any period of removal exceeding ten (10) school days, the school must provide your child with a Free Appropriate Public Education (FAPE).

The school must determine the educational services necessary for and the manner and location for providing these services.

In the case of a disagreement with the Team's determination:  
If you disagree with the Team's decision on the "manifestation determination" or with the decision relating to placement of your child in an interim alternative education setting or any other disciplinary action, you have the right to request an expedited due process hearing from the Bureau of Special Education Appeals.

### **Discipline and Procedural Requirements Applied to Students not yet Determined to be Eligible for Special Education**

If, prior to the disciplinary action, a school district had knowledge that the student may be a student with a disability, then the school district makes all protections under law available to the student until and unless the student is subsequently determined not to be eligible for special education. The school district may be considered to have prior knowledge if:

1. The parent had expressed concern in writing; or
2. The parent had requested an evaluation; or
3. School district staff had expressed concern that the student had a disability.

If the school district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to disciplinary action, the school district will complete an expedited evaluation to determine eligibility for special education. The expedited evaluation will be completed and delivered to the parent via Team meeting discussions and reports within 15 school days from the school's receipt of a written consent to evaluate. If the student is found to have a disability and is eligible for special education services, then he/she receives all procedural protections subsequent to the finding of eligibility.

## **D. Acceptable Use of Educational Technology**

All students and staff at Cape Cod Lighthouse Charter School will have access to technology as part of their learning environment. It is expected that Cape Cod Lighthouse Charter School participants will abide by this Acceptable Use Policy when using Computers and other technology at the school.

**Internet:** Students may use the Internet for educational purposes only AND only with the permission of their classroom teachers - downloading, email and instant messaging are allowed only with direct teacher supervision. All users are expected to give credit for any work (graphics or text) taken from the Internet. Students may not, at any time, type their home address or telephone number to anyone on the Internet.

**Hardware:** All users are expected to treat computers with the care they deserve. Users agree not to physically tamper with computers and computer equipment. All school rules regarding vandalism apply to computers as well. Students should not move or unplug computer cables without teacher permission.

**Software:** Students may not load software, GAMES or APPLICATIONS, onto CCLCS computers. Installation or removal of software should be done only by staff after technology team notification. Software copyrights are respected by CCLCS; software piracy is prohibited.

**Compact Disks:** Students may not insert CDs or DVDs into CCLCS computers without teacher approval.

**Privacy:** Computer files belonging to other students or teachers are the same as property. Therefore, any tampering with files or projects belonging to another person will be regarded as stealing. Users are expected to respect the privacy of files belonging to the school, teachers, and students.

*Any student found tampering with computer hardware or software could be liable for repair. Such repairs are often expensive. Students who violate this Acceptable Use Policy may lose computer privileges for a period of time.*

## IX. Directory

### A. Board of Trustees 2009-2010

Schmidt, Heidi (Chair) .....planktonbloom@comcast.net  
487-3768

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Wells, Christopher ..... cwells@mvpbank.com

### Meeting Schedule

2009	2010
August 24	January 25
September 28	February 22
October 26	March 22
November 23	April 26
December 21	May 24
	June 21

All board meetings are held at the school, and begin at 6 p.m.

## **B. Staff**

add "cclighthouseschool.org" to emails ending in "@"

David Agnew.....	tech@
Joanne Amaru.....	jamaru@
Brian Bates.....	bbates@
Mary Kate Bloomer.....	kbloomer@
Margaret Bossi.....	maggieb@
Jane Brietzke.....	jane@
Derek Burritt.....	db@
Challis Crema.....	cc@
Julie Donnan.....	jd@
Betsy Doriss.....	bd@
Daniella Garran.....	dgarran@
Susanna Graham-Pye.....	sgraham@
Allison Graham.....	agraham@
Deborah Greenwood.....	dgreenwood@
Megan Harden.....	mgh@
Sandra Hemeon-McMahon.....	shm@
Jennifer Hyora-Williams.....	jhw@
Marion Lay.....	marion_lay@
Dana LedDuke.....	dana@
Pia MacKenzie.....	pmackenzie@
Mary Marvullo.....	mm@
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## Notes