HILL VIEW MONTESSORI
CHARTER PUBLIC SCHOOL

making a difference ~ one student at a time

Student & Family Handbook

2026-2027 School Year

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www.hillviewmontessori.org

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HILL VIEW MONTESSORI

Who We Are
Hill View Montessori Charter Public School (HVM) is a public school serving students primarily from Haverhill, Massachusetts. HVM was established by the Massachusetts Department of Elementary and Secondary Education (DESE) under the Educational Reform Act of 1993. The purpose of the organization is entirely educational, operating in full compliance with all laws and regulations governing charter schools.

Mission
The mission of Hill View Montessori Charter Public School is to provide a grade K-8 public education that promotes academic excellence using the Montessori philosophy. In partnership with teachers and parents, children will attain high levels of academic, personal and social achievement and so prepared, become constructive contributors to our community.

As a Montessori charter public school, HVM offers its students differentiated curriculum and instruction in multi-age classrooms. Learning is maximized by teaching to a student's individual academic level and by accessing each child's unique learning style. Classrooms contain a complete complement of Montessori-designed manipulatives and resource materials to facilitate inquiry and provide a deep understanding of abstract concepts. HVM is also committed to character education and integrates this into the Montessori classroom with ongoing lessons in grace, courtesy, respect and responsibility.

Students enroll in HVM by means of a public lottery for Massachusetts residents with preference first given to siblings of currently attending students and second to residents of Haverhill. Finally, non-residents are offered admission if there are no siblings or residents on the waitlist and there is space available.

Core Values
The HVM core values are drawn from the mission statement and are used as guiding principles to direct the work of the Charter School. The core values are organized into four overarching categories as listed below.

Preeminent Public Montessori
- Provide a free Montessori education enhanced to ensure alignment with the MA Curriculum Frameworks
- Promote high levels of student achievement
- Measure achievement in multiple ways and use assessment data to inform instruction
- Promote a school wide culture of respect, open and honest communication, high expectations, and continuous growth through self-reflection
- Welcome learners' representative of the diversity in Haverhill, including socio-economic, cultural, and learning needs and styles

Holistic Student Development
- Support students' personal, social, and academic development
- Engage students in activities that teach them how to be competent, caring contributors to our community
- Model and promote Montessori values of grace, courtesy, respect, and responsibility
- Teach cooperative learning and conflict resolution skills
- Respect each student's unique learning style by individually tailoring learning supports
- Foster students love for learning
- Encourage students to take ownership for their academic and personal development

School-Strengthening Collaboration
- Create teacher-parent-student partnerships to support student learning

- Involve and vest parents, teachers, and students in the Charter School's decision-making process and volunteer efforts
- Develop partnerships with local agencies, community service organizations, and businesses to enhance children's health and learning (e.g., internships, service learning, etc.)
- Share information and best practices with other educators and community members

High Quality Staff

- Require lead teachers to hold Montessori certification and to obtain state licensure
- Educate all staff regarding Montessori philosophy and HVM curriculum, culture and processes
- Maintain high standards for accomplished teaching and learning, and provide adequate compensation

Community Standards:

Hill View Montessori's Community Standards specify principles for how adult members of the community (parents, guardians, family members, faculty and staff) interact and treat each other both in person and online. The Community Standards are based on Montessori principles of grace, courtesy, mutual respect, and collective responsibility to create the most positive learning environment possible for students.

1. **Students are the North Star:**
   Adult members of the HVM community share a common goal: to foster a safe, respectful, inclusive environment in which all students can learn, grow, and become their best selves. All decision-making should be guided by what is in the best interests of students.

2. **Assume Positive Intent**
   We all want what is best for students. We are on the same side. When an incident occurs that puts you at odds with another member of the HVM community, begin with the belief that that person also wants the best outcomes for all children. Proceed from a place of common interests and collaboration.

3. **Assume Thoughtful Decision-Making**
   Another thing we have in common as community members is that we put a lot of thought into the needs of students. We will approach any difference of opinion from a place of trust in each other's commitment to make thoughtful decisions based on our education, training, knowledge of the law, awareness of the full set of circumstances, familiarity with all of students involved, adherence to school policy, experiences, and the best interests of students.

4. **Value Individual Differences and Common Ground**
   HVM is a diverse community made up of people from diverse backgrounds and experiences, with distinct needs. We aim to cultivate a climate of inclusivity, equity and justice and to foster understanding and respect among all.

5. **Disagree in Person and without Arguing**
   We bring different perspectives, opinions, and emotions to this community. The diversity of our life experiences can be one of our greatest strengths. It also makes it inevitable that we will have disagreements on occasion. When this happens, we will resolve the issue through constructive dialogue rather than destructive arguing.

   Social media posts, emails, and text messages don't always accurately convey tone, intention, emotion, facial expressions, or body language. For this reason, meaning can be easily misinterpreted or misunderstood, causing a problem to worsen. As a school community that is committed to resolving problems rather than intensifying them, all communication about issues in which community members are upset with one another should occur through a scheduled phone call or face to face conversation.

6. **Talk to People, Not About People**
   When disagreements occur, HVM community members should seek to resolve them directly with one another, through solution-focused dialogue. Involving other members of the community or broadening the conflict by talking about it publicly or through social media is considered inflammatory to the problem and destructive to our community as a whole.

7. **Keep Adult Conversations Among Adults**
   When a faculty member disagrees with a parent, they should avoid sharing that information in earshot of a student. Likewise, when a parent disagrees with a faculty member, they should avoid talking about it in front of their child. When young people become aware of teacher-parent tensions, they may feel confused, torn, angry, stressed, disloyal or even empowered toward noncompliance with school rules–none of which is in the best interests of giving that student a positive learning environment.

8. **Offer Grace**
   The average adult makes approximately 35,000 decisions each day! It is inevitable that each one of us is going to get some things wrong. In our community, let's make it a habit to offer grace to each other for mistakes and to work together toward positive outcomes.

9. **Be Respectful**
   In all interactions, HVM community members should seek to honor the Montessori principles of grace and courtesy by using respectful language (both spoken and written via email and texts), volume and tone of voice. Personal attacks are to be avoided. We all do better when we feel heard, respected, and understood.

10. **Be Kind**
    "Be kind whenever possible. It is always possible." — Dalai Lama

Board of Trustees and Governance

HVM is governed by a volunteer Board of Trustees. The Board has ultimate responsibility for the success of the Charter School and is accountable directly to the Massachusetts Department of Elementary and Secondary Education. The Board sets policy for the Charter School and hires and supervises a Head of School, who, in turn, hires the staff of the Charter School. Working through the Head of School, the Board ensures that all laws and regulations are being followed and that day-to-day operations are consistent with the mission of the Charter School. In consultation with the Head of School, the Board develops and approves the annual budget for the Charter School

Accountability

The Massachusetts Department of Elementary and Secondary Education through charter school law, holds charter schools accountable for their mission and vision. During every year of a charter school's existence, it is monitored via an oversight and evaluation process that includes the establishment of an Accountability Plan, annual reporting on goals identified in the Charter School's accountability plan, and site visits. In addition, every five years a charter school must undergo a more rigorous accountability process during which time it "reapplies" for its charter. If a charter school is determined to be underperforming, it can be closed. This high level of accountability is accepted by charter public schools in exchange for the "freedom" to structure, organize, and create their own mission and academic programs.

The annual accountability process requires the Charter School to reflect and provide evidence on the following three questions:

1. Is the Charter School academically successful?
2. Is the Charter School a viable, stable organization?
3. Is the Charter School faithful to the terms of its charter?

Administration of State Mandated Assessments
As a charter public school, HVM is required to give the Massachusetts Comprehensive Assessment System (MCAS) tests for all students in grades 3-8. We review the performance scores and track the results over time as one way of determining academic success. The results of the Charter School's performance on MCAS tests are available on the Massachusetts Department of Elementary and Secondary Education website at www.doe.mass.edu.

Funding
HVM is funded by a yearly allotment from the State of Massachusetts that is based on per-pupil expenditures from the sending district where the student resides. For each child that enrolls at HVM, HVM receives a tuition amount from the State equal to the per-pupil amount that the child's sending district funds the local school. The State then deducts the same amount from the sending district's state aid account. Like other public schools, charter schools are eligible to receive federal and state grant funds including Special Education and Title 1 funding.

While per pupil charter tuition covers basic operational expenses, it does not cover the Charter School's facility costs nor the complete costs associated with an authentic Montessori program. As a result, the Charter School is committed to ongoing fundraising and grant writing.

GOING TO SCHOOL AT HVM

School Day
8:40 a.m. to 3:40 p.m.

Arrival
The staff is ready to receive children at 8:20 a.m. School starts promptly at 8:40 a.m.

The following procedures apply for students who are dropped off at school by car:

- Arrive at the school no earlier than 8:20 a.m.
- Upon arrival, pull to the rear of the school and follow traffic to the designated driving areas.
- **Do not park or drop off in the front of the school**. (This space is reserved for school buses.)
- If you have business in the school, pull around back into the designated travel areas and continue around the side of the building to park in visitor spaces or park in the designated parking area in the back of the school (heeding indications of the student play area).
    - **IMPORTANT: For safety and security reasons, please do not attempt to enter the school building through any of the back or side entrances. These entrances are strictly reserved for faculty and students only**.

Dismissal
School ends at 3:40 p.m. **(12:00 p.m. on half days.)**

For Students Being Picked Up from School by Car:

- Drive to the designated pick-up area in the rear of the school. Staff will escort children out of the building and students will typically be waiting outside as you pull up.
- Staff will direct you and your child to ensure the swiftest dismissal possible.
- A family ID tag (*provided by the school*) with the student's last name should be made visible. If you need additional ID tags, please contact the front office at (978) 521-2616 extension 1021.

For Students Using Bus Transportation:

- Bus transportation is available only to those students who reside in Haverhill. Families from outside of Haverhill must provide their own transportation. Information related to bus transportation can be obtained from the NRT Bus Company (978) 373-9891.

Emergency Contact Information

Parents and guardians are required to give Emergency Contact information to the school upon enrollment, yearly after admission, and whenever the information changes. It is ***imperative*** that Charter School personnel be able to contact the parent/guardian in the event of an individual or school-wide emergency.

In the event that Emergency Medical Services (EMS/911) is called, EMS personnel will determine the best place for the child to be transported for medical care. The medical facilities in this area are Merrimack Valley Hospital (Haverhill), Holy Family Hospital (Methuen), and Lawrence General Hospital (Lawrence). You may alert the Charter School of your preferences and every effort will be made to honor your wishes but the final decision is made by the professionals that transport your child to the needed services.

School Closings or Delays

The Haverhill Public School District provides transportation for HVM students. When the district schools are closed or have a delayed opening due to inclement weather, HVM is also closed or has a delayed opening. School closings will be announced via phone message and email, local News Channels 4, 5, 7, and 25. It will also be posted on our Hill View Montessori Facebook Page. HVM, as our own individual district, can make the decision to open or close, even if HPS decides to do something different.

During delays, breakfast will still be provided to students.

Attendance Guidelines

Student attendance impacts student learning. The Department of Elementary and Secondary Education believes attendance to be so important that it requires public schools to report on student attendance. Hill View Montessori abides by DESE's definitions of absences, tardies, chronic absenteeism and truancy, as specified below:

Excused vs. Unexcused Absences:

Excused absences, as defined by the DESE, are only those that occur due to a death in the family, religious holidays, court appearances/subpoenas, family emergencies or documented illness. All others are considered unexcused.

- Unexcused absences include oversleeping, missing the bus, car problems, family trips/vacations (which are considered unexcused by state law) or absences for illness for which no phone call was made to the school.

- Excessive absences from school can, in some cases, be considered child neglect. As mandated reporters for the State of Massachusetts, HVM is required to report excessive absences to the Massachusetts Department of Child and Family Services (DCF).

Tardy:

Students who arrive after 8:40 a.m. are marked tardy.

Chronic Absenteeism:

Students who miss at least 10% of days enrolled (e.g., 18 days absent when enrolled for 180 school days) are considered chronically absent. Research shows that chronic absenteeism erodes the academic and social skills needed to succeed in school.

Truancy:
Under state law, a school-aged child who is not excused from attendance and who "willfully" fails to attend school for more than 8 school days in a quarter is considered habitually truant.

Montessori philosophy requires that we respect the concentration and follow the level of development of each child. Teachers spend time and energy preparing curriculum and lessons for each day. **Students are expected to attend school *on time* each day of the school year unless there is an emergency or a personal illness.** Please help to ensure the development of your child's academic and social progress by avoiding unnecessary absences, tardiness and/or early dismissals.

Absence Procedures

1. When a child is absent, the parent/caregiver must notify the Charter School before 9:00 a.m. by calling (***978) 521-2616, press 2.***
2. If a student is absent, and the parent/guardian does not call before 9:00 a.m., the front desk will make a phone call home.
3. Extended excused absences, those that are more than five days, may require a note from the doctor before the child can return to school.

Tardiness
The first half hour of class is very important, as that is when teachers and students discuss their plans for the day. Missing this time can have a negative impact on the child's whole day. ***Any child who arrives at school after 8:40 is considered tardy***. The child must go to the front desk, accompanied by the parent/caregiver, to obtain a late pass. Students cannot enter class without a late pass. If a child arrives at school after 12:00, the child will be marked absent for the day.

Early Dismissal
Ideally, children should be in school during all school hours. Please arrange appointments either after school hours or on half days. If it is necessary to make an appointment during school hours, please be sure to send a note to school.

Parent/Guardian Involvement
HVM considers all caregivers vital partners in the education of their children. Therefore, parents are welcome at HVM and are given opportunities to participate in the Charter school community. All parents and school volunteers are required by law to pass a criminal records check (CORI) and be CORI-approved by the Charter School.

Parent's Right to Review Curriculum and "Opt-out" of Instruction
Consistent with Massachusetts regulations, 603 CMR 26.05(1), Hill View Montessori Charter Public School, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

Field Trips
Teachers will periodically coordinate field trips to provide students with cultural, scientific, social, and educational experiences. Information about each field trip, including the educational purpose, date, location, schedule, and any associated costs or transportation arrangements, will be communicated to families in advance.

Participation in field trips is optional. Families who choose not to have their child participate should notify the school in advance.

When a field trip involves an entire class or grade level and the classroom teachers and instructional staff are participating, the school may not be able to provide an alternative on-campus program. In such circumstances, families may be asked to make arrangements for their child to remain at home during the field-trip period.

Families for whom the expense of a field trip presents a financial hardship are encouraged to contact school administration. Financial assistance may be available so that cost does not prevent a student from participating.

Parents and guardians who volunteer to chaperone field trips must follow all school chaperone guidelines and must be CORI-approved in accordance with school policy.

Food Allergies: Snacks and Lunch
Some classrooms are peanut or tree nut free at HVM. Teachers and staff make their best efforts to monitor lunches, snacks, and foods brought in for celebrations but it is not feasible to say that no nuts will ever enter our building. We ask that parents check labels for nuts or nut ingredients.

We also have children with other food allergies in our school. When bringing food into the Charter School (other than packing lunch), please be sure to check with the classroom teacher or School Nurse to ensure an appropriate selection is made.

If your child has a food or other allergy, contact the School Nurse for information on how an individualized plan can be developed for your child to keep them as safe as possible while at school. Any medications that your child's doctor has prescribed for the treatment of food allergies should be kept in the School Nurse's Health Office.

Breakfast and Lunches
Breakfast and lunch are available to order from the Charter School's lunch vendor. This process is done through the FoodEase platform that all parent's, guardians or caregivers have access to.

Effective August 2023, all breakfast and lunch items are universally free to all students at Hill View Montessori.

Breakfast is served from 8:20 to 8:40 am. Students who arrive later than 8:40 will still be served breakfast.

For lunch, students may either bring their lunch or parents may order it directly from the Charter School's food vendor through the FoodEase platform.

> We ask families to refrain from the use of mobile delivery services (e.g., UberEats, DoorDash) to bring food to students during the school day. In recent years, the use of food delivery services has caused significant disruptions to the overall learning environment, especially when meals are delivered late (thus resulting in students either missing a meal entirely or missing class to eat a late meal) or students attempting to use cellphones or smartwatches to track food deliveries. We realize that in rare situations, a meal delivery may be necessary but we request that families make all efforts to avoid having food delivered to the school without prior permission from the student's teacher.

For current information about breakfast and lunch menus, vendor or ordering platform, please contact the front desk at extension 1021.

Celebrations

We discourage traditional classroom celebrations of birthdays, holidays, etc. where, for example, Valentine or "Secret Santa" notes and gifts are exchanged, students dress-up for Halloween, sweets are sent in to be shared, etc. We do this for a number of reasons; some students have differing religious beliefs that prohibit celebratory activities; we seek to minimize the consumption of sweets and encourage healthy eating habits; and we are committed to educating students about mass marketing/consumerism.

As an alternative, we advocate for celebrations that teach tolerance, peace, and an understanding of multicultural differences. Please contact your child's classroom teacher to determine the individual classroom policy around celebratory activities.

Safe & Secure Learning Environments

Hill View Montessori uses security cameras as part of our ongoing commitment to maintaining a safe, secure, and supportive learning environment for all students, staff, and visitors. The cameras monitor public areas of the school in order to enhance safety and security across our campus. Camera installations are located only in visible, public-facing areas, including school entranceways, hallways, recess areas, large common gathering spaces, and parking lots. Cameras are not and will never be placed in any areas where individuals have a reasonable expectation of privacy, including restrooms, offices, or adult-only conference rooms.

Please note the following important information regarding the use of surveillance cameras at HVM:

- Cameras are visible and intentionally placed only in public areas of the building and campus.
- Surveillance cameras do not record or monitor sound and will not make audio recordings unless required by a court order and in compliance with applicable wiretap statutes.
- The use of cameras and any resulting recordings will be conducted in a professional, ethical, and lawful manner, consistent with all applicable school policies as well as state and federal laws.
- Camera use will not be based on any individual's personal characteristics, including race, gender, gender identity, national origin, ethnicity, sexual orientation, disability, or any other protected class.
- Access to live feeds and recorded footage is strictly limited to authorized school personnel as designated by the Head of School.
- Requests to view recordings must be submitted in writing to the Head of School. Any public records requests for footage will be forwarded to legal counsel for review in accordance with applicable law.

Our use of security cameras is governed by the Hill View Montessori Surveillance Camera Policy, which has been approved by the HVM Board of Trustees and is available on our website for your review.

Family Directory

At Hill View Montessori Charter Public School, our families come from many different neighborhoods and communities throughout the Greater Haverhill area. Because our students do not all live in the same neighborhood, we recognize that it can be challenging for families to connect outside of school.

To help build a strong school community, the school offers an optional electronic Family Directory. The directory is intended to help families connect for school-related purposes, such as arranging playdates, carpools, birthday

celebrations, extracurricular activities, study groups, and other opportunities that strengthen relationships within our school community.

Participation in the Family Directory is **completely voluntary.** In accordance with the Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (603 CMR 23.00), no student or family information will be included in the Family Directory without the written consent of a parent or guardian.

Families who choose to participate may have the following information included:

- Parent/Guardian name(s)
- Student name
- Student's grade
- Classroom teacher
- Preferred phone number
- Preferred email address

Families will be asked each school year whether they would like to participate in the Family Directory. Consent applies only to the current school year and must be renewed annually.

The Family Directory is provided solely as a convenience for participating families and is not part of a student's official education record. The directory will be distributed electronically and made available only to participating Hill View Montessori Charter Public School families.

The Family Directory is intended solely for personal, school-related communication. Information contained in the directory may not be copied, shared outside the school community, posted online or on social media, or used for commercial, political, fundraising, solicitation, or any other non-school-related purpose.

Although the school requests that all participating families respect the privacy of the information contained in the directory, Hill View Montessori Charter Public School cannot guarantee that directory information will not be copied, shared, or otherwise redistributed by recipients after it has been distributed.

Families may request to update or withdraw their permission at any time by contacting the school office. However, once the directory has been distributed, the school cannot remove information from copies that have already been shared with participating families. Updates or removal requests will be reflected in future editions of the directory.

Hill View Montessori Charter Public School reserves the right to modify, suspend, or discontinue the Family Directory at any time.

For additional information regarding student records, parent and eligible student rights, and directory information, families should refer to the school's Annual FERPA Notice and Student Records Policy.

HVM SCHOOL CULTURE

Students attend school during their most critical years of development. We are entrusted to help build their character, increase their knowledge, and cultivate their healthy growth and love of learning. We are focused on helping each student strive towards independence by strengthening confidence, academic growth, leadership skills, and respect for others and their environment.

Code of Conduct

Hill View Montessori's Code of Conduct is a detailed document that clarifies student behaviors and actions that are encouraged, as well as those which are considered unacceptable in the HVM community. It also outlines disciplinary steps that may be used when students engage in certain types of extreme or illegal behavior. The Code of Conduct applies to students in all schools' settings, including while at school, traveling to and from school, on school property, at school sponsored events and on school field trips. If misconduct occurs during any of these times and/or events, a student shall be subject to a disciplinary response from the school. Additionally, state law permits a school to respond to 1 Reviewed Aug 2025 any incident that happens off school grounds or outside of school hours, including online or via social media, if that incident has a significant impact on the learning experience of students during the school day.

Grade Level Deans

Hill View Montessori's Grade Level Deans serve as dedicated resources for students, teachers, and families to ensure that student behavior concerns are addressed in a fair, consistent, and developmentally appropriate manner. Grade Level Deans help foster a positive school climate where every student feels supported and empowered to learn from their experiences.

When a student is referred for a potential violation of the School's Code of Conduct, the appropriate Grade Level Dean will meet with the student—typically within one school day—to better understand what occurred. Whenever possible, Deans will de-escalate situations, encourage meaningful reflection, strengthen the student's problem-solving skills, and help students repair relationships when appropriate. This restorative approach reflects our Montessori belief that discipline should be an opportunity for growth.

Grade Level Deans also:

- Review disciplinary incidents and determine appropriate responses consistent with the School's Code of Conduct and Massachusetts Department of Elementary and Secondary Education (DESE) guidelines.
- Communicate with families in a timely and professional manner regarding disciplinary matters.
- Document incidents and outcomes in accordance with school procedures.
- Collaborate regularly with one another and with school leadership to ensure consistency in disciplinary practices across all grade levels.

Dress Code

See Appendix A

Cell Phone & Smart Watch Policy

See Appendix B

Acceptable Use Policy for Technology and AI

See Appendix C

Student Technology Responsibility and Device Care Policy

See Appendix D

HVM HOMELESS STUDENTS POLICY

Families experiencing homelessness, please see HVM's Education of Homeless Students Policy, *Appendix D*

SUPPORT SERVICES

District Curriculum Accommodation Plan
Massachusetts Special Education Law requires that all school districts develop a District Curriculum Accommodation Plan (DCAP).

Special Education Service
In accordance with state and federal regulations, students are ensured the right to a Free and Appropriate Public Education (FAPE) within the least restrictive environment. The Montessori educational model is well-suited to the inclusion model because it assumes that all students have different needs and learning styles. Within a Montessori classroom, there is an emphasis for all children to work at their own pace, using an individualized program and multi-sensory materials.

HVM provides instruction according to the inclusion model unless determined otherwise by the Special Education Team. Students who have an Individual Education Plan (IEP) receive extra assistance in the classroom and, when necessary, direct services in the form of a "pullout" from class.

Family Education Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to a student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the Charter School receives a request for access. Parents or eligible students should submit to the Head of School a written request that identifies the record(s) they wish to inspect. The Charter School administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Charter School to amend a record should write to the Head of School, clearly identifying the part of the record they want changed, and specifying why it should be changed. If the Charter School decides not to amend the record as requested by the parent or eligible student, the Charter School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

***Parents who believe their FERPA rights have been violated may file a complaint with*:**
Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Student Success Team (SST)
The Student Success Team is a team of specialized school personnel that meet on an as needed basis. The Student Success Team process is typically initiated by the classroom teacher if a student presents with either a learning or behavioral problem(s). The SST team members collaborate with staff members who need assistance problem-solving and generating ideas to address student(s) needs in their classrooms. They work with teachers to develop and implement strategies, modifications, accommodations, and interventions to ensure that by all means possible the child's needs are being met. Additionally, students may receive specialized Title I services and interventions in small group or 1:1 learning environments. The SST team communicates on an ongoing basis to review and assess whether the developed action plan is successful. If no further progress is made with the given support and interventions, the student may be referred to HVM's Special Education department for further evaluation. This specialized assistance team is a mandatory component of the Charter School's Special Education pre-referral/Child Find process.

504 Plans
The requirements of the Americans with Disabilities Act (ADA), Section 504, define an individual with a disability as one whom: (1) has a physical or mental impairment that *substantially* limits one or more life activities; or (2) has a record of such impairment; or (3) is regarded as having such impairment. A 504 plan will be developed, as needed, to create specific reasonable accommodations to assist the student in the classroom.

HEALTH SERVICES

Hill View Montessori Charter Public School employs a full-time Registered Nurse. The major role of the School Nurse is to support students with chronic health conditions so that they may fully participate in the Charter School's educational program while also providing care to students and staff who become acutely ill or injured during the school day. Parents are notified of treatment by letter, form, or phone call if needed. The School Nurse works in conjunction with all educational teams and Charter School administrators to ensure students have full access to the curriculum and to identify interventions or accommodations that may mitigate the need for a future Special Education referral or need for other support services.

In addition, the School Nurse coordinates and performs annual health assessments and developmental screenings for students including vision, hearing, height, weight, BMI, and postural screenings per Massachusetts Department of Elementary and Secondary Education and state Department of Health regulations. The following chart outlines which screenings are performed at the specific grade levels:

Screening Performed	Grade(s) Screened
Vision (Near, Far, Acuity, and Stereopsis)	KG through 5th and 6th, 7th OR 8th grades
Hearing	KG through 3rd and 6th, 7th OR 8th grades
Postural (Scoliosis)	5th through 8th grades
Height, Weight, and Body Mass Index (BMI)	1st, 4th, and 7th grades
SBIRT (Screening, Brief Intervention and Referral to Treatment; Substance Use Screening)	6th, 7th OR 8th grades

Medication Administration at School

The Public Health School Health Services Department requires that certain procedures are followed with regard to the administration of medications to children at school. All HVM parents and staff/faculty must follow these guidelines and procedures. Medication is given **ONLY** by the School Nurse and requires the following:

1. **Written parental authorization** which indicates that the medication is for the specific child and filled out by the parent and submitted to the school nurse. Please see the School Nurse for the appropriate form. This is also known as the Medication Administration Plan, and is required for each student requiring any medication (epipens, inhalers, daily meds, etc) to be administered at school.

2. **Written order from the doctor** for all long term and "as needed" medications. Short term anti-biotic treatment may be given as defined by the original pharmacy. The labeled medicine container must include the child's name; the name of the drug; the dosage (number of times per day and number of days the medication is to be administered); and the doctor's name written by the pharmacist. The pharmacist may need to divide the medication into two bottles so that one can remain home and one can be sent to school. It is not convenient to transport this medication back and forth and may lead to missed doses.

3. All medication sent to the Charter School **MUST BE** in their original container.

4. The School Nurse will maintain a written record of the administration of any medication. The completed medication record shall be made part of the child's health record.

5. At HVM, all medications will be stored locked in the health office out of the reach of children and under proper conditions for sanitation, preservation, security and safety. All unused medications shall be disposed of, or returned to the parent, when no longer needed.

Parents may **NEVER** send medication to school with their child. It must be handed to the School Nurse, Front Desk Staff, or teacher by an adult. There are certain medications that must be handed directly to the School Nurse only and require a parent/guardian signature upon retrieval or return.

In the event that the School Nurse or a Substitute Nurse is not available, scheduled medication and over the counter medications will be given by an individual trained by the school nurse to administer medications. Epi-pens are an exception to this regulation. Massachusetts law allows trained staff members to administer Epi-pens in the case of a severe allergic reaction during the regular school day, at school-sponsored events, and on field trips.

Medications on Field Trips
Special arrangements must be made to allow medication on field trips. Parents must contact the School Nurse so that accommodations can be made.

Allergy Awareness Policy
HVM is committed to the health, safety, and independence of all students and seeks to balance the freedoms of the Charter School community with the needs of those who suffer from life threatening food allergies.

Children with severe allergies that may lead to anaphylaxis, must have an **Allergy/Food Allergy Action Plan** in place at the Charter School along with specific medications the child's doctor has ordered for the treatment of this condition.

Children with Asthma, Allergies, or any other Special Medical Needs
For children who have other allergies or special medical conditions which will require limiting exposure to certain allergens or environmental conditions, parents must notify the School Nurse and the classroom teacher(s) as soon as possible. Parents are required to update this information every year and are required to let the Charter School know during the year if such a situation becomes known.

Children with other medical considerations such as diabetes, asthma, seizure disorder, or any other chronic medical condition should have an Individualized Health Plan (IHP), Asthma Action Plan (AAP), or an Emergency Medical Plan (EMP) in place. Contact the School Nurse for assistance with this at (978) 521-2616 ext. 1010. The School Nurse will contact any parent or guardian who lists a special medical consideration or allergy on the enrollment or medical forms. All medical plans must be updated annually.

Copies of all health forms and plans will be kept in the School Nurse's office and are only shared with those who have a "need to know" in order to assist the child with day-to-day learning or health needs. Parents are required to submit the Student Health Form at the beginning of each year, this includes HIPPA/FERPA Notice Information.

When Your Child is Sick
Our main concern when children become ill is the comfort, well-being, and readiness of the individual child to learn, as well as the health of the other children and members of HVM staff. The following guidelines should be observed by parents:

Please *DO NOT* send your child to school if they have:

- fever of 100.3 F or greater
- vomiting within the past 24 hours
- diarrhea within the past 8 hours
- rash not previously diagnosed by your child's doctor
- severe cold or cough
- conjunctivitis with drainage from the eye (may return after 24 hours of antibiotic treatment)
- impetigo (may return after 24 hours of antibiotics)
- strep throat (may return after 24 hours of antibiotics)
- any acute illness that does not allow them to fully participate in school activities

If it is determined that your child develops any of the above while in school, the parent, guardian, or a designated individual will need to pick your child up as soon as possible after receiving the notification.

Return to School
If your child was sent home, or remained home with any of the above, or other illnesses, there are certain conditions that apply for them to return to school safely. If a child was sent home with a fever over 100.3 fahrenheit, they must remain home until they no longer have a fever for 24 hours, *without fever-reducing medication.* If they come down with a fever in the middle of the school day, they must stay home the following school day. If a child is sent home after vomiting at school, they must stay home the next school day, and may not return to school until they have not vomited in the past 24 hours. If you have any questions about when to safely return your child to school, please contact the School Nurse

The School Nurse and Administration may need to periodically revise any of the above guidelines based on local, state, or federal public health guidelines or mandates related to a public health outbreak.

It is important for you to notify the School Nurse if your child has been diagnosed with a contagious illness.
If you have questions about a certain illness, you may contact the School Nurse at any time at (978) 521-2616, extension 1010.

EQUAL EMPLOYMENT OPPORTUNITY, EQUAL ACCESS TO EDUCATION AND NON-DISCRIMINATION STATEMENT

Hill View Montessori Charter Public School is committed to equal education opportunity for all students and equal employment opportunity for all employees and students. HVM's policy of non-discrimination and equal opportunity extends to all employment and academic considerations and programs.

HVM commits to equal employment opportunity and equal access to education without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, ethnicity, age, disability, veteran, genetic information, homelessness, foster care, military or marital status. HVM commits to making all reasonable efforts to ensure an environment free of discrimination or harassment on account of race, color, religion, sex, sexual orientation, gender identity, national origin, ethnicity, age, disability, veteran, genetic information, homelessness, foster care, military or marital status and encourage all members of our community to support and foster the acceptance and inclusion of all individuals.

This policy applies equally to all HVM students, employees, authorized volunteers, parents, and other members of the HVM community. This policy applies to conduct at Charter School, at Charter School events, and away from Charter School in all other instances when HVM is represented.

TITLE IX NONDISCRIMINATION POLICY & NOTICE OF NONDISCRIMINATION (§ 106.8(b)–(c))

Hill View Montessori Charter Public School (HVMCPS) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

HVMCPS does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

HVMCPS' nondiscrimination policy and grievance procedures can be located at https://www.hillviewmontessori.org/for-families

Contact information for Title IX inquiries can be located at https://www.hillviewmontessori.org/for-families

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to https://www.hillviewmontessori.org/for-families

HVMCPS prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at https://www.hillviewmontessori.org/for-families

PHYSICAL RESTRAINT

603 CMR 46.00 was put forth by the State Board of Education to govern the use of physical restraint on students in publicly funded elementary and secondary school programs. The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from unreasonable use of physical restraint.

Hill View Montessori uses the QBS Safety-Care Behavioral Safety program to train selected staff members in the appropriate use of physical restraint. The QBS Safety-Care program provides the skills and competencies necessary to effectively prevent, minimize, and manage behavioral challenges with dignity, safety, and the possibility of change. Using up-to-date and effective strategies from Applied Behavior Analysis (ABA), the Safety-Care program provides trained HVM staff with strategies for preventing and managing behavioral challenges in conjunction with teaching replacement behaviors. These strategies are appropriate for students experiencing developmental, neurologic, psychiatric, and other impairments.

HVM staff members who are QBS Safety-Care trained are the only ones able to administer physical restraint. Physical restraint is the use of bodily force to limit a student's freedom of movement. It is only administered by a trained staff member and is used to keep a child from hurting themselves or others. It is only used when all other attempts to deescalate a student's behavior have not worked. A person administering physical restraint uses only the amount of force necessary to protect the student or others from physical injury or harm.
In accordance with 603 CMR 46.00, restraint is defined as follows:

- **Physical escort**: *Touching or holding a student without the use of force for the purpose of directing the student.*
- **Physical restraint**: *The use of bodily force to temporarily limit a student's freedom of movement.*
- **Extended restraint**: A physical restraint in which the duration is more than 20 minutes. Extended restraints increase the risk of injury and therefore require additional written documentation.
- **Restraint-Other**: *Limiting the physical freedom of an individual student by mechanical means or seclusion in a limited space or location, or temporarily controlling the behavior of a student by chemical means. The use of chemical or mechanical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent or guardian. The use of seclusion restraint is prohibited in a public education program*.

Following the release of a student from a physical restraint, HVM implements follow-up procedures which include:

- review of the incident with the student to address the behavior that precipitated the restraint;
- review of the incident with the staff who administered the restraint; and,
- consideration of the appropriate follow-up for students who witnessed the incident.

The Head of School or their designee verbally informs the parent or guardian of the physical restraint as soon as possible.

PARENT COMPLAINT PROCEDURE

Hill View Montessori Charter Public School places tremendous value on grace, courtesy, respect and responsibility. As such, we encourage parents/guardians and staff to develop open lines of communication with each other for the benefit of the children attending the school. If a parent/guardian is not satisfied with a staff or faculty or administration decision or action, they should follow the complaint process detailed below.

Complaints should be resolved as close to their source as possible. Members of the HVM school community involved in a dispute are encouraged to deal directly with the other party involved. Members of the HVM school community will be expected to make all reasonable efforts to reach a solution that is acceptable to all parties involved. A complaint should only move to a higher level of authority after direct communications between those initially involved fail to produce a resolution.

Parents bringing a complaint involving an HVM employee should be aware that the Head of School holds primary responsibility and authority for the oversight and employment of the school staff. The Board of Trustees is not involved directly in the normal hiring, firing, or other management of any school staff or employees other than the Head of School her/himself.

Steps of HVM's Parent Complaint Process:

Step #1: A parent, guardian, or other individuals or groups should contact those directly involved in the issue or decision. With concerns relating to a student, begin by speaking with the lead teacher, subject or Specials teacher, support staff, administrative staff, or outside contractor (such as Occupational Therapist, Physical Therapist, School Psychologist). Communicate the complaint as clearly as possible, and identify actions that will lead to a resolution of the issue. Work in a cooperative environment to resolve the complaint based upon the actions identified.

Step #2: If the complaint has not been resolved to your satisfaction, speak with HVM's Head of School and communicate the complaint as clearly as possible and identify actions that will lead to a resolution of the issue. Any such plan may require review and revision during the process.

Step #3: If the complaint remains unresolved after providing the Head of School a reasonable amount of time to bring a resolution to bear, the complainant(s) may notify the Chair of the HVM Board of Trustees. The Board Chair can be contacted at jlandry@hvmcps.org. A written communication detailing the specifics of the complaint ***must be*** formally submitted to the Board Chair. The written communication must clearly document the efforts made to comply with Step #1 and Step #2 of this complaint process. Each party named in your complaint will receive a copy of your written communication.

Step #4: The written complaint formally submitted to the Board Chair will be reviewed by an ad hoc (temporary) Complaint Committee of the Board of Trustees. If the committee believes that more effort can reasonably be made to resolve the issue at the staff or Head of School level, it will return the complaint to the appropriate level. The committee will provide a written response to all parties involved in the complaint within 10 (ten) days of receiving the formal complaint.

If the ad hoc Board Complaint Committee finds that Steps #1 and #2 of this process has been exhausted, it will schedule meetings with all parties involved in the complaint. The purpose of these meetings will be to gather information, determine specific points of conflict, and identify possible solutions. The Board Complaint Committee will review the conduct, decisions, actions, and any policies that may be involved in the complaint.

The ad hoc Board Complaint Committee may, if appropriate, schedule a meeting that includes all parties in order to mediate an acceptable resolution. Alternatively, the committee may reach conclusions regarding merits of the complaint and present its own recommendation[s] and resolution[s]. The Board Complaint Committee will issue a formal written response to the complaint at the end of this process. The Complaint Committee will attempt to issue its report within 30 (thirty) days of receipt of the formal written complaint, but each complaint will warrant its own schedule and timeline.

Step #5: After completion of its work and the issuance of its final report, the ad hoc Board Complaint Committee will report to the full Board of Trustees and present an executive summary of the complaint and its resolution. If necessary, the Board of Trustees may be asked by the Complaint Committee to vote on policy or other action items arising from the Complaint Committee's conclusions.

A complaining party who believes their complaint has not been adequately addressed by the ad hoc Complaint Committee of the HVM Board of Trustees can submit a formal complaint in writing to the Massachusetts Commissioner of Education. The laws governing Massachusetts Charter Schools are M.G.L. c. 71 section 89, and 603 CMR 1.00. (A copy of these laws will be provided by Hill View Montessori Charter Public School upon request.)

Authority and Role of the Board of Trustees' ad hoc Complaint Committee:

The role of the Board's ad hoc Complaint Committee is to review a complaint that has not been resolved at the staff or administrative levels. The Complaint Committee must balance their duty to protect the interests of the Charter and the Charter school as a whole with the concerns of the party filing the complaint. In general, it is the opinion of the Board of Trustees that the interests of the Charter School and those of the individuals within the school community should coincide if viewed from an appropriate distance. It is the job of this committee to find and take such a view. The committee can make recommendations to any party for corrective action. In cases where the committee feels the scope of the dispute warrants the opinion or review of the full Board of Trustees, the committee will prepare its conclusions, present them to the Board, and request a vote.
To these ends, the ad hoc Complaint Committee is authorized by the full Board to review the conduct, relative to a specific complaint, of all employees and representatives of Hill View Montessori Charter Public School. The Complaint Committee shall be authorized to make recommendations designed to resolve existing complaints (and avoid future complaints) regarding staff conduct, educational policies, and administration actions. The Complaint Committee shall also have the authority to review the actions of any parent, student, or any other individual or group involved in a formal written complaint.

Notes Regarding the Nature of the Complaint Process

The HVM Board of Trustees recognizes that any complaint or issue that reaches the Board Complaint Committee level will naturally have a strong emotional element. It is the job of those on this temporary committee to evaluate the issue in a thoughtful and respectful manner, without allowing the emotions involved to overwhelm their review of the information. The Complaint Committee will be as impartial as possible and strive not to prejudge any individual or situation. Any party involved in a complaint should be prepared to present a factual account of the situation, to remain respectful of other people and other perspectives, and to allow the committee reasonable time to do its work.
The Complaint Committee will respect this separation of responsibilities, and may ask the parties to return to the Head of School to achieve a resolution of staff/faculty-related issues. This does not preclude the Complaint Committee, with a supporting vote from the Board, from making an employment/employee-related decision in cases where such is warranted.

Appendix A
Dress Code Policy

Guidelines
Students should arrive at school in clothing that will allow them to flourish in the learning environment and as an individual. A student's attire may not disrupt the learning of others or threaten the safety and health of the community. The Dean of Students may determine what constitutes "disruptive" to a learning environment. M.G.L. Chapter 72 Sections 82-83

When a student's attire disrupts the learning environment or threatens the safety and health of the community, the student will be asked to modify their attire. While examples are named below, modifications may also need to be made to items that are not listed.

- Students may not wear sheer clothing unless they are wearing non-sheer clothing underneath or over.
- Students may not wear items that advertise or promote drugs, alcohol, tobacco, gang activity, violence, or illegal activity.
- Students may not wear items that have lewd, profane, or obscene language or images.
- Students may not wear items that may damage school property, or harm self or others (e.g., billfold chains, spiked wristbands, cleats, steel-tipped shoes, jewelry with razor blades).
- If a student wears a hat or hood to school, they must remove it upon request of a faculty member if the faculty member finds the item to interfere with learning.

Interventions
If a student needs support following dress code guidelines, their classroom teacher or Advisor will have a 1:1 conversation with the student. The focus will be adjusting or modifying the clothing so the student's attire meets the dress code. Adjusting/modifying clothing can include, but is not limited to, turning a shirt inside out, changing clothing, having a parent/guardian bring clothing, putting on a belt, etc. The adult will not pass judgement on the student for their choice of clothing and students will not be shamed.
If a student is asked to change/modify their attire, the faculty member will reach out to parents to inform them of the incident and review the HVM dress code policy.

If a student refuses to change/modify their attire or if dress code violations become a pattern of unwanted behavior, the faculty member will report the behavior to the Grade Level Dean. The Dean will address the issue according to HVM's Code of Conduct.

Appendix B
Cell Phone & Smart Watch Policy

HVM discourages students from bringing cellphones, smartwatches, and other similar devices to school. We recognize, however, that for some families, students carrying a phone or wearing a smartwatch is a necessity. HVM is not responsible for damage, loss, or theft of student phones.

During school hours (including school field trips and recess):
Once students enter the school building, they must place their phones, earbuds, and/or electronics directly into their bags. A student may not bring their cell phone into their classroom, advisory, recess, lunch, or other school space.

Recent studies provide abundant evidence that "the mere presence of a smartphone reduces a person's ability to focus." In one study, students who were asked to leave their phones in another room did better on cognitive tests than those who were permitted to have their phones with them, even when the devices were face down on their desk or in a bag. In the experiment, even students who said they weren't thinking consciously about their cell phones still experienced a loss in their ability to focus and resist distractions.

Because we care about our students and their ability to learn, we strictly enforce our policy of not allowing cell phones during the school day.

If a student doesn't follow this policy, a staff person will remind the student to bring the phone to their locker or cubby. If a second reminder is needed, the student will be asked to turn over their device for the remainder of the day. Upon conclusion of the school day, the student may retrieve the cell phone/electronic device. If the student continues to disregard policy expectations, further disciplinary action may be taken by the Dean of Students.

Cell Phone Confiscation:
If a student has multiple violations of the school's cell phone policy, the Dean of Students will contact the student's parent/caregiver to ask them to come to the school to pick up the phone. The phone will remain in possession of the Dean of Students until a responsible adult is able to pick it up from the school. A family member may also be asked to attend a parent-teacher meeting with the student present.

Refusal:
If a student refuses to give their phone to a staff person due to their violation of the school's cell phone policy, The Dean of Students will meet with the student to review school policy and to reset expectations for compliance with school rules. Consequences may be given, according to HVM's Code of Conduct.

Exceptions
Teachers and/or Special Instructors may choose to allow earbuds for Chromebook and other educational lessons. The earbuds should be placed back into the student's bag once the lesson concludes.

*** The HVM Cell Phone Policy also applies to Apple/Smart watches and other electronic devices that use WiFi or an internet connection.**

Appendix C
Acceptable Use Policy for Technology and AI

Students are encouraged to use technology for educational purposes. Students using technology for purposes not approved by teachers or staff may face disciplinary action. HVM has installed the federally-required internet filter and firewall to prevent access to inappropriate apps and websites and to protect our students from outside interference. We also use BARK to monitor for potential issues like threats of violence, cyberbullying, and more.

Guidelines for Technology Use & HVM Accounts (Acceptable Use Policy)

Educational Technology
HVM provides students access to educational technology tools both at school and at home. At school, this includes internet access in classrooms, access to Chromebooks, and access to HVM email accounts. The purpose of these tools is to support learning by providing students with access to resources and an opportunity for collaborative work. All uses of HVM technology must be in support of and consistent with educational objectives. All students who use HVM's technology are expected to read these guidelines and/or to take part in a discussion of the guidelines with a trusted adult. Adherence to the guidelines is a condition for a student's privilege of access and use of technology and accounts.

Use of Artificial Intelligence (AI)
The responsible use of AI by students in the K-8 educational setting is essential for fostering a safe, ethical, and productive learning environment. Students may use AI tools solely for educational purposes, as directed by teachers.

Students must use AI technologies ethically, respecting copyright laws, privacy, and the intellectual property rights of others. The use of AI to engage in plagiarism, cheating, or any form of dishonesty in academic work is strictly prohibited. AI work must not be submitted in the place of student work.

Students must not use AI to access or disseminate harmful or inappropriate content. They should immediately report any security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.

Student Responsibility
All students' use of technology and the internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor use at every moment. Each student is responsible for abiding by HVM's guidelines for acceptable uses of technology. This policy applies both while students are at school and to activities conducted while they are off of school grounds. The policy also applies to a student's use of a mobile device.

Technology Access is a Privilege
The use of instructional technology, the internet, and email through the HVM system is a privilege. A student's access may be suspended or canceled if this privilege is abused. Unacceptable uses of technology and the internet will also be subject to disciplinary action, according to HVM's Code of Conduct.

Personal Safety
The internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. Unfortunately, HVM cannot fully screen the internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and/or arranging personal meetings. In particular, students should never exchange personal information or arrange an in-person meeting with someone who was met online without their parent or guardian's knowledge and approval.

Students should promptly inform their teacher, school administrator, or parent of any online communication that the student feels is threatening, harassing, or otherwise inappropriate.

Unacceptable Uses
The following uses of the HVM's technology, including HVM Accounts, are not permitted:

1. Posting private or personal information about another person.
2. Using vulgar, offensive, or insensitive language, including words that put a person down based on their race, ethnicity, gender, sexual orientation, sexual preference, religion, disability, or otherwise.
3. Accessing or transmitting obscene or pornographic material.
4. Posting chain letters or engaging in "spamming."
5. Engaging in bullying or harassment of any type.
6. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, bully, humiliate, or harass any other person; or that violate any other laws.
7. Plagiarism.

Privacy & Legal Issues
Students are reminded that there is no expectation of privacy while using technology at school, when posting on social media, when texting HVM classmates, or when using online tools provided through an HVM Account (on any device, anywhere in the world). HVM reserves the right to monitor or review any information stored or transmitted on its equipment, network, or servers.

When events that happen online or outside of school hours have a negative impact on students within the school setting, HVM reserves the right to intervene.

HVM staff has the right to disclose all electronic communications, including email and internet access, to school administration. In addition, it is our obligation to reach out to law enforcement if dangerous, threatening, sexually explicit, or otherwise harmful content is shared on HVM devices or between HVM students.

HVM may retain records, including emails, electronic documents, etc., for a number of years after graduation. Some of these records may be retained as part of the official scholarly record.

Appendix D
Student Technology Responsibility and Device Care Policy

Ownership of the Device

Hill View Montessori retains sole ownership of school-issued technology, including Chromebooks. Hill View Montessori lends the device to the student for educational purposes only. Hill View Montessori's administrative staff and faculty retain the right to collect and/or inspect devices at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Student Responsibility

It is the responsibility of the assigned user to maintain their device with the best care possible and to communicate any issues with their Advisor. If physical, purposeful damage occurs on an HVM issued device, appropriate disciplinary steps will be followed, according to the Code of Conduct. Multiple occurrences of damage may result in the loss of privilege of the device.

Content Filter

Hill View Montessori utilizes Internet content filters that are in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices will have all Internet activity protected and monitored while being used. If an educationally-valuable site is blocked, students should contact their Advisor to request the site be unblocked. Students are not authorized to unblock sites.

No Expectation of Privacy

Students shall have no expectation of confidentiality or privacy with respect to any usage of a school-issued device, regardless of whether that use is for academic or personal purposes, other than as specifically provided by law. Hill View Montessori may, without prior notice or consent, log, supervise, access, or view online history. Hill View Montessori may also, without prior notice or consent, monitor device usage or student online activity through software specifically designed for this usage. Hill View Montessori may, without prior notice or consent, record said monitored activity at any time for any reason related to the operation of the school. This recording would not employ either the camera or microphone in the device. By using a device, students agree to such access, monitoring, and recording of their activity.

Damage and Repair Process

1. If a device is lost, damaged or broken, students should report the issue to their Advisor right away.
2. HVM will follow its **Protocol for Handling Student Chromebook Damage.**
3. If the issue is deemed accidental or due to normal wear and tear, a loaner device may be issued by the school temporarily until the assigned device is either repaired or replaced.

4. If the damage is deemed to be beyond normal wear and tear or due to misuse, appropriate disciplinary steps will be taken, as outlined in the Family & Student Handbook.

Parent/Guardian Responsibilities
It is the responsibility of the Parent/Guardian to pay for the cost of replacement parts of the school-issued device due to loss or damage beyond normal wear and tear.

Chromebook Insurance Fee (Optional)
To help protect the device and its related peripherals, students will have the opportunity to sign up for a Chromebook Insurance Fee to protect their assigned device with Hill View Montessori for $25 a year, which will cover incidences of accidental damage or routine repair for the school year, including loss or theft.

If a student declines to sign up for this optional Chromebook Insurance Fee, they may be held responsible for the individual costs of the item(s) damaged. Likewise, if there are multiple incidents over the course of a single year, additional costs and/or disciplinary action may be assessed, per the discretion of the school administration.

Lost/Stolen Devices
Devices that are lost should be reported to school administration as soon as possible. Devices that have been reported as lost will be locked down by HVM and unable to be utilized.

Transferring/Graduating/Withdrawing from HVM
Students that transfer out, graduate, or withdraw from Hill View Montessori must turn in their device to their Advisor on or before their last day of attendance.

Appendix E
Education of Homeless Students Policy

Board of Trustees Approved 5/20/2020

As required by law, Hill View Montessori Charter Public School will work with homeless children and youth and unaccompanied youth (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided school services for which they are eligible, including Title I, special education, bilingual education, school nutrition programs, summer programming and extracurricular activities.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
7. Migratory children living in conditions described in the previous examples.

Students Remaining in Schools of Origin

It is presumed to be in the best interest of homeless students to remain in their schools of origin, i.e., the school that the student was attending at the time he or she became homeless, or the last school the student attended prior to becoming homeless. Homeless students may continue to attend their school of origin for as long as they remain homeless or until the end of the academic year in which they obtain permanent housing. For homeless students who complete the final grade level served by the school of origin, the term "school of origin" shall also include the receiving school in the same school district educating students at the next grade level.

Homeless students are entitled to transportation comparable to that provided for all other students attending the charter school. For homeless students attending a school of origin located outside the district in which the student is sheltered or temporarily residing, the district in which the school of origin is located will coordinate with the district in which the student is sheltered or temporarily residing to provide the transportation services necessary for the student, and these districts will divide the cost equally. Formerly homeless students who find permanent housing mid-school year will continue to receive transportation services until the end of the school year. Accordingly, the charter school will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

Students Enrolling in District Where Sheltered or Temporarily Residing

Parents or guardians may elect to enroll homeless students in the school district in which the student is sheltered or temporarily residing, rather than having the student remain in the school of origin. Enrollment changes for homeless students should take place immediately.

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness. Information regarding a homeless student's living arrangement shall be considered a student education record, and not directory information. Records containing information about the homeless student's living arrangement may not be disclosed without the consent of the parent or satisfaction of another student-privacy related exemption.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with charter school policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the charter school will immediately request available records from the student's previous school.

Dispute Resolution

If the charter school disagrees with a parent or guardian's decision to keep a student enrolled in the school of origin and considers enrollment in the district where the student is sheltered or temporarily residing to be in the student's best interest, the charter school will explain to the parent, in writing and in a language the parent can understand; the rationale for its determination; and, provide the parent or guardian with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education. During the pendency of any such appeal, the student should remain enrolled in the school selected by the parent or guardian, receiving transportation to school and access to other available services and programs.

The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal process. This advisory is available at the following link: http://www.doe.mass.edu/mv/haa/mckinney-vento.docx

Homeless Liaison

The Head of School shall designate an appropriate staff person to be the charter school's liaison for homeless students and their families. The charter school's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in locations such as schools, family shelters and soup kitchens. The charter school's liaison will also review and recommend amendments to charter school policies that may act as barriers to the enrollment of homeless students. The liaison shall ensure charter school staff receive professional development and other support on issues involving homeless students.

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as amended by the Every Student Succeeds Act of 2015

SOURCE: MASC October 2019