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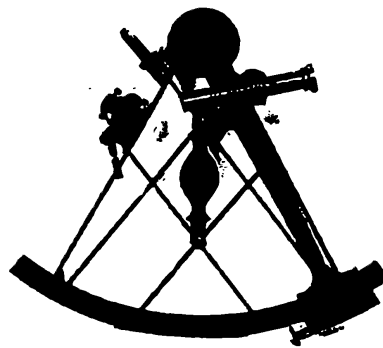
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2026-27

# Sturgis Charter Public School Handbook



*Student learning is why we are here. We strive to help all students maximize their potential not only in their knowledge and skills but also in their habits, attitudes, and values.*

## **East Campus**

427 Main Street  
Hyannis, MA 02601  
PH: 508-778-1782  
FAX: 508-771-6785

## **West Campus**

105 West Main Street  
Hyannis, MA 02601  
PH: 508-771-2780  
FAX: 508-771-0287

Sturgis Charter Public School is a tuition-free, public high school that accepts students through public lottery regardless of past academic records or individual challenges

August 2026

Dear Sturgis Students and Parents,

Welcome to the 2026-27 school year!

Our fundamental purpose is at the forefront of our thinking as we develop our curriculum and student activities: student learning is why we are here. We strive to help all students maximize their individual student potential not only in knowledge and skills but also in habits, attitudes, and values. It is our goal that each student is continually challenged to learn not only in our classrooms but also through the help and support of our faculty beyond the classroom.

We feel fortunate to have many highly capable faculty returning to Sturgis for the 2026-2027 school year. In addition, we have also been very fortunate in recruiting many outstanding faculty members who will add their passion and expertise to enhance our program.

Sincerely,

Paul Marble  
Executive Director

**STURGIS CHARTER PUBLIC SCHOOL**  
**2026-2027 School Calendar**

**August**

|         |                                              |
|---------|----------------------------------------------|
| 26      | New Faculty/Staff and Lead Teachers Meetings |
| 27      | Opening Meetings for Faculty/Staff           |
| 28 & 31 | Professional Days for Faculty/Staff          |

**September**

|   |                                     |
|---|-------------------------------------|
| 1 | Professional Days for Faculty/Staff |
| 2 | First School Day for Students       |
| 7 | Labor Day—No School                 |

**October**

|    |                                                     |
|----|-----------------------------------------------------|
| 7  | Teacher Professional Half Day—Half Day for Students |
| 12 | Indigenous Peoples' Day —No School                  |

**November**

|       |                                                  |
|-------|--------------------------------------------------|
| 11    | Veterans Day Observed—No School                  |
| 23    | Parent Teacher Conferences—Half Day for Students |
| 25-27 | Thanksgiving Holiday                             |

**December**

|       |                                                     |
|-------|-----------------------------------------------------|
| 9     | Teacher Professional Half Day—Half Day for Students |
| 24-31 | Winter Recess                                       |

**January**

|    |                                   |
|----|-----------------------------------|
| 1  | Winter Recess                     |
| 4  | Classes resume                    |
| 18 | Martin Luther King Day--No School |

**February**

|       |                   |
|-------|-------------------|
| 15-19 | February Vacation |
|-------|-------------------|

**March**

|   |                                                     |
|---|-----------------------------------------------------|
| 3 | Teacher Professional Half Day—Half Day for Students |
|---|-----------------------------------------------------|

**April**

|       |                |
|-------|----------------|
| 19-23 | April Vacation |
|-------|----------------|

**May**

|    |                         |
|----|-------------------------|
| 31 | Memorial Day- No School |
|----|-------------------------|

**June**

|    |                                                             |
|----|-------------------------------------------------------------|
| 5  | Sturgis Graduation—10:00 a.m. for East & 2:30 p.m. for West |
| 18 | Juneteenth - No school                                      |
| 23 | Last Day (includes 5 inclement weather days)                |

## **IBO Mission Statement**

To develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

## **IBO DEI Statement**

At the IB we want to understand and celebrate differences within our community, while recognizing and valuing the things we have in common. As we all strive to achieve our mission of creating a better world through education, we cannot underestimate the importance of diversity, equity and inclusion (D.E.I.). As a global education leader, we aim to provide guidance on ways to cultivate practices that address racism, implicit bias and discrimination of all kinds through an inclusive IB education for our students and community.

## **The IB Learner Profile**

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

### **IB learners strive to be:**

**Inquirers** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**Knowledgeable** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**Thinkers** We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**Principled** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Open-minded** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Caring** We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Risk-takers** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced** We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**Reflective** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

### **English Language Learners**

Pursuant to Massachusetts General Law, Sturgis Charter Public School will “be open to all students, on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, religion, sex, ethnicity, immigration or citizenship status, sexual orientation, gender identity, mental or physical disability, age, ancestry, athletic performance, homelessness, special need, or proficiency in the English language or a foreign language, and academic achievement.”

### **Students with Disabilities**

Pursuant to Massachusetts General Law, Sturgis Charter Public School will “be open to all students, on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, religion, sex, ethnicity, immigration or citizenship status, sexual orientation, gender identity, mental or physical disability, age, ancestry, athletic performance, homelessness, special need, or proficiency in the English language or a foreign language, and academic achievement.”

### **School Hours**

The school is open to students at 7:30 a.m. as a convenience to parents who must drop their children off early. Students must not enter classrooms unless they have made an arrangement to meet with a member of the staff.

At 3:10 p.m. all students not involved in a formal after school activity are to leave the academic area of the school immediately and wait in the lobby for their rides. No students, except athletes returning from practices or games, are to be on school property after 4:30. Parents who cannot pick up a child until after 4:30 should arrange to meet her or him at a safe location such as the public library.

### **School Closings**

In the event of inclement weather or mechanical breakdown, school may be closed. Sturgis will alert parents via text message to the primary cell phone number provided through SchoolBrains, and changes in school status will be announced, as well, on our website and television channels WHDH and FOX 25.

### **Calendar of Grade and Progress Reports 2026-2027**

#### **First Semester**

| <b><u>Term &amp; Exam Dates</u></b> |                          | <b><u>Progress Report &amp; Report Card Availability Date</u></b> |                |
|-------------------------------------|--------------------------|-------------------------------------------------------------------|----------------|
| <i>1<sup>st</sup> Quarter</i>       | <i>Sept. 2 - Oct. 30</i> | <i>Progress Reports:</i>                                          | <i>Oct. 9</i>  |
|                                     |                          | <i>Report Cards:</i>                                              | <i>Nov. 6</i>  |
| <i>2<sup>nd</sup> Quarter</i>       | <i>Nov. 2- Jan. 22</i>   | <i>Progress Reports:</i>                                          | <i>Dec. 11</i> |
| <i>Mid-Year Exams</i>               | <i>Jan. 19 - Jan. 22</i> | <i>Sem 1 &amp; Exam Grades:</i>                                   | <i>Feb. 2</i>  |

#### **Second Semester**

|                               |                          |                              |                 |
|-------------------------------|--------------------------|------------------------------|-----------------|
| <i>3<sup>rd</sup> Quarter</i> | <i>Jan. 25 - April 2</i> | <i>Progress Reports:</i>     | <i>March 12</i> |
|                               |                          | <i>Report Cards:</i>         | <i>April 9</i>  |
| <i>4<sup>th</sup> Quarter</i> | <i>April 5 - June 15</i> | <i>Progress Reports:</i>     | <i>May 14</i>   |
| <i>Final Exams</i>            | <i>June 10-11, 14-15</i> | <i>Year and Exam Grades:</i> | <i>June 29*</i> |

*\* These dates do not reflect additional days in the event of inclement weather.*

## Daily Schedules

Our schedule operates on a seven day rotation. Each class meets six times in each seven day rotation, for five single periods and one double period. Note: the days do not correspond to the days of the week. Advisory meetings occur on Mondays after a shortened first block class.

## Academic Program and Policies

### Graduation Requirements

Sturgis Charter Public School requires that students earn four credits in each of the following disciplines: English, history, math, science; either four credits in French/Spanish and two in Latin or four credits in Latin and two in French/Spanish; two credits in the arts; and at least two additional elective credits.

### Requirements for Graduation

|                               |                                 |
|-------------------------------|---------------------------------|
| 4 credits of English          | 4 credits of French or Spanish* |
| 4 credits of mathematics      | 2 credits of Latin              |
| 4 credits of science          | or                              |
| 4 credits of history          | 4 credits of Latin*             |
|                               | 2 credits of French or Spanish  |
| 2 credits of the arts         |                                 |
| 2 additional elective credits |                                 |
| Total of 26 credits**         |                                 |

\* All students must earn a minimum of 6 credits of foreign language in high school in order to meet the graduation requirements of Sturgis Charter Public School. Students who enter the school in grade 9 must earn either four credits in French, Portuguese, or Spanish and two in Latin or four credits in Latin and two in French, Portuguese, or Spanish. Students who enter Sturgis in grade 10 and have accumulated a foreign language credit at their previous school must earn three credits of Latin and two credits of French, Portuguese, or Spanish, or three credits of French, Portuguese, or Spanish and two credits of Latin. Grade 10 students entering Sturgis without previous foreign language credit must earn three credits each in Latin and French, Portuguese, or Spanish. In all situations, the student must achieve a minimum of six foreign language credits to graduate.

\*\* Students take our Wellness class each year.

**Note:** All IB assessments are graduation requirements. Additionally all students must satisfy competency determinations prior to graduation. This involves passing the class and final exam for grade 9 Biology, as well as grade 10 Math, English, and History.

### Class Status Policy

Students receive seven credits for passing all courses each year. A student must accumulate the following minimum number of credits to maintain class status:

|                   |            |
|-------------------|------------|
| Sophomore Status: | 6 credits  |
| Junior Status:    | 13 credits |
| Senior Status:    | 19 credits |

### Grade Scale

All term and final grades are reported numerically. In order to receive credit for a course, a student must earn at least a 60. Letter grade equivalents are illustrated by the following example:

|    |   |      |    |   |     |     |   |     |
|----|---|------|----|---|-----|-----|---|-----|
| 90 | > | = A- | 93 | > | = A | 97  | > | =A+ |
| 91 |   |      | 94 |   |     | 98  |   |     |
| 92 |   |      | 95 |   |     | 99  |   |     |
|    |   |      | 96 |   |     | 100 |   |     |

### Grade Point Average

The grade point average is based on a standard 4.0 scale. Because we do not level our courses, the G.P.A. is unweighted. The G.P.A. is calculated using the following point system:

|    |     |    |     |    |     |    |     |
|----|-----|----|-----|----|-----|----|-----|
| A+ | 4.3 | B+ | 3.3 | C+ | 2.3 | D+ | 1.3 |
| A  | 4.0 | B  | 3.0 | C  | 2.0 | D  | 1.0 |
| A- | 3.7 | B- | 2.7 | C- | 1.7 | D- | 0.7 |
|    |     |    |     | F  | 0.0 |    |     |

Note that in determining course grades the formula for weighting class work and final examinations is as follows:

One semester course: Class work 80%, final exam 20%

All year courses: Class work 80%, mid-term exam 10%, final exam 10%

### A special note for transfer students

Due to the wide range of curriculum requirements, assessment standards and grading policies at regional high schools, as well as the unique nature of our “IB for All” curriculum, Sturgis does not incorporate courses completed at prior schools into our transcript, nor do we include these courses in the calculation of a student’s Sturgis career GPA. During the college application process, Sturgis acknowledges the high school level courses that students have taken at previous schools, by providing colleges and universities with a copy of both transcripts (an official Sturgis transcript and a copy of the student’s transcript from the prior high school).

### Class Rank

Sturgis Charter Public School does not report rank in class except by percentile when requested by colleges, universities, and scholarship services as part of the application process.

### Course Prerequisites

The prerequisite for the course in each discipline is a passing grade in the previous course. A student may make up a failed course while taking the current grade level course in that discipline.

### Minimum Academic Program Requirements

All students must be scheduled for classes during each period of the day unless alternative arrangements have been approved by the Principal.

### Field Trips

School sponsored field trips are considered an integral portion of the curriculum and all eligible students are expected to attend. The Principal reserves the right to review all students’ academic and disciplinary records. In

cases where there are concerns, the Principal may deny a student participation on a trip. If cost associated with a particular trip is an issue, the student or family should speak with the teacher or member of the administration.

Please note that Sturgis East, Sturgis West, and Sturgis 529 are considered part of the campus and will not require parental permission for students to attend events at these locations.

#### **Trips involving overnight stays and/or travel abroad**

It is important to note that from the time the trip leaves Sturgis until the return, all school expectations remain in place, no matter how long the duration of the trip. Additionally, specific trips may involve more stringent guidelines (dress code for Model United Nations, for example) that students may be expected to follow.

Any misconduct on any trip will be investigated in a timely manner by Sturgis staff and administration. Sturgis may consider exclusion from future trips as a consequence of misconduct on a field trip and/or overnight trip, or travel abroad.

#### **Incomplete Work**

Students who have not completed work due to absences or other extenuating circumstances as determined by the teacher and/or Principal will be given a period of time that is equal to the number of days absent plus three school days to make up the work. Teachers will determine the deadline for submitting the work and will inform the student. If the make-up period falls at the end of a quarter, then the student may be given an "I" on the report card. If a student does not turn in a required course assessment, he or she may be given an incomplete in the course until which time the assessment is completed and turned in. This may apply to courses assigned Internal Assessments as well as exams. Incomplete grades should be resolved within 2 weeks of the end of the grading period.

#### **Failure and Make-up Policy**

A student who receives a failing grade for a course will be given the opportunity to retake the final examination for that course in the event that an improved score on the exam will be sufficient to produce a passing grade for the course. The exam will be scheduled at the school's and the student's mutual convenience during the summer following the failed course. It is assumed that the student will use the opportunity of the intervening time to receive tutoring or instruction or to engage in self study that will lead to a sufficiently improved score. Teachers will help students identify areas of the curriculum for particular concentration in their preparation for the exam to be retaken and the school will provide texts and other materials required.

#### **Schedule Changes**

A student may submit a request for a schedule change within the first five days of class. All schedule changes should be requested through their school counselor.

#### **Withdrawal from a Course**

Students may withdraw from a course only if the course in question is being taken in a semester in which the student's total credits exceed the number required for graduation. The request for withdrawal must be submitted within the first ten days of the semester. Otherwise, a W will appear on the transcript of any student who withdraws from the course after the tenth day of the semester.

#### **Summer School Credit**

Sturgis Charter Public School offers no summer school program, nor do we accept summer school credit from other high schools. With the approval of the Principal, students may earn credit through college coursework completed.

#### **Elective Courses**

Juniors and seniors are required to take one elective course each year.. Students must earn a total of at least 2 elective credits.

**Focused Study**

Focused Study requires students to be engaged in focused academic study that guarantees productive time in a structured format. Teacher supervision and assistance will ensure that students are purposefully working on activities directly related to their program of studies.

**Book Allocations**

Books are issued to students in the form of texts and supplementary works of literature, usually in paperback editions. In all cases, lent books are recorded, and the condition of books upon issue is noted. Students are responsible for returning books in the condition of their original issue and will be billed for loss or damage regardless of the reason for the book not having been appropriately returned.

**Academic Support**

We believe all students, with the appropriate motivation and support, can succeed. The following systems and procedures are available to monitor students' academic success and intervene when there are concerns about a student's achievement. Should a student be disengaged from learning, the following school-wide models for interventions may be used:

- Positive Behavioral Intervention Systems (PBIS)
- Restorative Practices
- Mediation
- Trauma Informed Strategies
- Student Support Team
- Child Study Team
- Additional student supports are also listed in our [District Curriculum Accommodation Plan \(DCAP\)](#)

**Advisory Program**

We believe it is important for students to build community across grade levels and between faculty and students. Our Advisory program has a teacher-student ratio that allows staff to check in with small groups of students in a non-academic setting, share pertinent information, and allows for students and faculty to interact with each other across grade levels via discussions, activities, games, and lessons (both suggested and mandatory).

**Progress Reports**

These reports are available on School Brains four times each year with estimated grades of students' progress at that point, and comments on their effort, cooperation, and attendance. After progress reports are released, Advisors conference with students about their progress during Advisory.

**Curriculum Support**

Teachers are routinely available for academic support during lunch or after school. Students may seek this support as part of a plan they have made with a teacher and/or their advisor, or as part of a plan established at a team meeting. Each individual teacher will be available a minimum of one day per week.

In accordance with the Supreme Court's *Mahmoud v. Taylor* decision, Sturgis provides a process for parents to opt their children out of public school curriculum that conflicts with their religious beliefs. Please contact the building principal for any such requests.

**Team Meetings**

Meetings of parents, students, relevant teachers and a member of the administration may be convened when the above strategies have not produced the desired results. All team meetings are scheduled by the appropriate school personnel and serve the purpose of exploring ways to help students improve their achievement and/or their behavior in one or more classes.

### **Individual Parent/Teacher Discussions**

Parents are encouraged to email the school at any time to discuss their student with a faculty member. Effective communication with parents is one of our priority goals.

### **Participation in Creativity, Activity, and Service**

Beyond students' academic development, Sturgis is committed to the growth of each student's character. One way to develop this character is through service to others and participation in extracurricular activities. All students are expected to involve themselves in service projects and service learning as individuals, through Advisory, in school-wide activities, and/or through their academic courses.

We believe participation in these programs is an essential aspect of our commitment to developing the well-rounded student. Our athletic and extracurricular opportunities are offered on the basis of student interest and the availability of coaches and other leaders. The school assesses user fees for participation in activities that incur costs unless students are exempt from payment of the fee for reasons of financial hardship.

Service to school and community is one way we ask students to express the "generosity of spirit" our charter espouses as a core value for our school. Faculty advisors help students identify opportunities for service, make plans for fulfilling their commitment, and reflect on what they did. Parents can help in supporting our work by talking with their children about the concept of service, identifying community service projects and participating with them. This is of great assistance to the staff and to the mission of the school as a whole.

### **Co-Curricular and Athletic Programs**

#### Examples of Clubs and Activities recently offered at Sturgis:

|                      |                   |
|----------------------|-------------------|
| Key Club             | Journalism        |
| Hope Squad           | Pan-Asian Council |
| Model United Nations | Sturgis Strings   |
| Outing Club          | Car Club          |
| GSA                  | Student Council   |
| Chess Team           | Prom Committee    |
| Equity Team          | Yearbook          |
| Capoeira Club        | Mock Trial        |
| For Her Future Club  | Newspaper         |
| S.T.A.G.E            | Bible Club        |
| Photography Club     | Gaming Club       |

#### Sports offered at Sturgis

|                     |                  |
|---------------------|------------------|
| Girls Soccer        | Boys Basketball  |
| Boys Soccer         | Girls Basketball |
| Field Hockey        | Girls Lacrosse   |
| Golf                | Boys Lacrosse    |
| Girls Volleyball    | Softball         |
| Cheerleading        | Baseball         |
| Girls Cross Country | Boys Tennis      |
| Boys Cross Country  | Girls Tennis     |
| Track and Field     | Sailing          |

The school is responsible for the enforcement of the Massachusetts Interscholastic Athletic Association (MIAA) rules relative to the eligibility of athletes for participation in interscholastic athletic events. Selected rules are listed below.

### **Academic Eligibility**

Sturgis students are Student-Athletes, not Athlete-Students. As such each student should be aware of the team schedule and upcoming dismissals. It is the student-athletes' responsibility to notify teachers when they will be out of class. Each student-athlete is also responsible for ensuring that they keep current with their academic load and meet all deadlines set by teachers. Concerns raised by teachers are addressed by the coach and/or athletic director. When a student repeatedly "drops the ball" it may result in that student-athlete's temporary suspension from team events.

**Academic Eligibility: MIAA Rule 58.1:** A student must secure a passing grade, and full credit, in the equivalent of four traditional year-long major English Courses.

### **Driving to Practice**

Students who are legally entitled to drive may do so after completing the self-drive waiver. Athletes that self-drive to a practice or game understand that they:

- Cannot transport any other students except siblings AT ANY TIME
- Must arrive at all events in a timely manner and
- Must communicate directly with the coach when using their own vehicle.

### **Health Requirements**

As with all facets of school life, student safety is one of our primary goals. For this reason each student participating in athletics requires the following actions to have been completed:

- **Physical Exam Form.** This is valid for 13 months from the date of examination and must be turned in to the athletic office.
- **Opioid Misuse Prevention** information for Student-Athlete and Parent. Parents and students must read all documents pertaining to opioid misuse, accessible on the athletics webpage.
- **Concussion Awareness:** Parents and students must watch the video on concussions posted on the Center for Disease Control (CDC) website.

### **Practice and Game Limitations—School and Non-School**

A student may practice or play only once in any day. Any player who violates this rule for the first time shall be declared ineligible for participation in the next two consecutive inter-scholastic events or two weeks, whichever is greater. A non-school team is deemed to be a team if it has two or more of the following: a coach, a schedule of games, a schedule of practices, uniforms.

### **Submission of Paperwork**

Please make sure you have handed the following prior to the season start.

- Athletic waiver for the seasons must be completed and signed by a parent and counter signed by the student.
- Participant user fee \$150. A check payable to Sturgis Charter School or cash in an envelope In both cases add the child's first and last name as well as the sport they will be participating in. Refunds of the participation fee are only available if requested during the first week of official practice.
- Financial assistance is available for those who qualify.
- An up-to-date physical exam on file with the school nurse.

***Where paperwork is not submitted a participant may be ineligible to practice or play.***

### **Chemical Health**

During the season of practice or play, a student shall not, regardless of quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids, or any controlled substance.

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

Responsibility for the enforcement of rules rests with the Executive Director, Assistant Principal or Principal, and all coaches. Please refer to the Code of Conduct, MIAA rules, and any sport specific rules provided by coaches. Sturgis adheres to the MIAA rulings regarding gender and participation, specifically, MIAA rule 43.1-43.3. For more information, visit [MIAA Handbook July 1, 2025 – June 30, 2027](#)

### **Uniforms**

Each student-athlete is provided with a team uniform. This uniform is the property of the school and is expected to be returned (in good condition) by the close of the season. Non returned uniforms incur a replacement cost payable by the student/parent. The current replacement cost varies between \$30.00-\$60.00.

### **Code of Conduct**

The Sturgis Charter Public School community values intellectual curiosity and the life of the mind, believing academic achievement to be the result of serious, persistent effort, rather than innate ability or socio-economic advantage. Sturgis also prizes individual responsibility, inclusiveness, empathy, initiative, respect for self and others, self-discipline, moral integrity, creativity and leadership. These traits are an integral part of recognizing one's responsibility to build and uphold an inclusive school culture. These values are articulated in the "Sturgis Compact," the principles that guided the formation of the school.

Beyond these shared attitudes, beliefs, and values, Sturgis cultivates in its students an esprit de corps—"a sense of union and of common interests and responsibilities"—that will encourage students to support each other through four years of challenging academic work leading to high-stakes exams.

The Sturgis Code of Conduct supports the kind of educational environment the trustees and faculty believe is essential to achieving the mission of the school. In keeping with the school's maritime inspiration, Sturgis uses the analogy of a ship and its crew to illustrate what can be accomplished when everyone works together to reach a common destination. For Sturgis students, the common goal is meeting world-class standards of academic achievement while growing in individual curiosity, character, and courage. Such a goal is achievable only in an environment where there is absolute adherence to respect, responsibility, and safety for self, for others, and for the school and larger community.

### **Rules for Everyone to Live By**

All within the Sturgis Charter Public School community agree to support the school's vision, mission, and guiding principles. We also agree to follow these basic rules of behavior.

1. Be a person of integrity. Act honorably.
2. Be kind, polite, and caring at all times.
3. Recognize and honor one another's differences based on identity; actively contribute to the inclusiveness of our community
4. Strive for excellence without arrogance. Do your best.
5. Don't do anything you wouldn't want your parents to know about.
6. Respectfully engage in challenging ideas and not individuals, keep an open mind, listen to understand, speak out against intolerance.
7. Allow for imperfections in others; you're not perfect yourself. Tolerate honest mistakes from people that are doing their best.
8. Lead by example.
9. Speak well of others; gossip undermines human dignity.
10. Seek the truth in all matters.
11. Celebrate life with humor.
12. Live and learn, but teach others as well.

*These rules reflect in part the character guidelines written by Admiral Charles R. Larson of the U.S. Naval Academy and the Academy's Character Development Program.*

### **Searches**

An administrator may search a student, their personal property and belongings, and/or their school-issued locker, if a school administrator considers that there is reasonable cause based on school rules. This policy pertains to all school functions and trips. Searches should be only as complete as reasonable to find the specific materials under suspicion. Student property may be confiscated. Searches made pursuant to this section do not require prior notification of parents/guardians. Searches can include students' outer clothing, handbags, backpacks, sports bags, lockers, notebooks and other forms of school work, desks, and automobiles when the automobiles are parked on school grounds or in the parking lot of a facility where a school event is taking place.

### **Parking**

Students are only allowed to park in designated student areas:

**For Sturgis East**, parking in the South Street Lot (also known as the Red Cross Lot) is by permit only. All other students should park in the North Street Lot or the Town Hall Lot, and obey the posted parking signage (6 hour limit). Students parking in these areas should seek to move their cars during lunch.

**For Sturgis West**, Students may apply for a parking pass at any time during the school year. Parking passes will be issued on a first-come, first-served basis until all available spaces have been assigned. All students who are approved to park, whether on campus or at the Melody Tent lot, are required to pay the parking pass fee. Only those students with assigned on-campus spots should park on campus. All other students must park at the Melody Tent Lot.

### **Dress Code**

While we recognize the inclination of individuals to express themselves through fashion, we also acknowledge that there are levels of formality within our society. What may be appropriate for a weekend social engagement may not be for school. To help students make such distinctions, we ask that they abide by the following dress code. Those who do not reflect the sense of appropriateness and professionalism essential to serious academic purpose will be asked to change.

- ☐ Bodies must be appropriately covered.
- ☐ Clothing and/or accessories may bear no graphics with writing, slogans, pictures or symbols that depict obscenities, vulgarity, racism, gang affiliation, drugs, drug paraphernalia, alcohol, or other offensive messages that may disrupt the learning environment and/or undermine the mission of the school.
- ☐ Clothing may not state, imply, or depict hate speech or imagery that targets groups based on race, ethnicity, gender, immigration or citizenship status, sexual orientation, gender identity, religious affiliation, or any other protected group of students.
- ☐ Accessories (sunglasses, earbuds, etc.) should not interfere with learning.
- ☐ No sharp studded jewelry or jewelry that can be construed as a weapon may be worn.
- ☐ Clothing should be appropriate for a school setting.

### **Cell Phone and Other Electronic Devices**

To ensure a productive educational experience, cell phones are not allowed during school hours except during lunch. Ongoing research has consistently shown that students who are on cell phones and other electronic devices in the classroom are not otherwise engaged in learning. To preserve the teaching and learning environment, improve interpersonal skills, reduce distractions, and cultivate a positive classroom culture characterized by more face to face interactions, Sturgis students will be expected to adhere to the following guidelines:

1. Students' cell phones will be off and put away during the hours of 8:20-11:30 and 12:30-3:10. This includes passing time. Cell phones must be put away prior to entering the classroom. In addition, no cell phone use is allowed when you leave during class to go to the bathroom, nurse, counseling, etc.
  2. Earbuds/Headphones must also be removed and put away during these same times. These devices cannot be worn or used during class or passing time.
  3. Wired headphones (either ones provided by the teacher or students' personal ones) may be used for educational purposes when appropriate during class time or study hall at the teacher's discretion. These wired headphones may not be connected to anything other than the student's computer/chromebook.
  4. Smartwatches may be worn, but phone features (such as texting, internet viewing, and calls) must be turned off when phone use is prohibited.
  5. The following actions will result if students do not adhere to these expectations.
    - a. First Offense: The device(s) will be kept with the Assistant Principal for half a day. Students may pick up their item(s) at the start of lunch or the end of the day, depending on when it was confiscated as appropriate.
    - b. Second Offense: The device(s) will be kept with the Assistant Principal for a full day, including lunch. Parents will be notified and the student may retrieve their item(s) at the end of the day.
    - c. Third Offense: The device(s) will be kept with the Assistant Principal for the day. The Assistant Principal will contact the parents or guardians and the parents or guardians will be notified that the student must turn in the device to the Assistant Principal for the duration of each school day for the remainder of that week, including lunch.
    - d. Patterns of misuse may result in a longer period phone "check-in" process with the Assistant Principal.
- If a student has lost cell phone privileges, bringing another cell phone to school will be considered insubordination as outlined in the Sturgis Student Handbook.
  - Students who refuse to hand over their cell phone or other electronic device will be subject to consequences for insubordination as outlined in the Sturgis Student Handbook and will require a parent meeting to discuss such consequences.
  - Determined on an individual basis, students with a documented disability that supports a headphone accommodation in their 504 Plan or IEP may be permitted to use noise-canceling headphones and/or listen to music during specific independent work periods or assessments, as outlined in their plans.
  - Meta/Google Glasses and/or any other worn device that provides access to the internet and/or other cell phone functions are subject to the same rules as the above cell phone rules and expectations.
  - Students are not allowed to record on school grounds unless given specific permission by a staff member.

***Sturgis shall assume no responsibility for any electronic device or cell phone misplaced, lost, or stolen during school, after school, or any school-related trip or event.***

### **Tobacco/Alcohol Regulations**

The use of any tobacco products and or paraphernalia including, but not limited to: cigarettes, cigars, snuff, electronic cigarettes, vapes, or other similar products that rely on vaporization or aerosolization is prohibited on school grounds and all school functions as per the requirements of the Education Reform act of 1993.

The possession and/or use of any alcoholic product is prohibited on school grounds and all school functions.

### **Bathrooms**

Students have access to bathroom facilities throughout the school day. Students should not congregate in any bathroom areas. Additionally, under no circumstances should more than one student occupy a bathroom stall or single stall bathroom at a time.

## **Hazing**

Massachusetts General Law Chapter 269, sections 17-19 establishes hazing as a crime. Hazing includes any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or person. Any instances of hazing and the organizers or participants of hazing will be reported to the police.

### **Commonwealth of Massachusetts: Anti-Hazing Law**

#### **Chapter 269: Section 17. Hazing; organizing or participating; hazing defined**

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

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

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

#### **Chapter 269: Section 18. Failure to report hazing**

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

#### **Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report**

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such

institution a copy of this section and sections seventeen and eighteen.

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

### **Harassment**

In accordance with M.G.L. c. 76, s. 5, the Sturgis Charter Public School affirms its non-tolerance for harassment or discrimination. The Sturgis Charter School is committed to equal employment and educational opportunities for all employees, students, and members of the school community without regard to race, ethnicity, gender, immigration or citizenship status, gender identity, religion, sexual orientation, age, homelessness or disability. Discrimination based on these qualifiers is illegal under state and federal law and will not be tolerated.

“Harassment” means any abusive or harassing conduct (including speech) that creates a hostile learning or work environment and may include insulting words, slurs, or rude / discourteous speech inconsistent with habits and manners of civil discourse. Verbal harassment is threats, gestures, or verbal attacks directed at one's racial, ethnic or religious background, immigration or citizenship status, gender identity, sexual preference, or mental or physical disability. Sexual harassment is sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when such conduct is unwelcome and creates an intimidating, hostile, or offensive learning / work environment. This can include sexual jokes, written references to sexual conduct, gossip regarding one's sex life, displaying suggestive objects, pictures, or cartoons, unwelcome leering or brushing against one's body, inquiries into one's sexual experiences, or discussions of one's sexual activities. What one person may consider acceptable behavior may be viewed as sexual harassment by another person. To protect the rights of both parties, it is important that the target make it clear to the harasser that the behavior is bothering him or her and its continuation will not be tolerated.

Any violation of this policy should be brought in writing to the attention of the Assistant Principal or Principal, who will accept all complaints and then investigate and resolve them within five days of the written submission of the complaint. Sanctions for violations of this policy of discrimination and harassment may range from a parent conference to suspension from school to a recommendation for expulsion to the Board of Trustees, depending on the severity of the violation. Retaliation based on any complaint is unlawful and will not be tolerated.

### **Bullying Prevention and Intervention Plan**

- [Please use this link](#) to access Sturgis' Bullying Prevention and Intervention Plan

### **Consequences of Student Misconduct or Disobedience**

Any student who engages in misconduct or disobedience may be suspended or expelled from school, depending on the severity of the misconduct or disobedience and the student's past disciplinary record. Misconduct means intentional wrongdoing or conduct that a student knows or reasonably ought to know is wrong or prohibited, and includes a violation of the rules of behavior as stated above. Disobedience means refusing or neglecting to follow the lawful instructions of an administrator, teacher, or other school employee.

### **Disciplinary Procedures**

A suspension may be short term (10 school days or less) or long term (more than 10 school days). The Assistant Principal or Principal may impose a short-term suspension or a long-term suspension. The power to expel (i.e., permanently exclude a student from school) is reserved for the Executive Director except in the case of the principal's statutory authority to expel a student for certain offenses (see section below on principal's authority).

### **Release of Student Disciplinary Information to Colleges**

It is Sturgis' policy to refrain from reporting any disciplinary infractions to colleges and universities unless the student has been adjudicated guilty or convicted of a misdemeanor and/or felony and/or Sturgis administration is aware of information that the student is a safety risk to others. In these cases, the student is encouraged to work closely with their guidance counselor to ensure that both are communicating with college admissions offices in a consistent and thoughtful manner. We counsel students to provide colleges with further information, including any extenuating circumstances and any subsequent effects that the action may have had on them. Counselors do have to report a change in Diploma status to colleges or universities.

### **DUE PROCESS FOR DISCIPLINARY REMOVALS and SERVICES DURING REMOVALS**

Student disciplinary offenses resulting in removal from the classroom (i.e., suspensions and expulsions) are subject to due process procedures, including notices, hearings, appeals, and educational services during removals. The following sections provide you with information about these rights.

Please note that students have the right to be represented counsel or a lay person of the student's choice, at the student's/parent's expense, at any and all hearings concerning student discipline. If you wish to bring an attorney to any hearing or meeting at the school, please inform STURGIS CHARTER PUBLIC SCHOOL immediately. If you fail to inform the school prior to bringing an attorney to a hearing, and STURGIS CHARTER PUBLIC SCHOOL's attorney is not present, then STURGIS CHARTER PUBLIC SCHOOL will exercise its right to cancel and reschedule the meeting to ensure that its attorney can attend. This rescheduling may delay the hearing or meeting, and if so, your child's disciplinary removal will be extended until a decision is rendered following the rescheduled hearing or meeting. STURGIS CHARTER PUBLIC SCHOOL hereby notifies you that it may have its legal counsel present at any hearings and meetings involving student discipline.

#### **A. NOTICE OF STUDENT AND PARENT RIGHTS UNDER G.L. c. 71 §37H**

This Notice of Student and Parent Rights applies to student misconduct that involves weapons, drugs, assault on school staff.

Specifically, any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife, may be subject to expulsion from the school by the Principal. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school by the Principal. Any student who assaults a Principal, administrator, 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.

Any student who is charged with any of the misconduct detailed above has an opportunity for a hearing before the Principal. At the hearing, the student may have representation at their own expense, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, the Principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the Principal to have committed the misconduct detailed above.

Any student who has been expelled from a school district pursuant to GL c. 71 §37H shall have the right to appeal to the Executive Director. The expelled student shall have ten days from the date of the expulsion in which to notify the Executive Director of their appeal. The student has the right to counsel, at their own expense, at a hearing before the

Executive Director. 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.

Students who are suspended or expelled under §37H are entitled to receive educational services during the period of suspension or expulsion under STURGIS CHARTER PUBLIC SCHOOL's Education Service Plan, which is described below in Section D. If the student withdraws from the Sturgis Charter Public School and/or moves to another school district during the period of suspension or expulsion, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

#### **B. NOTICE OF RIGHTS UNDER G.L. c. 71 §37H½**

This Notice of Student and Parent Rights applies to student misconduct that involves student criminal or felony delinquency charges, findings, or admissions.

##### **Suspension Following Criminal or Felony Delinquency Complaint**

Upon the issuance of a criminal or felony delinquency complaint against a student, the Principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by the Principal if he or she determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student is entitled to receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Executive Director.

The student shall have the right to appeal the suspension to the Executive Director. The student shall notify the Executive Director in writing of their request for an appeal no later than five calendar days following the effective date of the suspension. The Executive Director shall hold a hearing with the student and the student's parent within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on their behalf, and shall have the right to counsel. The Executive Director shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Executive Director shall render a decision on the appeal within five calendar days of the hearing. The Executive Director's decision shall be the final decision of SCHOOL with regard to the suspension.

##### **Expulsion Following Felony Adjudication or Admission**

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal of a school in which the student is enrolled may expel said student if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Executive Director.

The student shall have the right to appeal the expulsion to the Executive Director. The student shall notify the Executive Director, in writing, of their request for an appeal no later than five calendar days following the effective date of the expulsion. The Executive Director shall hold a hearing with the student and the student's parent within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on their behalf, and shall have the right to counsel. The Executive Director shall have the authority to overturn or alter the decision of the Principal or headmaster, including recommending an alternate educational program for the student. The Executive Director shall render a decision on the appeal within five calendar days of the hearing. The Executive Director's decision shall be the final decision of STURGIS CHARTER PUBLIC SCHOOL with regard to the expulsion.

Students who are suspended or expelled under §37H½ are entitled to receive educational services during the period of suspension or expulsion under STURGIS CHARTER PUBLIC SCHOOL's Education Service Plan, which is

described below in Section D. If the student withdraws from the Sturgis Charter Public School and/or moves to another school district during the period of suspension or expulsion, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

### **C. NOTICE OF STUDENT AND PARENT RIGHTS UNDER G.L. c. 71 §37H¾**

This section governs all student offenses that may be subject to short- or long-term suspensions that *do not* involve dangerous weapons, controlled substances, assault on school staff, felony or felony delinquency charges, and/or felony delinquency findings or admissions, all of which are governed by G.L. C.71 §§37H and 37H½, as detailed above.

In every case of student misconduct for which suspension may be imposed, the Assistant Principal or Principal is required to exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. The following document outlines student and parent rights when the Assistant Principal or Principal is considering and/or decides to implement a removal from school as a consequence for student misconduct.

Students who are suspended under §37H¾ are entitled to receive educational services during the period of suspension or expulsion under STURGIS CHARTER PUBLIC SCHOOL's Education Service Plan, which is described below in Section D. If the student withdraws from the Sturgis Charter Public School and/or moves to another school district during the period of suspension, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

### **Notice of Suspension and Hearing under §37H¾**

Unless the Assistant Principal or Principal determines that an emergency removal is required (*see Emergency Removals* section below) or decides to implement an in-school suspension of ten or fewer consecutive days (and no more than 10 cumulative days per school year) (*see In-School Suspension* section below), the Assistant Principal or Principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent with verbal and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

The Assistant Principal or Principal is required to provide this verbal and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice must set forth the following information:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the Assistant Principal or Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the Assistant Principal or Principal, the student's short and long term suspension hearing rights and the right to appeal the decision to the Executive Director (*see Hearing Rights* section below).

The Assistant Principal or Principal is required to make and document reasonable efforts to notify the parent verbally of the opportunity to attend the hearing. The Assistant Principal or Principal is presumed to have made

reasonable efforts, and therefore may conduct a hearing without the parent present, if the Assistant Principal or Principal has sent written notice (by hand delivery, first-class mail, certified mail, email, or any other method of delivery agreed to by the Assistant Principal or Principal and parent) and has documented at least two attempts to contact the parent in the manner specified by the parent for emergency notification.

### **Emergency Removal**

A Principal has the authority to remove a student from school temporarily when a student is charged with a disciplinary offense and the Principal determines that the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal is required to notify the Executive Director immediately in writing of an emergency removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal is required to:

- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the Hearing Rights outlined below;
- (b) Provide written notice to the student and parent;
- (c) Provide the student an opportunity for a hearing with the Principal that complies with the rights outlined below in the Hearing Rights section, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent.
- (d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

The Principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

### **Hearing Rights**

#### ***Principal's Hearing under §37H%: Short-term Suspension***

Short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less.

The purpose of the hearing with the Assistant Principal or Principal is for the Assistant Principal or Principal to hear and consider information regarding the alleged incident; provide the student an opportunity to dispute the charges and explain the circumstances of the alleged incident; and determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the Assistant Principal or Principal is required to discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and parent both shall have an opportunity to present and offer information, including mitigating facts, that the Assistant Principal or Principal should consider in determining whether other remedies and consequences may be appropriate. Based on the available information, including mitigating circumstances, the Assistant Principal or Principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Assistant Principal or Principal is required to provide written notification to the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the

opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal.

### **Principal's Hearing under §37H-4: Long-term Suspension**

Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

The purpose of the long-term suspension hearing is the same as the purpose of a short-term suspension hearing. At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights during a long-term suspension hearing:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. the right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
4. the right to cross-examine witnesses presented by the school district; and
5. the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

Based on the evidence, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent. If the Principal decides to suspend the student, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the Principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the Principal's decision to the Executive Director or designee (only if the Principal has imposed a long-term suspension). Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
  - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Executive Director within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Executive Director an extension of time for filing the written notice for up to seven (7) additional calendar days; and that

- b) the long-term suspension will remain in effect unless and until the Executive Director decides to reverse the Principal's determination on appeal.

#### **Executive Director's Hearing under §37H¾**

A student who is placed on long-term suspension following a hearing with the Principal has the right to appeal the Principal's decision to the Executive Director.

In order to appeal the Principal's decision to impose a long-term suspension, the student or parent must file a notice of appeal with the Executive Director within five calendar days of the effective date of the long-term suspension (in the alternative, within five calendar days of the effective date of the long-term suspension the parent may request and receive from the Executive Director an extension of time for filing the written notice for up to seven additional calendar days). If the appeal is not timely filed, the Executive Director may deny the appeal, or may allow the appeal at their discretion, for good cause.

The Executive Director shall hold the hearing within three school days of the student's request, unless the student or parent requests an extension of up to seven additional calendar days, in which case the Executive Director shall grant the extension.

The Executive Director must make a good faith effort to include the parent in the hearing, and will be presumed to have made a good faith effort if he or she has attempted to find a day and time for the hearing that would allow the parent and Executive Director to participate. The Executive Director shall send written notice to the parent of the date, time, and location of the hearing.

The Executive Director will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. An audio recording of the hearing will be made, a copy of which shall be provided to the student or parent upon request.

The student and parent shall have all the rights afforded them at the Principal's hearing for long-term suspension, as detailed above in the sections entitled Principal's Hearing under §37H¾: Short-term Suspension and Principal's Hearing under §37H¾: Long-term Suspension.

The Executive Director shall issue a written decision within five calendar days of the hearing. If the Executive Director determines that the student committed the disciplinary offense, the Executive Director may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Executive Director shall be the final decision of the school.

#### **In-School Suspension under §37H¾**

The Assistant Principal or Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Assistant Principal or Principal is required to inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Assistant Principal or Principal determines that the student committed the disciplinary offense, the Assistant Principal or Principal must inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

On the same day that the Assistant Principal or Principal decides to impose an in-school suspension, the Assistant Principal or Principal must make reasonable efforts to verbally notify the parent of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

The Assistant Principal or Principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Assistant Principal or Principal is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of verbally informing the parent of the in-school suspension.

The Assistant Principal or Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension (and inviting the parent to a meeting with the Assistant Principal or Principal, if such meeting has not already occurred). The Assistant Principal or Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Assistant Principal or Principal and the parent.

#### **Removal from Privileges and Extracurricular Activities**

The Assistant Principal or Principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. A removal from privileges and/or extracurricular activities is not subject to the procedures set forth herein.

#### **Education Services and Academic Progress under §37H<sup>3/4</sup>**

Students serving an in-school suspension, short-term suspension, long-term suspension, or expulsion have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school.

Students who are expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide Education Service Plan.

#### **D. SERVICES DURING REMOVALS AND SCHOOL-WIDE EDUCATION SERVICE PLAN**

Students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, have the opportunity to make academic progress during the period of suspension; make up assignments; and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed.

STURGIS CHARTER PUBLIC SCHOOL has developed a school-wide Education Service Plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed.

STURGIS CHARTER PUBLIC SCHOOL's Education Service Plan is subject to change, and may include, but is not limited to, tutoring, alternative placement, Saturday school, and online or distance learning.

If STURGIS CHARTER PUBLIC SCHOOL expels a student or suspends a student for more than 10 consecutive school days, STURGIS CHARTER PUBLIC SCHOOL is required to provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service.

## **Procedures for Disciplining Special Education Students**

Federal and state laws govern the disciplining of students with disabilities eligible for Special Education and the regulations promulgated there under. These laws include the Individuals with Disabilities Act, 20 U.S.C. § 1400, et seq., 34 C.F.R. § 300.519-529 et seq., and Massachusetts General Laws, c. 71B. Students with disabilities eligible for Special Education who violate school rules are subject to removal from their current placement for up to ten (10) days, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability. Additionally, in certain circumstances, special needs students may be removed for additional periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct. School personnel may also order a change in the placement of a student with a disability to an interim alternative educational setting for not more than forty-five (45) days if a student:

- 1) carries a weapon to school or to a school function; or
- 2) possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or school functions.

Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with disabilities eligible for Special Education to an interim alternative educational setting for not more than forty-five (45) days. Under the circumstances described in this paragraph, or if the removal of a student will constitute a change in the student's placement, as defined by Federal Special Education Law, a student's IEP Team may convene to review the student's educational program, conduct a manifestation determination, change an existing IEP, conduct a Functional Behavioral Assessment and/or develop and implement a Behavior Modification Plan.

A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement. When a suspension constitutes a change in placement of a student with disabilities, school personnel, the parent, and other relevant members of the Team, as determined by the parent and the school, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the school's failure to implement the IEP "a manifestation determination." If school personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the school must still offer: services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur. If school personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting, the student returns to the original placement unless the parents and school agree otherwise, or the hearing officer orders a new placement. Not later than the date of the decision to take disciplinary action, the school notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school agree otherwise.

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

1. If, prior to the disciplinary action, Sturgis had knowledge that the student may be a student with a disability, then Sturgis makes all protections available to the student until and unless the student is subsequently determined not to be eligible. Sturgis may be considered to have prior knowledge if:

- a. The parent had expressed concern in writing; or
- b. The parent had requested an evaluation; or
- c. Sturgis staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

Sturgis may not be considered to have prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If Sturgis had not reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, Sturgis follows the procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

**When a student is out of class (suspension or in-school suspension), the following may be included in part of the school's process to re-engage students after a removal.**

- **Restorative meeting**
- **School Counselor or School Adjustment Counselor meetings**
- **Additional plans designed with student to identify and make a plan for any missed academics**
- **Safety plan**
- **Mediation meeting**

#### **Notice of Non-Discrimination**

The Sturgis Charter Public School hereby gives notice that it does not discriminate in admission to, access to, treatment in, or employment in its programs and activities, on the basis of race, color or national origin, in accordance with the 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 in Employment Act of 1974 (ADEA). Sturgis Charter Public School also affirms its non-tolerance for harassment or discrimination on the basis of race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, immigration or citizenship status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics, in accordance with M.G.L. c.76 § 5 and M.G.L. c. 151B.

The 2020 rule re-instated in 2025 defines sexual harassment broadly to include any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: Any instance of quid pro quo harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA)).

Inquiries regarding compliance with this non-discrimination policy may be directed to

**Meg Morris, Title IX Coordinator**  
**Sturgis Charter Public School**  
**427 Main St.**  
**Hyannis, MA 02601**  
**(508) 778-1782**  
**mmorris@sturgischarterschool.org**

OR

**Jessica Lynch, Title IX Coordinator**  
**Sturgis Charter Public School**  
**427 Main St.**  
**Hyannis, MA 02601**  
**(508) 778-1782**  
**jlynch@sturgischarterschool.org**

whom Sturgis Charter Public Schools has designated to coordinate the school's efforts to comply with Title VI, Title IX, Section 504 and M.G.L. c.76 § 5; to the U.S. Department of Education, Office for Civil Rights (OCR), 33 Arch St., Suite 900, Boston, Massachusetts 02110-1491, (617) 289-0111; to the U.S. Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, (800) 669-4000 (TTY (800) 669-6820); to the Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148-5023 (781) 338-3300 (TTY (800) 439-2370); or to the Massachusetts Commission Against Discrimination at One Ashburton Place, 6th Floor, Room 601, Boston, MA 02108, (617) 994-6000 (TTY (617) 994-6196).

Sturgis Charter Public School has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator(s), alleging any action that would be prohibited by Title IX or the Title IX regulations.

### **Academic Integrity**

The exchange of ideas is an essential part of education. Students are encouraged to do research and discuss their work with their peers and teachers but are also reminded that if their education is to be meaningful and valuable, each student's work must ultimately be their own. Thus academic honesty and integrity are also essential parts of education. Integrity in academic matters is the foundation of an academic community. Cheating and plagiarism, therefore, are strictly forbidden. It is always the responsibility of the student to know and work within the guidelines prescribed by each teacher. For clarification of rules for citing sources, the student should consult a writing reference guide such as *the MLA Handbook* or *Writers Inc.* or ask a teacher. If there is ever doubt as to what is appropriate, again, the student should consult a teacher. Each teacher will set their own guidelines about collaboration for each specific assignment. Cheating includes but is not limited to:

- ❑ Intentionally using or giving unauthorized aid on any work, for example, homework, projects, tests, quizzes, exams, term papers, lab reports, computer programs.
- ❑ Passing information, either general or specific, about a test or quiz to any student who has not yet taken it.
- ❑ Taking someone's idea or words and presenting them as your own work.
- ❑ Copying the school's software, using illegally copied software in computer rooms or the library, or copying an electronic file.

NOTE: Violations of academic integrity may result in loss of credit for the work, parent contact, and/or disciplinary action.

### **Academic Integrity Policy**

#### **Introduction**

Academic Integrity can be described as a set of values and skills that ensures reliability and integrity in the communication and evaluation of knowledge. This is a fundamental part of 'Sturgis school culture', a community of caring and trust in which the opinions of others are valued and the ownership of work is respected. As Sturgis students strive to become more knowledgeable and to communicate their knowledge, awareness of the sources of information is essential to evaluating its authority, purpose, and value; therefore, Sturgis students embody Academic Integrity as they responsibly produce their own work and properly cite the work of others.

Sturgis' focus is to provide an environment in which acting in a principled manner is the norm, and Sturgis faculty are dedicated to helping students develop skills that will allow them to avoid academic misconduct, whether it be intentional or inadvertent. Students must be aware of the severe repercussions of academic misconduct according to the International Baccalaureate Programme and Sturgis. This document defines examples of misconduct (collusion, duplication, and plagiarism) and specifies procedures that are used to ensure Academic Integrity, including possible consequences for misconduct. To help students avoid collusion or misconduct in their academic work, citation requirements are outlined and links to specific citation techniques are provided.

### **Definitions and Examples of Academic Misconduct**

Generally, the IBO identifies misconduct as “any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, [or] falsifying a CAS record)” (*Academic Honesty* 2007). The IBO defines collusion, duplication, and plagiarism as the following:

Collusion is “[s]upporting misconduct by another candidate, as in allowing one’s work to be copied or submitted for assessment by another”.

Examples of collusion include but are not limited to:

- Sharing answers to a test or allowing a fellow student to copy an assignment that is to be submitted individually for assessment.
- Allowing an assessment to be copied or telling a student what is on an assessment.

Students who are aware of collusion that occurs and do not report it to a teacher are facilitating the misconduct.

Duplication of work is the “presentation of the same work for different assessment components and/or diploma requirements.” As each assessment is designed to promote learning, duplication or using the same assessment to fulfill the requirements of two separate assignments can compromise the learning process. For example, if a student turns in a piece of work for a history assignment and later hands in the same, or almost the same, piece of work for his or her Extended Essay, it is a case of duplication.

Plagiarism is “The representation of the ideas or work of another person as the candidate’s own,” (*Academic Honesty* 2007). Consulting the work of others provides a foundation for obtaining knowledge and developing critical thinking; presenting another’s work as your own does not allow you the opportunity to build your own understanding. Using another person’s published work without proper citation constitutes plagiarism. Sources of work include words, graphics, or data that are published in print, video, audio, or electronically (online).

Examples of plagiarism include, but are not limited to:

- Copying directly from a source without using quotation marks or without citing the source
- Copying phrases that are minimally altered from the original source without citation
- Paraphrasing or restating another person’s thoughts or ideas without citing
- Using electronic resources that complete the work intended to be done by the student, such as online translators for a foreign language assessment or applications that solve mathematical problems
- Presenting the unpublished work of a friend, tutor, relative, or any other person as your own
- Presenting “mined” data or published figures for a lab without citing the source(s)
- Downloading or “cutting and pasting” another student’s IB assessment and presenting it as your own work
- Not acknowledging the sources which inspired/influenced their creative work when required according to each assessment’s formatting requirements

In the Arts, work, words, images, audio samples, musical scores, and ideas of others must be acknowledged “in a style that clearly identifies the section of the body of work that is being attributed and its origin (*Academic Honesty in Diploma Program Arts* 2012). For example, in Research Investigations such as the Exploring Music in Context Portfolio, the Theater Research Investigation, and the Visual Arts Journal.

**Artificial Intelligence (AI)** refers to any computer program or algorithm designed to simulate human intelligence, including but not limited to natural language processing models, machine learning algorithms, and chatbots. As directed by their teachers, Sturgis students may use AI tools as aids to support their learning and academic endeavors under the following conditions:

- AI tools are approved by a teacher for specific assignments or projects.
- Students use these AI tools to enhance their understanding, facilitate research, or improve productivity,

with the primary goal of advancing their learning process.

- Proper attribution is provided when the output of AI tools is incorporated into academic work, including citations for generated text, data, or analysis.

Examples of **unethical** uses of AI include but are not limited to:

- Submitting AI-generated content as original work without proper attribution or acknowledgment.
- Using AI to engage in academic dishonesty, including but not limited to plagiarism, cheating on assessments, or falsifying data.
- Manipulating AI-generated content to deceive or mislead teachers, peers, or examiners.
- Engaging in any activity that undermines the integrity of the learning environment or violates the principles of academic honesty.

“Students should be aware that the IB does not regard any work produced—even only in part—by such tools, to be their own. Therefore, as with any quote or material from another source, it must be clear that AI-generated text, image or graph included in a piece of work, has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography.”(International Baccalaureate, n.d).

### **Recommended Styles for Citing and Referencing**

At Sturgis, three different citation styles are commonly used: MLA, APA, and Chicago Style. Departments decide which citation style is appropriate for their discipline, and librarians frequently go into classrooms to help teach the different styles. Sturgis subscribes to NoodleTools, a citation management software that students use to help format their citations. The libraries own the latest print editions of *MLA Handbook*, *Publication Manual of the American Psychological Association*, *The Chicago Manual of Style*, and *The Bluebook: A Uniform System of Citation*. We also refer teachers and students to these online resources:

- Guidance and specific examples for using MLA, APA, and Chicago Style formats at OWL: [Purdue University Online Writing Lab](#)
- IBO [Effective citing and referencing 2022](#)

### **Authentication of Work**

The International Baccalaureate Organization encourages schools to use online services such as Turnitin.com to help students improve their writing and also to avoid plagiarism and overreliance on other people’s work. Sturgis requires students to submit all IB written assessments through the Turnitin.com website in order to ensure the students are conforming to the School’s Academic Integrity policy before submitting their assessments to the IBO. Faculty also use Google’s plagiarism/AI checker through Google Classroom along with a variety of other AI detection tools for many classroom assignments.

Students sign authenticity statements for their IB assessments, including the Extended Essay, verifying that the assessment is the student’s own work and that the ideas, work, and words of others have been properly cited. Once the authenticity statement is signed, students may no longer alter the work in any way. It is, therefore, essential that all authentication of work by teachers and use of services such as Turnitin.com take place before the authenticity statement is signed.

Prior to sitting IB examinations, students review the procedures and regulations for IB testing (*Conduct of the Examinations* 2024) and sign a document acknowledging they are responsible for understanding and adhering to the exam regulations of the IB Diploma Programme.

### **Responsibilities of Students**

Students are responsible for understanding and adhering to the guidelines outlined in this policy.

Students should exercise critical thinking and ethical judgment when utilizing AI tools, citing sources, creating content for their classes to ensure that their use aligns with Sturgis’ academic integrity principles.

Students must seek clarification from their teachers if they are unsure about the appropriate use of AI tools, citation

requirements or any other aspect of academic integrity.

### **Consequences of Academic Misconduct**

Academic misconduct is considered to be extremely serious as it devalues student learning and is contrary to the culture of Sturgis. Consequences for misconduct will be both internal to Sturgis and, if an IB assessment is involved, may impact the student's IB component score, course credit and IB Diploma eligibility. An assessment containing plagiarism will not be submitted to the IB.

1. The teacher will approach the student and discuss the situation privately. Teachers who suspect a student of misconduct will notify a school administrator. Likewise, teachers should consider alerting the student's school counselor and/or guardian of their concerns.
2. If academic misconduct has occurred, the student may receive no credit for the assignment and may, depending on the misconduct, lose credit for the course.
3. Additional discussions with students, faculty, guardians, and administration will reinforce the value of Academic Integrity and outline how academic misconduct can be avoided in the future.

Both Sturgis and The International Baccalaureate do not distinguish between an intentional or unintentional breach of Academic Integrity. It is the student's responsibility to make certain all works are properly cited. Upon receiving notice from either Sturgis or an IB examiner that misconduct is suspected, the International Baccalaureate Organization will commence an investigation, requiring statements from the candidate, her/his/their teacher, and the IB Coordinator. The IBO investigation committee will review the statements and the work in question and make a judgment as to whether or not Academic misconduct had taken place. Sturgis will cooperate with the IBO during their investigation.

### **Works Cited**

International Baccalaureate Organization. *Academic Honesty*. IBO, 2007. PDF file.  
International Baccalaureate Organization. *Academic Honesty in Diploma Programme Arts*. IBO, 2012. PDF file.  
International Baccalaureate Organization. *Conduct of the Examinations*. IBO 2015. PDF  
International Baccalaureate Organization. *Effective Citing and Referencing*. IBO, 2014. PDF file.

### **Responsible Use Policy for Technology**

Sturgis Charter Public School (Sturgis) supports the educational value of technology and recognizes the dynamic interaction of digital learning with the curriculum. Sturgis strives to create a positive, collaborative culture of digital learning and citizenship promoting safe and responsible technology use.

Technology resources are provided and every reasonable effort is made to protect users from any misuses or abuses. While there is no system to completely protect users, Sturgis' RUP the Sturgis Responsible Use Policy (RUP) is an effort to outline expectations and communicate the recognition of personal accountability.

Use of Sturgis' computers and school network is a privilege; access is provided to all those who agree to and comply with the terms of this RUP.

Users are responsible for their own behavior at all times. Users acknowledge their responsibility for practicing positive digital citizenship and personal accountability at Sturgis.

Users and parents are asked to discuss the RUP. By signing the handbook, users agree to abide by the terms of the RUP.

## **Statement of Meaning**

### **Internet Access and Domain User Accounts**

Sturgis connects to the Internet through its local area network (LAN). Each user has access to the Internet provided by the school administration. Filters have been implemented to provide safe web browsing, but this system does not replace responsible use.

Sturgis assigns Google user accounts and email addresses that are within the school's domain (sturgischarterschool.org) for the specific use of teacher/student/administration communication.

## **Right to Privacy**

Sturgis administration has the right to monitor all users on the Sturgis digital network, including, but not limited to: Internet, email, physical infrastructure, social networking, instant messaging, etc. to support the safety of all users and integrity of the domain.

## **Infrastructure**

Infrastructure is the backbone of Sturgis technology, the resources of which consist of all hardware, software, networks, facilities and peripherals supporting the goals of the school.

## **User Expectations**

### **Internet Access and Domain User Accounts**

- School-provided email addresses and online file storage should be used only for communications and files related to school projects and academic topics.
- Users agree to use computers, school-provided accounts, and the Internet at school for educational purposes only.
- Users will limit their exploration of the Internet to sites and information as recommended by their teachers and related to their course work
- Content filtering and other control systems are in place on the network and Sturgis equipment to help protect students online and to maintain data privacy. Users will not attempt to access and/or circumvent any controls on the network or any Sturgis equipment.
- Online learning or classroom meetings may occur; school rules apply to remote learning experiences. Students must treat each other with respect during remote interactions and must abide by class participation norms as set by their teachers. Students will not share class video meeting links or passwords with people outside that class. Students cannot save, record, share, or post any class session or any photos from a class session.
- Plagiarism is copying or using another person's work or ideas without giving credit to the author/creator. All information used by users will be appropriately referenced by author, source, date of publication, and/or website link.
- Copyrighted material is protected by law; infringement occurs when one inappropriately reproduces the work for profit or gain without consent from the owner. Users will abide by copyright rules.
- Users will access social media sites (including chat rooms, blogs, Wikis, YouTube, photo sites, etc.) during the school day only when specifically directed by their teachers in the classroom and/or for academic purposes.
- Users shall not access, post, submit, publish, or display harmful or inappropriate material that is threatening, obscene, disruptive, sexually explicit, that advocates violation of and state and/or federal law, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, immigration or citizenship status, sexual orientation, age, disability, religion, or political beliefs.

### **Privacy**

- Users should have no expectation of privacy in regard to any information or file maintained in or on Sturgis' property or transmitted or stored on Sturgis' equipment. This policy includes any personal devices

utilizing Sturgis' network. Sturgis has the right at any time to access information stored on the school network and the school's domain, including email, online file storage, and any apps enabled on the domain. All content on Sturgis' domain and property is subject to the Sturgis Code of Conduct.

- All Sturgis users will respect the personal and academic rights of others.
- 'Doxing' (the release of personal information to others) is prohibited.
- 'Deepfakes' (a video/picture/representation of a person in which their face or body has been digitally altered so that they appear to be someone else) are prohibited.
- Users will obtain permission from all teachers and all individuals involved before taking photos or recording audio or video, whether in a physical or virtual classroom.
- Users will obtain written permission from all individuals involved before publishing or sending photos or recorded audio or video to anyone else or to any online space.
- Passwords must be protected as private information.

### Infrastructure

- All equipment purchased or leased by Sturgis (technology hardware, software and peripherals) is the property of Sturgis and may be loaned to the users. The user will practice responsible care and report any malfunctions or damage.
- The loanee and Parent/Guardian shall exercise reasonable care in the use of the loaned device. While the device is covered under warranty, the user may be held liable for a lost device and/or device that has been damaged due to neglect, abuse, or malicious act.
- The loanee shall not modify or alter the equipment provided. This includes, but is not limited to:
  - Defacing
  - Stickers
  - Writing/Graffiti
  - Install unauthorized programs
  - Uninstall programs
  - Addition of passcodes
- Loanees acknowledge that all material on the technology is subject to review/inspection by school staff at any time. Sturgis Charter Public School's administrators may at any time discontinue or suspend a user's use of the school device.
- Any borrowed Sturgis-owned device is the responsibility of the loanee, including damage, loss or theft. The user will be expected to pay for the replacement or repair of the lost or damaged device.
- Stolen equipment must be reported to the school office, who will contact the local police.
- Damaged equipment must be brought to the main office or a member of the technology support team.
- Users may be required to pay a per-incident fee\*\* for repairs made to the equipment damaged due to accident or negligence per the guidelines listed below:
  - Level One Repair (ex. - lost charger) - \$25
  - Level Two Repair (ex. - cracked screen)- \$125
  - Level Three - Technology replacement (ex. Chromebook Replacement -\$450)
  - Other - based on the value of the item

***\*\*One to one privileges may be revoked until payments are made in full. \*\****

### **Resource Library Use**

The Reference / Library Room may only be used with faculty supervision. A room use calendar will be kept and posted by the Librarian noting hours available for use. Anyone using this facility must return all furniture to original positions, turn off any computers and other such equipment used, and save data to disks and not on hard drives. No one may use the Librarian's desk and / or computer without permission.

### **Attendance and Tardiness**

Attendance is an essential component of a student's academic success. Research shows that there is a direct relationship between consistent attendance, punctuality, and school success. Consistent school attendance includes

being in class by 8:20 and attending all classes throughout the day. Students who do not attend school consistently rarely achieve their full potential. There is no substitute for direct classroom instruction, although many students mistakenly feel they can do the work “on their own”. For that reason, the number of days that students are absent often accumulate without them or their parents realizing how many days have been missed.

### **Attendance Reporting Procedures**

- If a child is going to be absent, tardy or dismissed a parent or guardian must complete the Attendance Reporting Form before 9:00 a.m. on the day of absence. This form can be found on the Sturgis website.
  - If you are unable to complete the form by 9:00, please call the campus directly to report the attendance.
  - Please be sure to indicate why the student is absent.
- All non attendance at school is considered an absence. Per state policy, absences are excused if:
  - Sturgis receives parental notice indicating bereavement or religious observance.
  - Sturgis receives professional (not parental) documentation supporting absences due to illness or appointments. Professionals might include doctors, medical facilities, legal staff, dentists, psychotherapists, etc . This would include up to 3 days for college visits for Grade 11 and 12 students.
  - The absences are school-sponsored (field trips, athletic dismissals, etc.).
- All other absences will be recorded as unexcused, including but not limited to family vacations, non-school sponsored sports, activities and other programs.

### **Attendance Policies**

#### **Absences**

When an absence is excused, teachers will provide materials to support a student’s learning while he or she is unable to attend school. Upon returning to school, a reasonable amount of time will be given for the student to complete assignments. Teachers are not required to provide additional support to students making up assignments and instruction missed for an unexcused absence.

Daily attendance is part of our school’s overall accountability measures. Under these accountability measures, our school is responsible for reducing the number of students who are “chronically absent”, defined as missing 10% or more of the available student attendance days, regardless of reason. It is understood that there are those days when a student may not feel well or for other reasons, legitimately will miss school. It is for this reason Sturgis allows for a maximum of four (4) unexcused absences per quarter without consequence. To limit the amount of chronically absent students, our school will take the following steps.

For every five (5) unexcused absences in a quarter/marketing term resulting in a student falling below the 10% threshold:

- The student and the parent(s)/guardian(s) will be contacted by the assistant principal and/or school counselors in order to be made aware of concerns about attendance.
- Students will be assigned a Saturday Make Up Learning Time session (see description below)
- School counselors may meet with the student to develop an action plan to improve attendance. These meetings may include representatives from community resource agencies, particularly if a student is under the age of 16.
- Communication between the School and the parent is encouraged. If parents wish for their child to be absent for a reason not listed above, the parent may provide a written explanation of the reasons for such absence. The principal or designee will make a determination as to whether the stated reason for the student’s absence constitutes good cause under this policy and will notify the student and parent(s) of their

decision.

Once a student's absences (including excused, unexcused, tardies and dismissals) result in a student falling below the 20% threshold in the 2nd, 3rd or 4th quarter,

- A meeting will be held with the student/parent /counselor/teachers to discuss attendance issues.
- The student may receive an "attendance failure" grade of 50 for their current quarter grade
- Sturgis will employ a restorative approach in which students have the opportunity to earn back their quarter grade by way of an Attendance Improvement Contract.

### **Tardies/Dismissals**

School Policy regarding tardiness

- Students not in class by 8:20 are considered tardy to school.
- Any student arriving at school after 12:30 or being dismissed from school before 11:30, will be counted as absent for the day.

School's policies regarding dismissals.

- The Attendance Form should only be filled out by parents/legal guardians.
- Dismissals should be entered by 9:00 a.m.
- If an unforeseen dismissal arises after that time, please also call the main office.
- Unless your student is driving themselves, we ask that you come into the office to sign them out.

These policies are in place to make sure our students have maximum class time and that parents/guardians are always aware when their children leave the school.

Tardiness and dismissals can have similarly negative impacts on student learning as absences. If a pattern becomes apparent, a student's counselor and/or teachers may work with the student to address the underlying cause of the problem. If the problem persists, a Student Success Plan may be developed through a conversation between the student and an administrator and /or school counselor. The following measures are in place to address excessive tardiness:

- Lunchtime MULT (Make Up Learning Time) will be assigned for every ten (10) unexcused tardies and dismissals.
- Excessive tardies or dismissals may lead to additional consequences. Students with a pattern of arriving significantly late may also receive more targeted consequences.

Note – classes missed due to tardiness and/or dismissals are considered absences for those classes and count as unexcused unless they fall under the guidelines for excusable absences outlined above.

### **Tuancy**

A student's absence from school without knowledge or permission of the parents/guardians is considered truancy. Absences from a class without permission shall also be regarded as truancy. The student's parent or guardian will be notified when a student is truant. Truancy is a violation of Sturgis' rules of conduct. In addition to consequences determined by Sturgis Administration, in accordance with state law, Sturgis may seek a CRA (Child Requiring Assistance ) application for any student up to the age of sixteen.

### **Saturday School**

In an effort to minimize lost class time due to unexcused absences, Saturday School may be utilized.

- When a student accrues unexcused absences (per procedure noted above), the Assistant Principal will notify the student of the assigned Saturday School date and location.
- Dates and locations will be determined as students are assigned. The location could be any of the Sturgis campus sites.

- Hours will be 8:30 to 11:30. Students that are late to Saturday School may receive additional consequences.
- If a student is unable to attend their assigned Saturday School, parents must notify the Assistant Principal to discuss alternative discipline arrangements which may include reassigning Saturday School to a different date or similar equivalent consequences. Saturday School will be staffed by school personnel.
- Students are expected to attend with school work/reading which is to be done quietly. All school rules apply.
  - o Personal laptops may not be used but school Chromebooks will be made available for use. Cell phones will not be allowed and will be turned in to the proctor at the start of the morning.
  - o Students asked to leave Saturday School for inappropriate behavior may receive additional school consequences.

### **Attendance and Participation in School Athletics and Activities**

Students must be in school by 9am (first period runs from 8:20 to 9:40) in order to participate in dances, extracurricular activities and athletics. All students participating in co-curricular activities must also attend every class for that day in order to participate in after school co-curricular activities. Students may not be dismissed in the afternoon and also participate in any co-curricular or athletic activity.

Students are expected to communicate with teachers in advance of an absence resulting from a school activity, such as a field trip or athletic competition. Students are expected to make up missed class-work and complete assignments given on the day of the absence.

### **Guests at Dances**

Prom is the only school dance where students may bring a guest that is not a Sturgis student. All guests must be registered and approved by administration and are subject to the school's rules. Failure to follow the rules may result in removal from the event.

### **Lunch**

One of the advantages of Sturgis' downtown Hyannis location is the opportunity it affords us to interact with the larger community. With parental permission, students may leave the campus at lunchtime. Students understand that leaving to buy lunch in a local establishment is a privilege. It can be withdrawn if the student behaves in a way which discredits the school's standing in the community or fails to return from lunch ready to begin class on time. Those students who do not have a parent's permission, or who lose lunch privileges will eat in supervised situations. All school policies remain in effect during the lunch break whether the student is on campus or not.

Sturgis offers a set lunch program that can be ordered in the morning prior to 9 a.m. Students who opt for this lunch program can pick up their lunch at the main office at the beginning of the lunch period. Please note that food deliveries from any other restaurant or third party (ie UberEats, DoorDash, etc.) are not permitted. If a delivery does arrive, it will be held at the front desk until the end of the school day.

Safety is a concern for students at all times, including lunch, on Main Street and West Main Street. Students should cross the street ONLY on crosswalks and only when walk signs are displayed at intersections. On crosswalks one must never assume that cars will stop in accordance with the signs and should wait for all traffic to come to a complete stop before crossing.

Sturgis provides a free or reduced price lunch to students who qualify. [Information on this is available on the school website.](#)

## Services

### Transportation

Sturgis students living in the town of Barnstable may be transported on Barnstable school buses under the terms of the Barnstable Public Schools' transportation policies. Students living outside Barnstable may also arrange for transportation on Barnstable school buses or the Bridge Bus but may also use public transportation, most commonly through the Cape Cod Transit Authority's H20 and Sea Lines. The conduct expected of you on buses is the same as expected in the classroom. Any conduct which might distract the driver or any other vehicle and thus interfere with safe driving practices is prohibited. Such conduct will be reported by the bus driver as soon as possible and you will be subject to disciplinary action. When you ride a bus, you are considered to be in school and all rules and regulations apply.

For more information, call the CCTA at (508) 385-8326. Students and their families also arrange car pools. To get more information about the Sturgis carpool network, call the school and speak with the office staff. Questions about the Barnstable buses should be directed to The Barnstable Public Schools at (508) 790-6237. Questions about the Bridge Bus should be directed to Rebekah Benedict at [rbenedict@sturgischarterschool.org](mailto:rbenedict@sturgischarterschool.org).

### Lockers

Students are assigned lockers. Students are responsible for supplying locks and are highly encouraged to do so. The school is not responsible for replacing stolen/lost articles or their monetary value. School administrators have the authority, as deemed necessary, to interview students and to conduct searches of desks and lockers assigned or used by students. Maximum effort will be made to protect each student's constitutional rights, his/her private property, and protection from coercion by others. Students must remember, however, that lockers are school property and may be inspected by authorized school personnel at any time without notice. Stickers or other decorations are not permitted on the outsides of lockers.

### Health Center

By the start of school, each new Sturgis student is required to present their medical records and a complete immunization record signed by a parent or guardian and by a personal physician. The state also mandates that a physical exam be completed within the first year of entering a new school. Returning students' medical records must be kept current. Sturgis employs a full time registered nurse at each campus. Students taking medications must do so through the school nurse. Neither the nurse, nor any other individual, may administer medication without written consent from home and physician. The nurse is able to administer a few specific medications with parental consent only. No student shall carry any medication on their person while on school grounds. This includes leaving medications in a locker or backpack. This also includes over the counter medication, prescription medication, supplements, and creams. There are certain exceptions to this including emergency medication such as Epipens and inhalers, however, the school nurse must have an active plan with the student and family. A more complete policy regarding medication is available from the nurse. Students who play sports must have a recent physical, and *the Student Medical Form must be completed each year*. To access the Head Injury Policy please visit the school website [www.sturgischarterschool.org](http://www.sturgischarterschool.org). Questions and concerns regarding the administration of medication or other medical issues should be made directly to the school nurse.

### Post Secondary Planning

By choosing to attend Sturgis, a student has made a commitment to a rigorous, college preparatory program. For all students, standardized testing begins with the PSAT in the fall of junior year. Organized post -secondary counseling with students and their parents or guardians begins midway through junior year. The goal of our school counseling program at Sturgis is to match each student with the plan, college or university that best fits their needs.