



Star Academy Student Handbook
School Year 2023-2024

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Parent and Student Handbook Acknowledgment

Star Academy Student Handbook (the “Handbook”) is published and distributed to members of the Star Academy (“School”) community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School.

Students, parents/guardians, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty and staff, and its students. This Handbook does not limit the authority of the School to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year.

This Handbook will be made available or provided to all Academy parents and/or guardians on the School Portal. Homeroom teachers will review the Handbook with students during first week school.

This Handbook is for informational purposes only. It is not intended to create, nor does it create a contract or part of a contract in any way, including, but not limited to, between Star Academy and any parent, guardian, or student affiliated with or attending the School. Star Academy may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year.

We encourage you to maintain an open dialogue with us, as communication between parents and educators is the foundation for a solid working relationship, and a good experience for your children.

Introduction

Mission Statement: To prepare students for lifelong success through excellence in education.

Our Philosophy: Each child carries tremendous potential within. Our goal at Star Academy for the Gifted & Talented is to lead each child to realize their innate potential at the highest degree. We teach children to problem solve, develop social skills, and to steer their natural curiosity toward true knowledge.

We strive to accomplish this through:

- Adjustable lesson plans based on weekly teacher feedback.
- Selecting superior faculty members.
- Keeping small class sizes and teaching core subjects in subgroups, by levels.
- Collaborating with our families to create an optimal plan for each child.
- Balancing each day to minimize stress and maximize learning experiences.
- Creating a pleasant environment and positive morale for the children and faculty.

Contact Information

Addresses:

- Wellesley Campus: 10 Atwood Street, Wellesley, MA 02482
- Watertown Campus: 780 Mount Auburn Street, Watertown, MA 02472

Main Number: 781.235.8000 Telephone Hours: 8:00 a.m. - 6:00 p.m.

Star Academy Directors

Larisa Bankovsky and Margarita Druker

Key Operational Staff

Milena Trubskyy, Head of Watertown Campus
Dr. Stanislav Buyanskiy, Head of Academic Affairs
Anna Ptushkina, Head of Admissions
Yelena Ivanova, Head Preschool (Wellesley Campus)
Yulia Oldson, School Nurse

Attendance Reporting

If a student will be absent, tardy, or in need of early dismissal, parents/guardians must email:

attendance@staracademyboston.com

Emergency and School Closing Information

Emergency information, including information regarding weather-related cancellations and delays, is sent in a variety of ways. We follow the Watertown/Wellesley Public School Schedule, so if one town announces a delay or closing, we apply that to both of our campuses.

- **Automated Phone Call:** All phone numbers (landlines and wireless) for students, parents, and guardians will receive an automated message via phone call.
- **Text Message:** All wireless phone numbers for students, parents, and guardians will receive a text message.
- **Email:** All students, parents, and guardians will receive an email notification.
- **Radio/TV:** To find out if school is closed or delayed, you can check the radio (WBZ 1030 or WRKO 680) or TV (CBS, ABC, or NBC). Please check for Watertown Public Schools and Wellesley Public Schools.

While weather-related decisions about closing school will typically be based on weather reports and observed conditions in the area, we recognize that conditions vary widely for our families; therefore, the final decision about whether or not students should come to school rests with the

parents or guardians. Students whose families do not wish them to be on the roads even when school is open will be given the opportunity to make up any missed assignments or tests without penalty.

Academic Schedule

Star Academy follows the Watertown and Wellesley Public Schools Calendar for the year. Star Academy's academic calendar can be found on our School Portal.

Academic Expectations

School Academic Program

Star Academy provides a rigorous academic program within a supportive and nurturing environment. For all core academic classes (those meeting four or more times per week), grade reports are issued at the end of each quarter. The Honor Roll is determined at the end of each quarter. Teachers may also send progress reports to students whose grades have changed markedly since the end of the previous quarter, or they may choose to write a progress report simply to provide an update to parents and guardians. All communications, and grades will be available to be viewed at any time on the School Portal.

Homework

Homework is regarded as a valuable part of the educational experience at Star Academy. Homework may be given as a review, for practice, as a challenge, or as an introduction to new learning. We expect students to be thorough and thoughtful, and to complete all assignments on time. The use of computers for writing and research is encouraged.

Kindergarten Students: Homework is optional for kindergarten students and if provided should not take more than 10 minutes per subject.

1st Grade Student: 10 minutes per subject (Daily Math and English homework; other subjects will be on a rotation)

2nd Grade/ 3rd Grade Students: 20 minutes per subject (Daily Math and English homework; other subjects will be on a rotation)

4th and 5th Grade Students: 30 minutes per subject (Daily Math and English homework; other subjects will be on a rotation)

6th - 10th Grade Students: up to 45 minutes of homework per core subject area on days in which the class meets.

However, since there can be variation in the amount of time that it takes students to complete their assignments, students who experience more than the recommended amount of homework in any subject area should consult their teacher.

When a student is absent for one to two days, it is the responsibility of the student to gather missed material and assignments, which will be posted on the School Portal. In addition, a student should make every effort upon returning to class to meet individually with the teacher to review any material missed. If a student is out for an extended period of time (for example, one week), the student might be asked, upon return, to use after-school time instead of class time to meet.

Star Academy Homework Recommendations for 6th – 10th Grade

For Star Academy students in 6th –10th grade, Star Academy strongly recommends the following guidelines for completing homework:

- Each student should have a well-illuminated desk area and/or computer area.
- Two hours minimum should be set aside each afternoon/evening for homework.
- Social phone calls and the use of email, instant messaging, or text messaging should be banned during these two hours.
- Students should collaborate on work only when encouraged by their teachers to get help from classmates or parents/guardians. In such cases, the emphasis must be on the process of how to do the problem, not on what the answer is. The faculty discourages students from collaborating over the phone; too often, one student does the work and the other just records the answers.
- If all assignments have been completed, the remaining time should be spent reading or reviewing.
- Screen time should be restricted during week nights, and study areas should be free of music players and cell phones.
- Because of the considerable academic rigor of the school program, faculty members strongly recommend that no parties or social events be scheduled Sunday through Thursday, and that students limit their outside commitments when possible.

Placement for Accelerated Math and English Classes

Students entering grades Five and above may be placed in accelerated English based on their IXL scores, transcripts, writing samples, and faculty recommendations. Placement in accelerated math will be determined by teacher recommendations, transcripts, and, in some cases, a placement test. Students enrolled in accelerated classes must maintain an average of B or better to remain in those sections for the following academic year, and students who are hoping to join those sections in math or English must typically earn A's to be considered for accelerated placement the following year. It should be noted that achievement of the above standards will not guarantee placement in accelerated classes the following year; all decisions are based on faculty recommendations and are made in June and September, after year-end grades are submitted and placement review tests are taken.

Please direct questions about placement to your child's appropriate subject teacher. Placement for students rising to the Upper School will be made at the conclusion of their 8th grade year, after final exams and grades are complete. The Middle School faculty will make recommendations to the Upper School Department Heads at the close of the academic year. In most cases, these

recommendations are noted in the final report card. Again, the guidelines above represent the minimum expectations for placement in accelerated classes.

Grades and Honor Roll

Students earn a letter grade at the end of each quarter in their core classes. In some of the elective classes in some instances a Pass/Fail and an effort grade on a scale of 1-5.

Letter Grading Key

A+	= 97 - 100
A	= 94 - 96
A-	= 90 - 93
B+	= 87 - 89
B	= 84 - 86
B-	= 80 - 83
C+	= 77 - 79
C	= 74 - 76
C-	= 70 - 73
D+	= 67 - 69
D	= 64 - 66
D-	= 60 - 63
F	= 0 - 59

Effort Grading Key

- **5: Excellent** (exemplary attitude at all times – concentrates and participates eagerly in all activities, keen and always willing to try their best)
- **4: Good** (very good attitude, working hard, concentrates on lessons and participates well in a variety of tasks)
- **3: Acceptable** (positive and willing attitude most of the time, adequate concentration, will participate in tasks when asked)
- **2: Needs improvement** (does what is required but tends to lack self-motivation and concentration, only participates with encouragement)
- **1: Poor** (negative attitude to any task set, unwilling to participate, often distracted or distracting others during lessons)

Honor Roll

A's and B's are honor marks and are reserved for work of honor caliber. Certificates are awarded to students who earn Honor Roll or High Honor Roll each trimester, and this achievement is noted on their report cards.

Honor Roll can be attained by earning a grade of B or better in each graded course and a Pass in a Pass/Fail course.

High Honor Roll can be attained by earning a grade of A- or better in each graded course and a Pass in a Pass/Fail course.

Academic Warning

At the end of each term, a warning letter will be sent to any student who earns two or more grades of D+ or lower or one grade of F. Students on Academic Warning are provided with short-term feedback through Weekly Academic Progress Reports that give updates on the student's effort and academic progress. Students will work with their teachers to set a schedule for weekly extra-help meetings.

Academic Probation

If a student is placed on Academic Warning and does not improve to an acceptable level by the end of the next term, the student is placed on Academic Probation. When a student is placed on Academic Probation, a message is sent to the student and the student's family making it clear that the relationship between Star Academy and the student is not working as intended. The student may work their way off Probation, back to the Warning status, and then back to the status of acceptable academic standing one term at a time. Students on Academic Probation work closely with their Homeroom Teacher and the Directors and receive short-term feedback through the Weekly Progress Reports (See Academic Warning, above.) Students placed on Probation are then reviewed by the School faculty, and a decision is made as to whether the student will be permitted to continue at Star Academy. Final decisions are usually made at the end of the academic year, but in most cases, this discussion is ongoing, and a decision could be reached before the end of the academic year.

Exams

Exams are given at the end of the academic year in the Middle and Upper Schools. In preparation for the exams, teachers assist students in reviewing the material. Exams count for a significant share of the final grade for the quarter.

Promotion

To be promoted to the next grade, a student must pass all courses. If a course is failed, summer work, a reexamination, or summer program will be required. When indicated, the teacher(s) involved will confer with the parents/guardians, the student, and a tutor concerning the material to be reviewed. Note:

- Eighth graders who perform poorly in Algebra I or a foreign language course may be promoted to the ninth grade but will be required to repeat the course in the ninth grade.
- Eighth graders must have a year-end grade of C- or better to progress to a second-year foreign language course in the ninth grade.
- Eighth graders must have a year-end grade of B- or better in Algebra 1 to progress to the Algebra 2 course in ninth grade.

Student Records

Student Record files, transcripts, academic records, comments, and letters of recommendation, etc., are the property of Star Academy and are subject to Star Academy policies and procedures for record retention. Records are stored in a secure manner with restricted access in the School Portal.

Any parent wishing to know the contents of his or her child's School file may do so by contacting the school administration. Although documents will not be released from the custody of the School, their contents can be shared with parents in specific instances.

Star Academy complies with all applicable state and federal laws regarding the maintenance and release of student records or identifying information.

Transcript or Record Request

A current student who wants a copy of a transcript, grades, or comments should contact the school administration. Please allow one week to provide the documentation. Transcripts may or may not include full report cards, notes, behavior comments, etc.

Student Health Records

An individual health record is maintained for each student throughout his/her enrollment at Star Academy. The student health record is considered confidential and access is restricted by the School Nurse and information is shared only on a need to know basis. Parents/guardians may also have access to this record upon request. The Massachusetts Department of Public Health (MDPH) mandates that all student health records must include verification of a physical exam and an up-to-date immunization record unless the student meets the requirement of a medical or religious exemption as defined by Massachusetts Law 105 CMR 220.000 and M.G.L.c.76, s.15. This applies to all Star Academy students.

Star Academy will comply with all applicable state and federal laws regarding the maintenance and release of any student health records or identifying information.

Health Records and Health related concerns shall be addressed to the School Nurse.

Attendance

School Hours

Star Academy School hours are Monday- Friday 8:45 a.m. to 3:30 p.m. After care until 5:45 p.m. is available for an additional fee.

All students are expected to be present at 8:40 a.m. (unless a specific schedule has been confirmed with the administration) and to remain on campus through their last obligation each day.

Attendance at all scheduled classes, activities, meetings, Olympiads, club commitments is required.

Arrival

School begins at 8:45 a.m. Students should arrive no later than by 8:40 a.m. Doors open on campus at 8:00 a.m., and arriving students should report to the cafeteria and remain there until 8:40 a.m. or go to their scheduled activity/class.

Students may be dropped off to either campus by parents/guardians or designated carpool.

Shuttle Bus

Star Academy operates a shuttle bus service between the Watertown and Wellesley campuses. If you have signed up for this service, you will have transportation. This is only available for students who have signed up for the year. Space is limited and is confirmed on a first-come first-served basis. Transportation is not guaranteed to any student. The shuttle bus will be leaving at the exact scheduled time from each campus and if the student is not present when the shuttle is leaving their transportation will need to be arranged by their parents/guardians. The shuttle will not make any additional stops for any reason.

2023/2024 Shuttle is Fully Reserved

Shuttle Bus Schedule

Departs Watertown at 8:00 am,

Departs Wellesley 3:30 p.m., 5:15p.m.

Families are responsible for transporting or arranging transportation for their children. Parents are asked to hold their younger children's hands in the parking lot and to escort them to the front door of our school facility. Parents should not enter our school buildings at this time unless an appointment has been made.

Daily

Attendance

Daily attendance is taken at first period class. Students arriving after 8:45 a.m. must check in to the School office. The School needs to hear from a parent/guardian via email, phone call, or note to excuse any tardiness. Parents/guardians of students will receive notification by email once a student has been tardy without excuse three times.

When students are in school for only part of a day because of illness or important off-campus appointments, the School expects the following:

- Students arriving late or leaving early must present a note of explanation to the School office, signed by a parent or guardian as soon as they get to school. In emergency situations, parents may call the office at 781-235-8000 and provide a note the next day.

- Students must check in with the office staff whenever they are leaving or returning to school during the academic day.
- Students who leave school before a test or any kind of scheduled assessment must see the teacher before leaving unless excused by a Director.
- Students who miss a test or any scheduled assessment because they arrive later the same day must see the teacher that day to take the assessment or to schedule a makeup at the teacher's convenience.

Absences

The entire process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for the student. Students must be active participants in the process of learning. It is a well-established principle of education that underlies the School's attendance policies. Star Academy will monitor school attendance and enforce all applicable attendance laws and policies. The Commonwealth and Star Academy must also track and report chronic absenteeism, in accordance with Every Student Succeeds Act (ESSA).

Communicating Absences to School

Email from parents/guardians are expected on the day the student is absent. Communicating absences to school should be done by emailing attendance@staracademyboston.com. If email communication is not possible, any student who has been absent must bring, on the day of return, a note to the Administration Office containing the following information:

- Student's first and last name
- Date(s) of absence
- Reason for absence
- Documentation from excusing organization
- Parent/Guardian signature

It is the responsibility of the student, not the parent or guardian, to bring a note to school within this time frame. We ask that parents/guardians support our efforts, encourage their children to be punctual, and stress the value of having consistent school attendance.

What is an excused absence?

Star Academy recognizes that students will, at times, have legitimate reasons to be absent. These reasons are referred to as excused absences and include the following:

- Student illness or injury
- Death in the family
- Observance of a religious holiday
- Court summons (student's name must appear on the summons)

- School approved activities
- College visits (documentation required)
- Suspension
- Legal, immigration, military or other similar obligations

What is an unexcused absence?

Unexcused absences occur when students (or their families) choose to miss school for personal and/or recreational reasons or fail to follow the proper guidelines for notifying the School of their plans. By way of example, the following situations are not an extensive list, but are examples of what would result in an “unexcused absence.”

- Extending or taking a vacation outside of the scheduled school vacation period;
- Creating a long weekend;
- Failure to notify the School when there is an absence;
- Any absence (one or more classes or a full-day absence) for which there is not a both parent, nor the school’s permission;
- Skipping class (cutting), either for the full day or for individual class periods.
- Attending parent/guardian appointments
- Family travel/vacation
- Staying home to take care of or visit family members
- Sleeping late
- Weather-related absences other than when the district has canceled school
- Undocumented illness/injury that exceeds more than three days

In situations where an absence is considered to be an “Unexcused Absence,” teachers are not expected to help the student complete missed work or to tutor the student on the material that was taught during class. Further, teachers are not required to provide work in advance for any unexcused absence. In addition, any assessments or assignments that were missed during the absence must be completed by the student, though full credit may not be allowed for the work. The amount of credit allowed for the work is determined by the Director.

Unplanned Absences

The School recognizes that there may be unavoidable, unplanned absences for illness or injury, accident, bereavement, or family emergencies. When possible, a parent or guardian should email Star Academy before 8:00 a.m. In these cases, student absences will be considered excused absences, provided a parent or guardian has provided written authorization, to the School.

If a student is ill, the student remains responsible for keeping up with assignments insofar as their health permits. Students are encouraged to contact teachers by email about missed assignments and the rescheduling of tests or quizzes whenever a student misses class. For a lengthy absence, due to illness or injury, parents should contact the School Nurse. For lengthy absences and when necessary, the school nurse will be in contact with the student’s homeroom teacher to coordinate schoolwork to be sent home.

Planned Absences

On occasion, students and families may know about an absence in advance. This occurs in situations such as unavoidable medical appointments, certain family obligations, religious observances, and extracurricular or athletics obligations outside of those with Star Academy.

Star Academy requires that students and parents follow the procedure above to notify Star Academy for each absence. Depending on the nature of the absence, students may not be allowed to make up the work for full credit (see the policy about “Unexcused Absences” above).

Religious Holidays and Observance

The School’s policy is to respect the observance of religious holidays by students. To the extent practicable, faculty members will avoid scheduling major exams or papers on religious days. Faculty members will also provide students with the opportunity to make up work when the student was absent to observe the religious holiday(s).

Excessive Absences

Along with the academic standards established by individual classroom teachers, students must meet attendance requirements in a course to receive academic credit. No student may exceed **fifteen (15) unexcused absences** for any class during a school year. On the sixteenth (16th) unexcused absence, the student will receive an automatic “F” for that class for the year; the numerical equivalent being a 59. If the student's final average that year is less than 59 the student will receive the average that the student earned for the year. The student will not receive credit for the class or classes when the student reaches 16 unexcused absences. The attendance record for each class is included in School Portal which is accessible to faculty, parents and students at any time.

Parents/Guardians must contact the Directors in advance if extenuating circumstances will cause their student to earn excessive unexcused absences. Directors will make the final determination as to whether the absences will be excused.

Leaving School Campus

After students arrive at Star Academy, they are not permitted to leave while school is in session without permission of the Administration Office. Star Academy is a Closed Campus.

Star Academy Honor Code

To build a community of distinction and moral character at Star Academy, each student must be committed to the ideals of responsibility, integrity, and mutual respect.

- Responsibility is:
 - Taking the initiative to do what I know is right.

- Accepting consequences, without deception or evasion.
 - Holding myself accountable for all of my actions and words.
 - Recognizing that my behavior affects the entire Star Academy community.
- Integrity is:
 - Upholding personal standards of honesty.
 - Taking pride in the truth.
 - Committing to personal values.
 - Maintaining the respect of the community by avoiding lying, cheating, or stealing.
 - Mutual Respect is:
 - Understanding how I treat everyone, not just my friends, is a key piece of who I am.
 - Respecting the differences, opinions, and individualism of other members of the community.
 - Allowing others to express opinions and ideas freely, without fear of being mocked.
 - Treating others as I want to be treated.

Rules and Prohibited Behaviors

Star Academy is committed to providing a safe and healthy learning environment for all members of its community, including an environment free of behaviors that are disrespectful of, and physically and/or emotionally harmful to, others. All members of the School community play important roles in maintaining these standards and intervening, as appropriate, when they witness or otherwise become aware of behavior that conflicts with community standards.

Our focus is educational, and we work to create a safe, but real, space for students to learn and we hold students accountable for their words and actions in the context of their Community and world. Learning opportunities with this age group occur in conversations (and follow up conversations) in smaller settings with student(s) and Directors. While we cannot monitor all interactions, we work with all students to create a climate of safety, accountability and respect.

Awareness and acceptance of individual identities are central tenets of Star Academy. The School expects all members of the school community to treat others with civility, respect, and dignity and to interact (whether in person or electronically) politely and appropriately. Students should give careful consideration to how their communications – whether through words, appearances, actions, or otherwise – may impact others.

All students are valued members of the Star Academy community, which presents unique opportunities to develop lasting relationships with peers, faculty, and staff. The school strives to help students develop close connections and expects these relationships to be appropriate and healthy.

With these goals and interests in mind, as well as state and federal legal requirements, the school has established policies to help students manage these interpersonal relationships safely and appropriately. Students and parents/guardians are encouraged to communicate with the Directors with any questions or concerns regarding these policies. The school believes that open communication about these important topics is integral to preventing serious misconduct from occurring and essential to fostering a culture of personal responsibility, mutual accountability, and positive peer leadership.

Prohibited Behaviors

The list of prohibited behaviors below is not exhaustive, and Star Academy reserves all rights to discipline any student who violates a Star Academy policy or engages in any behavior inconsistent with the policies set forth herein.

- *Gum*: Chewing gum is not permitted at school.
- *Public Displays of Affection*: Excessive displays of affection in public are not appropriate. For this reason, they are not permitted on school grounds even in seemingly private locations.
- *Drugs, Alcohol, Tobacco, Nicotine, and Other Dangerous Substances*: The possession, distribution, transmission, or use (excluding use of prescription and over the counter medications under the supervision of the school nurse/Academy personnel) of drugs, alcohol, tobacco, nicotine, and other dangerous substances is prohibited. See Star Academy's Drug and Alcohol and Smoking and Vaping policies. (See also Handbook sections on Prescription Medication and Non-Prescription Medication.) A violation of the School's Drug and Alcohol, and Tobacco policy will result in a disciplinary response up to and including expulsion.
- *Violence and/or Threats of Violence*: Any student behavior which fundamentally goes against the community values expressed at Star Academy, such as acts or threats of violence, and will be investigated thoroughly. A serious breach in this code of behavior will trigger a severe disciplinary response up to and including expulsion.
- *Bullying*: Please refer to the Star Academy Bullying Prevention and Intervention Plan which can be found at Appendix A of this Handbook.
- *Plagiarism, Cheating, Unethical Use of AI, and Other Forms of Academic Dishonesty*: Please refer to the Star Academy Academic Integrity and Plagiarism Prevention Policy.
- *Class Cuts*: Students are expected to attend all of their classes during the school day. Skipping/cutting class is prohibited and is considered to be a serious lapse of responsibility. If

it has been determined that a student skipped class, the student will receive a Director's Offense Note. A student who skips any two classes in a school year will face a restriction of privileges and be placed on Disciplinary Warning. Any additional incidents of skipping class may result in further disciplinary responses, including being brought before the Faculty Discipline Committee and/or being placed on Disciplinary Probation. Students who skip school for an entire school day can expect an immediate and serious disciplinary response and should expect to be brought before the Faculty Discipline Committee. In addition to the disciplinary consequences outlined above, a student who skips class faces the academic consequences for having an unexcused absence.

- *Insubordination*: Insubordination is the refusal to follow a reasonable request by any faculty member, staff member, or coach or the making of rude, profane, or obscene statements or gestures to a teacher, coach, or staff member.
- *Lying and Forgery*: Lying is any misrepresentation of the full truth, whether to a faculty member, staff member, or committee. Forgery is the signing of the name of another person for the purpose of defrauding or misleading any faculty member, staff member, or committee.
- *Inappropriate Behavior Offense*: Inappropriate behavior of a sexual or personal nature is a serious violation of Star Academy's Community Standards and is not permitted at any time. Inappropriate offensive conduct includes using suggestive, rude, or offensive sexual language, gestures, or actions. Any student found to have engaged in such unacceptable behavior will face serious disciplinary consequences.
- *Slurs or Graffiti Relating to Race, Color, Ethnic Group, Gender, Sexual Orientation, Religion, or Disability*: Degrading or demeaning statements by a student insulting to a particular group occurring orally or in writing (including electronic communications) anywhere in the School, on Academy property, or during any School-sponsored activity, whether at the School or not, are prohibited and will result in serious disciplinary consequences.
- *Theft and Possession of Stolen Property*: Theft is the taking of property that does not belong to the student. Possession of stolen property is the holding without permission of property that does not belong to the student, regardless of the intent of the holder. Thefts may be referred to the Watertown or Wellesley Police Department. Students can help by reporting thefts to teachers, storing their own possessions in private lockers, and leaving their valuables at home. Students who engage in theft or who possess stolen property will be subject to serious disciplinary consequences.
- *Vandalism*: Vandalism is the willful destruction or defacement of property. Students who engage in vandalism will be subject to serious disciplinary consequences.
- *Violation of Technology Acceptable Use Policy*: Violations of Star Academy's Acceptable Use Policy for electronic media may result in serious disciplinary action. Any violent or dangerous behavior, or threat or advocacy of violent or dangerous behavior, or other actions that threaten individuals or the School will be considered a serious breach of Academy rules resulting in serious disciplinary consequences.

- *Weapons*: The possession or use of any weapon is prohibited on school property or during any School-sponsored activity, whether on campus or not. Star Academy reports anyone who carries a firearm or any other dangerous weapon into any school building or onto school grounds to law enforcement authorities.

Child Abuse

In accordance with Massachusetts law, Chapter 119, Section 51A, Star Academy's employees (including, but not limited to, its faculty, staff, school administrators, counselors, school nurse) are required to report to the Department of Children and Families (DCF) suspected abuse or neglect of children under the age of eighteen (18). This duty is triggered when there is reasonable cause to believe that a child is suffering from abuse or neglect. The responsibility to report rests both on the School and on School employees. Star Academy complies with Massachusetts General Laws Chapter 119 Section 51A.

Bullying

Star Academy is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying. As required by Massachusetts General Law Chapter 71 section 37O, Star Academy's Bullying Prevention and Intervention Policy and Plan detail Star Academy's commitment to prevention and intervention and can be found at Appendix A of this Handbook.

Hazing

Hazing means any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person. Prohibited conduct includes, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical or mental health or safety of a student or any other person, or which subjects the student or any other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Please see Appendix A to this Handbook for a more detailed review of Massachusetts law defining and prohibiting hazing.

Star Academy Safe School Policy

Star Academy is committed to encouraging parents and guardians to work together to provide Safe School where students, parents and guardians can be reasonably confident that prudent behaviors and local, state, and federal laws are followed to safeguard the well-being of all members of our community. This includes but is not limited to: concerns related to COVID-19, the illegal distribution or consumption of alcohol and drugs, and any activities which pose immediate or potential harm to members of our community. Additionally, all Star Academy parents and guardians need to understand that in cases where it can be demonstrated that they have aided or

abetted through their willful actions or neglect, illegal activities on their premises or otherwise, the School may, in its sole discretion, take whatever action it deems appropriate, including severing the School's relationship with the parent(s)/guardian(s) and student.

Star Academy Anti-Discrimination and Interpersonal Misconduct Policy

Star Academy does not discriminate with respect to educational opportunities, nor does it tolerate harassment, hate speech, derogatory language, or other conduct evidencing bias or prejudice on the basis of race, color, religion, gender, gender identity and/or expression, national origin or ancestry, family structure, sexual orientation, disability, or any other category protected under state or federal law. All qualified students are entitled to all rights, privileges, programs, and activities generally afforded or made available to students at Star Academy. The School complies with and adheres to all state and federal anti-discrimination laws with respect to its educational policies.

The term "discrimination" includes denying or limiting a person's opportunity to fully participate in our school life or otherwise treating a person unfairly with respect to an educational or other activity of the School on the basis of a person's protected class. The term "discrimination" also includes harassment, hate speech, and derogatory language on the basis of a person's protected class. For purposes of this policy, the term "harassment" includes words or conduct, targeted at one or more persons, which evidence bias or prejudice on the basis of protected class.

Star Academy does not tolerate verbal or physical behavior that constitutes bullying (including cyberbullying), harassment or discrimination, hazing, sexual assault, and sexual harassment (collectively referred to as "interpersonal misconduct"). The School is dedicated to preventing interpersonal misconduct by fostering a positive school culture and providing a curriculum that encourages social skills development. We work to enhance students' abilities to develop healthy relationships and to take positive action when they witness or experience any form of interpersonal misconduct. The School is also committed to promptly addressing any behavior that impedes the learning of any student or interferes with the experience of any other member of the School community.

Interpersonal misconduct is prohibited on the School's campus and the property immediately adjacent to Academy grounds, on school vehicles, and at school-sponsored events, activities, athletic contests, and off-campus trips. School-owned technology may not be used to intimidate, harass, threaten, or bully any member of the Star Academy community. In addition, interpersonal misconduct is prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the School if such conduct: (a) creates a hostile environment at the School for a student, (b) infringes on the rights of a student at the School, or (c) substantially disrupts the educational process or the School's orderly operations. Though interpersonal misconduct that occurs outside of the above locations may be outside of the School's disciplinary reach, we still encourage families and students to share potential incidents with a trusted staff member (as discussed in more detail below) if the School may need to have a heightened awareness of protecting students' safety while at school.

Reporting Procedures

Star Academy is committed to maintaining a learning and working environment in which all members of our community are treated with respect and dignity. Despite earnest effort and intent, concerns might periodically arise. In some cases, faculty will deal directly with matters related to discrimination based on direct knowledge of a potential infraction that may have transpired. There may be instances, however, when actions occur without the school's knowledge that might warrant our attention. To identify and address such concerns, we encourage students (or parents/guardians of a student) who believe they may have been the subject of harassment, or any other form of discrimination as defined above to immediately report (via direct discussion or email) their concerns to the Directors, or any Star Academy employee with whom that person is comfortable sharing such concerns. Reports can be made anonymously, although no disciplinary action will be taken solely on the basis of an anonymous report without an investigation. All such reports will be shared with the Directors.

It is a violation of this policy to engage in or encourage any other person to engage in any form of retaliation or intimidation against a person who makes a report, supports a victim, or participates in an investigation of harassment or other discrimination.

Resolution Process

It is incumbent on the School's administration to resolve concerns related to discrimination in accordance with school policies and procedures and in ways designed to end harassment or other misconduct, remedy the effects, and prevent a recurrence. Contingent on the circumstances of each situation, disciplinary action may be required and may include:

- for students: education and training, suspension, or expulsion
- for employees: training, suspension, or termination of employment,
- for volunteers: discontinuation of volunteer opportunities and exclusion from campus and school activities.

In addition, notification may be required to any non-school agencies.

Reporting Complaints

A student who is the target of interpersonal misconduct, or who has witnessed incident of interpersonal misconduct or any incident of retaliation, or who otherwise has relevant information about conduct prohibited by the School, is expected to report the matter promptly (either orally or in writing) to the Directors or to a faculty member with whom the student is comfortable speaking. If a student is uncomfortable contacting one of these individuals, the student may ask an adult, or a classmate to help. An Academy staff member is required to report immediately to the Directors any instance of interpersonal misconduct or retaliation the staff member becomes aware of or witnesses.

With respect to reporting sexual assault in particular, students are strongly urged to speak to a trusted adult on campus or at home or to a member of the Health Services staff.

Parents/guardians of a student who is the target of interpersonal misconduct, or of a student who has witnessed or otherwise has relevant information about such conduct, are urged to immediately notify the Directors. Furthermore, any parent/guardian who has witnessed interpersonal misconduct, or has relevant information concerning such an incident or any incident of retaliation, is strongly encouraged to contact a staff member.

The School strongly encourages students and parents/guardians not to make anonymous reports. Although there are circumstances in which an anonymous report can be better than no report, it is far more difficult to determine the facts of what occurred if complaints are made anonymously.

The School cannot promise absolute confidentiality to those reporting interpersonal misconduct, as there may be a need to share information during an investigation or otherwise; however, the School will disclose such information with discretion, on a need-to-know basis.

Responding to Complaints

The goals of an investigation, and any disciplinary or other remedial process that is imposed following that investigation, are to correct the situation to the extent reasonably possible and to take steps to prevent repetition of the incident and retaliation.

When a complaint is brought to the attention of the Directors or a staff member, an assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and the alleged aggressors) and to prevent disruption of the learning environment while the investigation is undertaken. The School may use strategies, such as increased supervision, stay-away mandates, and personal safety plans, as may be appropriate, to prevent bullying, witness interference, and/or retaliation during the course of and after the investigation.

The Directors or the Director's designee will conduct an impartial, fact-finding investigation of the complaint. This investigation may include (but is not necessarily limited to) interviews with the complainant, alleged target(s), alleged aggressor(s), and any other witnesses or parties who have information relevant to the alleged incident. The School may consult with faculty, the parents/guardians of the alleged target(s) and/or the alleged aggressor(s), or any other person deemed to have knowledge about, or circumstances surrounding, the complaint.

The School neither tolerates nor engages in retaliation against an individual for filing a complaint about interpersonal misconduct or cooperating in an investigation of such a complaint. The School will not take adverse action against a student for making a good-faith report of interpersonal misconduct. An individual who is found to have engaged in retaliation against a student for making a complaint, or participating in the investigation of a complaint, may be subject to disciplinary action.

Upon completion of the investigation, the Director or Director's designee will generally make the following determinations:

- Whether and to what extent the allegation of interpersonal misconduct has been substantiated.

- Whether any disciplinary action and/or other remedial action is appropriate and, if so, how it will be implemented.
- Whether counseling, or a referral to appropriate services, should be offered to targets, aggressors, or family members of the affected students or targets.

Information about consequences or other corrective action will be shared with the School community as deemed appropriate by the Directors. Such announcements may be made in person, by electronic communication, or otherwise. Resources such as counseling or referral to appropriate services are available to all students – including the alleged aggressor(s) and the alleged target(s) – during and after an investigation.

Notification to Parents/Guardians

The School will generally notify the parents/guardians of the alleged target(s) and the alleged aggressor(s) promptly after a complaint has been filed, upon completion of the investigation, and to report the results of the investigation. Parents/guardians of the target(s) will generally also be notified of any action to be taken to prevent further acts of interpersonal misconduct or retaliation.

In all situations, the amount of information shared by the School may be limited by confidentiality laws protecting student and employee records, other confidentiality or privacy considerations, and/or concerns regarding the integrity of the investigatory processes.

Sanctuary Policy Applicable to Sexual Assault

Student health and safety is of paramount importance. Therefore, a student should not refrain from seeking help for fear of discipline by the School. If a student is violating a school rule when the student needs to call for help, the student will generally be granted sanctuary from discipline for the rule violation (unless, for instance, the student perpetrated the sexual assault). We reiterate that we expect students to promptly report to a School employee any incident where the health or safety of a student may be at risk.

Drug and Alcohol Policy

Star Academy drug and alcohol policy approaches the challenge of helping students abstain from the use, possession, distribution and/or sale of illegal substances in several ways.

Education

Star Academy has and is continuing to develop age-appropriate educational programs to help students form their own conclusions about the health and safety risks of drug and alcohol use and abuse. Similarly, the School's administration will sponsor evening programs for parents to heighten awareness, offer informed guidance, and build a sense of common purpose. These programs will be held periodically, typically once per school year.

The following are offered are basic guidelines to which we want our community to adhere:

- No alcohol should be served, and no drugs should be made available at a party or event for or with students.
- No guests should be admitted to a party or event who have alcohol or illegal drugs with them or who appear to be under the influence of alcohol or illegal drugs.
- Parents should be present to supervise a party/event.
- Parents should call host parents before children attend a party/event.
- Students should not be permitted to attend unchaperoned parties/events.

Intervention

Any student or family who would like confidential assistance regarding teenage use of illegal substances or alcohol is encouraged to contact the Directors. When made aware of substance abuse issues before they become disciplinary issues, the School will typically support the students and families through counseling and in a confidential manner, devoid of disciplinary actions. We all want to help our young people make sound decisions before they cross lines that would endanger themselves or others, and before they face disciplinary consequences.

Consequences

- **At Star Academy-supervised events:** Students should understand that they face discipline including suspension, dismissal, or expulsion from the School if they sell/distribute, use, possess, or are under the influence of alcohol or illegal drugs while participating in an event or activity supervised by Star Academy. In cases where a student's actions have been willfully destructive to property or dangerous to others, or if the administration deems any other related action or previous pattern of behavior as damaging or threatening to the community, expulsion is the likely consequence. In other instances where this rule has been violated, students may be suspended, depending on the circumstances. In the case of dismissal, a student may be given the opportunity to reapply for admission after the passage of a significant amount of time during which they are no longer members of this community (a period during which they have been officially dismissed, not suspended). The possibility of a student's readmission will be dependent upon the student's citizenship record, the level of honesty in dealing with this and other matters, the attitude of the student's parents or guardians, and the specific circumstances of the event in question. Additionally, any application for readmission would only be considered if certain prescribed stipulations were followed, including, but not limited to, a drug and alcohol assessment and a significant and meaningful community service project. Reacceptance of a former student is at the sole discretion of the Directors. Students who are expelled are not eligible for consideration for readmission.
- **At events not supervised or sponsored by Star Academy:** In cases where a student has used, possessed, distributed, or been under the influence of alcohol or illegal drugs at an event and/or in a location not under Star Academy's supervision, the School may, in its sole discretion, take whatever action it deems appropriate, including dismissal or expulsion.

- **Parental responsibilities for the underage use, possession, or sale of alcohol or illegal drugs on their premises:** The School understands that even the most well-intentioned, parent-supported student gatherings can go wrong for a variety of reasons. We also know that sometimes students assemble at homes without the knowledge of parents. In cases in which the School becomes aware of plans to use a family’s home for an unsupervised party, it is Academy practice to contact the relevant parent(s)/guardian(s). Furthermore, we know that most parents would never consider hosting parties where the illegal use, possession, distribution or sale of alcohol or illegal drugs was in any way sanctioned or encouraged. All parents are presumably in agreement about their ethical responsibilities to other people’s children, and all parents are undoubtedly mindful of the Massachusetts Social Host Law, pursuant to which parents may be prosecuted criminally not only for serving alcohol to persons under 21 but also knowingly allowing anyone under 21 to drink in their home or any other property they control. Parents also may be held liable in civil court for any property damages, personal injury, or death that might result from events held at private homes. Additionally, all Star Academy parents need to understand that in cases where it can be demonstrated that they have actively participated, aided, or abetted the illegal use, possession, distribution or sale of illegal substances, on their premises or otherwise, the School may, in its sole discretion, take whatever action it deems appropriate, including severing the School’s relationship with the parents/guardians and students.

Sanctuary Policy

The use and abuse of alcohol and drugs can lead to serious health consequences. As a way of letting students know that their health and safety are of paramount concern, the School encourages students to ask for help from adults should they find themselves or another student impaired, ill, or struggling with substance use or abuse. The School’s Sanctuary Policy provides students with a way to access support around alcohol and substance abuse issues without concern that reaching out for help will trigger the disciplinary process.

The School believes that students should be guided by their obligation to, and respect for, other members of the community in seeking help for themselves and others. The School endeavors to foster an atmosphere of trust on campus and views student-School conversations as vital to that effort. Students should seek guidance from any adults on campus whose judgment they trust and respect.

Invoking the Sanctuary Policy

Any student may invoke this policy on the student’s own behalf, or on behalf of another student, simply by contacting anyone on the faculty, staff, or administration at the School in the following circumstances:

For Medical Emergencies

In any apparent medical emergency, even if drug- or alcohol-induced, it is imperative for medical assistance to be obtained as soon as possible. In an emergency situation, students should

immediately request assistance from the School Administration and/or faculty member to obtain emergency medical assistance. Seeking medical assistance in an emergency will not result in disciplinary intervention. If a member of School Administration or a faculty member is not immediately available, students may dial 911.

For Non-Emergencies

Students also may bring sanctuary into effect in non-emergency situations for themselves or another student whose health is at risk because of alcohol or drug use, including, but not limited to, the ill effects of recent ingestion of a banned substance, chronic substance use or abuse, or past use or abuse that may be impairing functioning at school.

In either scenario described above, the request for assistance must be student-initiated and occur prior to any Academy administrator or faculty or staff member learning of the impacted student's use or abuse of drugs or alcohol.

Assessment, Consultation, and Notification

If a student invokes this policy, the School will promptly determine whether medical attention is warranted, and the student's Homeroom Teacher, Administration, and the student's parents or guardians may be notified.

The School will determine whether follow-up evaluation or counseling is appropriate in an off-campus medical or substance abuse treatment program. In a case with such follow-up evaluation or counseling, the student's Homeroom Teacher, and Administration will be kept informed as appropriate. If lengthy follow-up is needed, the student may be allowed or required to take a medical leave of absence, at the School's sole discretion.

Following treatment for any alcohol or drug use or abuse, the student must have an independent assessment within two weeks prior to returning to school. Before the student will be permitted back to school, the medical professional conducting the assessment is required to complete an assessment of the student's alcohol or drug use, make recommendations, and discuss those recommendations with the School. Students are expected to follow any recommendations arising from that consultation.

The law may require notifications to state agencies and/or local authorities even when the School offers a non-disciplinary response. Students may be subject to law enforcement investigation and response.

Limits of This Policy

If a student is already involved in the disciplinary process because of a violation of the School's Drug and Alcohol policy, the Sanctuary provision of this policy may not be invoked. Students who misuse this emergency protocol to avoid disciplinary action for drug or alcohol abuse may be referred to the Directors.

Determination as to whether a specific case has met the criteria for sanctuary rests with the School, in its sole discretion.

Star Academy Policy on Smoking and Vaping

Star Academy is a smoke-free and vape-free campus. Because we believe that engaging in this behavior is a health hazard, we do not allow it in school buildings, in school vehicles, on school grounds or at school sponsored events.

Rationale

The use of tobacco products is the leading cause of preventable death in the United States. The use of tobacco products in schools and on school grounds is hazardous to the health, safety and welfare of students, employees and visitors. The nicotine in tobacco products and THC in cannabis products are highly addictive and can harm the brains of developing children. Even nicotine-free vaping products contain harmful chemicals with unknown long-term health effects.

Definitions

Tobacco Product: Any product containing, made or derived from tobacco, nicotine or cannabis that is intended for human consumption, whether smoked, chewed, absorbed, dissolved, inhaled, vaped, snorted, sniffed, or ingested by any means. Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, pipe tobacco, snuff, as well as, electronic and vaping cartridges, regardless of nicotine content. Tobacco products do not include any FDA-approved products for smoking cessation or for other medical purposes.

Tobacco Paraphernalia: Any device used to aid, light, burn, vaporize, ingest or consume any Tobacco Product as defined in this Policy.

Restrictions

No person may, at any time, use a Tobacco Product in any school building on any school grounds, at any school athletic or school-sponsored event or in any vehicle used for school purposes. No student may, at any time, use or possess any Tobacco Product or Tobacco Paraphernalia in any school building, on any school grounds, at any school athletic or school-sponsored event or in any vehicle used for school purposes. When there is evidence that a student is in possession of any Tobacco Product or Tobacco Paraphernalia, Star Academy administrators may confiscate such items.

Penalties

Students who violate this Policy first will be referred to the Senior Leadership Team, school nurse for health information, counseling and referral. For subsequent violations, students may face discipline. Parent(s)/guardian(s) will be notified of all violations and actions taken by Star Academy.

Employees who violate this Policy may face discipline, up to and including termination. Visitors who violate this Policy will be asked to refrain while on school property. Visitors who refuse to refrain will be asked to leave the premises.

Academic Integrity and Plagiarism Prevention

Policy Statement

Star Academy is committed to fostering an environment of academic integrity, holding a zero-tolerance stance towards any form of academic dishonesty, including cheating and plagiarism. This policy is applicable to all students, faculty, and staff to ensure fairness and uphold our educational mission.

Definitions

Cheating encompasses any dishonest behavior aimed at gaining an unfair academic advantage, such as unauthorized collaboration, exam misconduct, fabrication, impersonation, and the use of unauthorized aids.

Plagiarism involves using someone else's work or ideas without proper attribution, whether through direct copying, paraphrasing without citation, misrepresenting sources, submitting previously submitted work as new (self-plagiarism), mosaic plagiarism, or accidental plagiarism due to negligence.

Acceptable and unacceptable use of Artificial Intelligence (AI). The School recognizes the educational benefits of AI but delineates acceptable uses (educational enhancement, research assistance, writing, and creative inspiration) from unacceptable ones (completion of assignments or tests with AI, data fabrication, and impersonation using AI). Misuse of AI in academic work is considered a violation of academic integrity.

Procedures for Addressing Instances of Academic Dishonesty

Star Academy has established a systematic procedure for addressing instances of academic dishonesty, starting with a teacher's review and potential informal discussion with the student, followed by a formal notification of parents and/or guardians, an opportunity for the student to respond, recording the infraction, and providing an appeal process. Consequences range from educational responses for a first offense to more severe disciplinary actions for repeated offenses, taking into account individual circumstances. An appeal process is available for students who contest findings of academic dishonesty, emphasizing the importance of a fair and impartial review to ensure that all decisions are just and considerate of the student's perspective.

Detailed information on this issue may be available in Star Academy's Academic Integrity and Plagiarism Prevention Policy.

Appropriate Use of Mobile Devices, Social Media, and Technology

Technology is an integral part of Star Academy’s academic program, and it plays an increasingly large role in our lives outside of school as well. Star Academy students are expected to use technological resources in ways that are consistent with the values of the Star Academy community. To that end, all students are required to adhere to the Appropriate Use of Technology Policy (“AUTP”) explained here.

Students are representatives of Star Academy, and in that role, they are expected to make decisions on campus, off campus, and on the internet in ways that conform to the values of Star Academy. The guidelines given here for appropriate use of technology supplement the standards of behavior described in other parts of the Handbook, and they generally follow common-sense rules for responsible and ethical behavior. The examples below are just examples and are not an all-inclusive list of requirements and possibilities.

Whether physically on campus or off campus, whether during the school day or at night, whether on vacation or at any other time while enrolled in the School, whether linked to the School’s network from in school or from a remote location or not at all, or whether using their own personal computer or communication device on or off campus, students are expected to comply with this AUTP and any applicable Academy policies and procedures as long as they are enrolled in the School, as set forth in this Handbook and as further described below.

Star Academy provides technologies for educational usage to improve access to resources, facilitate communication, and support academic learning. All of Star Academy’s electronic resources — school- laptops, computers, printers, servers, voice, data, Star Academy-hosted systems, third-party software, and web-based services, collectively known as the School Portal — and the data stored in these systems are retained by Star Academy. Student usage of the School Portal, on and off campus, is restricted to activities directly related to our academic goals. At all times, students must follow all network security practices as stated in this document and other rules that might be posted at various times throughout the school year. Students must report security risks or violations to Chief Information Officer (webmaster@staracademyboston.com) Service access, email accounts, and data of attrition students will be deleted immediately upon their departure from Star Academy.

A copy of Star Academy’s AUTP will be distributed to students at the beginning of the year. Once a signed copy is returned and on file, students will be given access to School Portal. Violations of the Appropriate Use of Technology Policy may result in disciplinary actions up to and including suspension or dismissal from the School.

Star Academy AUTP (Appropriate Use of Technology Policy)

- Students may only use Star Academy’s email service (@staracademyboston.com to communicate with faculty and staff. (*i.e.*, students may not use their personal email accounts to communicate with faculty and staff).

- Students may not use any cell phone, digital watch functions, or other non-school-issued technology during classes without permission from the teacher. This includes, but is not limited to, calling, texting, messaging, video or sound recording, and taking still pictures. Except in very specific circumstances that are approved by the Directors or a Faculty member, students should not text any Star Academy faculty or staff nor communicate with faculty or staff by means of any social media.
- Students may not take pictures or video on campus or at school functions of any Star Academy employees or students without their express permission and the permission of the School.
- Under no circumstances may students record, broadcast, or share pictures, video, or sound of an inappropriate nature.
- In addition, students may not record pictures, video, or sound in private settings such as bathrooms and locker rooms.
- Students may not access or attempt to access network resources not intended for them.
- Students shall have no expectation of privacy with regard to data stored or transmitted via School Portal or with their use of any of the School's technology resources. The School may monitor, inspect, and/or record all data stored in or transmitted via the School Portal. Use of the School Portal is a privilege, not a right, and the School may suspend or terminate a user's access privileges. Students should not expect that email, or other information created or maintained on Star Academy's network, School-issued devices, or School-administered services (even those marked "personal" or "confidential") will be private, confidential, or secure. The School may access and monitor both student-owned and School-owned computers and/or any communication devices connected to the School's network. Each student and the student's parent(s)/guardian(s) consent to the School's right to view all email and information and/or monitor all email and information on the School's network and all of its associated accounts.
- The School may access, view, monitor, and track any information or communication stored on or transmitted over the School's network, on or over equipment that has been used to access the School's network, or School-issued devices, or School-administered accounts and services, and under certain circumstances, it may be required by law to allow third parties to do so. In addition, others may inadvertently view messages or data as a result of routine systems maintenance, monitoring, or mis-delivery and restrict the material accessed and not permit computers to be used for anything other than educational purposes.
- The use of games and amusement software is not permitted on the School Portal or on any other Star computer equipment, nor are users allowed to use any part of the School Portal for commercial purposes.
- Students/Parents will be provided accounts to access the School Portal on and off campus. Student accounts provide the means to access services.

- Students may not log on to the School Portal in any way other than by using their own account name and password, and they may not use another person's account. Students may not attempt to learn the passwords of others or share their passwords with others.
- No unauthorized copies of software may be used on the School Portal, nor may unauthorized copies of software be loaded onto school-issued student laptops or computers. This includes multiple loading of software products licensed for use on a single machine.
- The School may, in its sole discretion, suspend or terminate a user's access privileges.
- When using Star Academy's electronic resources, students must not give out personal information about themselves or others unless it is requested by the School. Students must never use Star Academy's electronic resources to share private information about other students on the internet.
- Students may not alter electronic communications to hide their identity or impersonate another person.
- Inappropriate usage of Star Academy's technology resources also includes, but is not limited to, unauthorized use of social media platforms (*e.g.*, TikTok, Facebook, Twitter, Snapchat, Instagram, etc.).
- Bullying, cyberbullying, sexting, hazing, cruelty, inappropriate language, and harassment have no place in the Star Academy community. As members of Star Academy's community, students must conduct themselves in ways that are not hurtful to others or to their property. Refer to the Misconduct Policies in this Handbook.
- Students may not access or attempt to access inappropriate information on the internet such as (but not restricted to) sites that bypass filtering, promote hate or violence, or contain sexually explicit or graphic, pornographic, or obscene material.
- If a student damages the hardware or software of any School-owned technology, the parent/guardian may be responsible for paying for the repair or replacement of that technology.
- Students may not plagiarize printed or electronic information — students must comply with all copyright, trademark, patent, and other laws governing intellectual property.
- Students are prohibited from installing or downloading software onto Academy computers from the internet, home, or by any other means.
- Students may not create or use a mobile hotspot on the School's campus.
- Students may not remove any School-owned computer equipment (including, but not limited to, network cables and keyboards) from the School without express permission.

- Students are prohibited from storing personal files on the network except in their own network user account. Any information that a student leaves on a School-owned device may be deleted at any time, with or without notice.
- Students may not disclose confidential or proprietary information related to the School or recklessly disregard or distort the truth of the matters commented on.
- Students may not access, change, delete, read, or copy any file, program, or account that belongs to someone else without permission.
- Students are prohibited from using the network for illegal or commercial activities.
- Students may not vandalize, steal, or cause harm to the School's equipment, network, or services (including, but not limited to, uploading or creating viruses, attempting to gain unauthorized access, changing hardware or software settings, or changing online materials without permission).

AUTP Top 10

1. **Be careful.** Treat your school laptop with extreme care. Store your laptop in a locker when you are not using it.
2. **Be ethical.** Use only your own laptop and network accounts and no one else's.
3. **Use good judgment.** Never take photos, video, or audio recordings without permission. (This includes photos, video, or audio recordings of another student or a teacher.)
4. **Be thoughtful.** Assume that all information shared on internet networks is public and permanent. Never write or post anything you would not want to share publicly.
5. **Be respectful.** Your laptops are for academic use. Pay attention in class – don't multitask.
6. **Be responsible.** All content and websites that you access should be appropriate for school. Do not try to avoid web filtering and protection methods.
7. **Be kind.** Communicate online as you would in person. Don't use your laptop to ridicule others or to make jokes at someone else's expense.
8. **Be safe.** Never share your passwords, and don't share personal information online.
9. **Be aware.** Your network activities are monitored and stored. They can be examined at any time.
10. **Be cooperative.** If you see something happening that you know is wrong, speak up.

Email

The school provides students with an email account which should be used only for school-related communication (e.g., contacting and receiving information from teachers, submitting homework and assignments, transferring files to and from School, etc.). Students are expected to comply with the policies outlined in the School's Appropriate Use of Technology Policy when using their School-issued email account.

Security

Security on any computer network is a high priority, especially when the system involves many users. Students must notify a system administrator if they identify a security problem/issue. Students should not demonstrate the problem/issue to other users. Any user identified as a security risk or having a history of security problems or issues with other computer systems may be denied access to the School's network.

Reporting Violations

If a student suspects a violation of this policy, or if a student is uncomfortable about another school community member's use of technology, the student should immediately report these suspicions, feelings, and observations to a Director or the Chief Technology Officer.

Some violations may constitute criminal offenses as defined by state and federal laws, and the School may provide information and/or assist in the prosecution of any such violations to the fullest extent of the law.

Sexting & Sexually Explicit Material

The school prohibits students from creating, requesting, sending, or possessing any written message, image, or video that contains explicit representations or references to sexual conduct, sexual excitement, or nudity. Massachusetts law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the School may contact law enforcement should any student violate this policy.

Social Media

The school understands the desire of students to use social networking websites, internet bulletin boards, blogs, chat rooms, and other online resources or websites (e.g., TikTok, YouTube, Facebook, Twitter, Instagram, SnapChat, etc.) (collectively referred to as "Social Media"). Whether or not a student chooses to use Social Media is a decision the student should make in consultation with the student's parents/guardians. However, to the extent that students, parents, guardians, or members of the school community represent the School to each other and to the wider community, participation in such Social Media should be done responsibly with a mind toward how both the forum where one chooses to participate and the content posted reflect on that person individually and on the School. Moreover, issues concerning respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to

understand before participating in Social Media. With the foregoing in mind, the School encourages students and parents/guardians to create an atmosphere of trust and individual accountability when accessing Social Media and the School's network. Students are expected to comply with the policies outlined in the School's AOTP regardless of whether they are using School-provided equipment or their own personal devices.

e-Safety Policy

The School incorporates online and remote learning programs in its curriculum and program. The purpose of this e-Safety policy is to help ensure a safe, secure, and supportive online and remote learning environment for students, employees, and all members of the School community, consistent with the School's standards, mission, policies, and protocols. The School strives to create such an environment while also making it as effective and user-friendly as possible. At all times, however, the School's online and remote learning environment is subject to the requirements and limitations of the School's online and remote learning technology.

This e-Safety policy is intended to work in concert with the School's other rules and policies, including those set forth in this Handbook. Students and parents are therefore expected to continue to comply with all School policies and standards of academic and social behavior as stated in the Handbook and elsewhere, including, but not limited to, the School's AOTP, Social Media Policy, and Misconduct Policy. This policy sets forth additional, modified, and/or clarified expectations for the School's online and remote learning environment.

- **Dress Code:** When visible in the online and remote learning environment, and in any related interactions, students are expected to be appropriately dressed, which requires that students adhere to the dress code policy as stated in the Handbook/adhere to a modified dress code as stated herein.
- **Cyberbullying and Online Conduct:** When participating in the online and remote learning environment and in any related interactions, it is of the utmost importance that students maintain and model the highest standards of conduct, respect, and integrity, including refraining from any activity that might constitute or contribute to cyberbullying or other prohibited interpersonal conduct.
- **One-on-One Interactions:** School staff and administrators may provide virtual one-on-one meetings with students as appropriate. The School may seek to limit one-on-one interactions to those necessary to support the academic and social well-being of students and to communicate with families.
- **Recording:** Unless otherwise stipulated, students are prohibited from (a) recording any part of any online and remote learning program, and (b) sharing, broadcasting, and/or making public any materials created or recorded by the School, its employees, or anyone else in relation to the School's online and remote learning programs.
- **Risk Management:** All members of the School community are responsible for maintaining a safe online and remote learning environment. In that spirit, while the School strives to

support and ensure students' safety in the online and remote learning environment, students and their families are also expected to employ appropriate safeguards and manage risks appropriately.

Technology Use Policy

Star Academy expects students to be honorable, scholarly, and kind in their use of digital tools and communications. Standards and expectations for behavior are governed by school policies including Community Standards, Academic Honesty Policy, and policies prohibiting Discrimination, Harassment and Bullying. The use of school technology resources is encouraged for intellectual growth. Star Academy expects everyone to avoid any technology activities that interfere with their own or anyone else's learning.

The following guidelines are intended to clarify expectations for conduct but are not all-inclusive. Star Academy reserves the right to adjust these rules and guidelines as necessary. Violating any portion of this policy may result in disciplinary review, including possible suspension, dismissal, or expulsion, and/or legal action. The School also reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or wellness of any member of our community, or if it violates expectations for behavior. Any use of websites, messaging, cameras, blogs, or other communication tools to misrepresent oneself, to spread false information recklessly or knowingly about the school or any person, or to depict or advocate illegal or inappropriate behavior is a violation of Star Academy's expectations for conduct.

Star students should understand and honor the following standards of behavior:

1. I will be respectful in all my online communication. I understand that I represent both myself and Star Academy whenever and wherever I use online communications, both at school and off-campus. This includes, but is not limited to email, chat, instant-messaging, texting, gaming, photography, and social networking sites.
2. I will respect the privacy and digital footprints of all members of the Star Academy community (students, teachers, parents, and members of the public) by not posting online any information about them without their permission, including photos, videos, names, email addresses, phone numbers, addresses, etc.
3. I will be ethical in my use of the Star Academy network, computers, and internet, and I will not share or access others' folders, files, or data without authorization.
4. I will not share my personal or school-issued passwords with anyone, or use anyone else's passwords. If I become aware of another individual's password, I will inform that person or a member of the technology staff.
5. I understand that the school network and computers include filters and security to ensure safe and efficient access, and I will not attempt to circumvent or disable them.

6. I understand that it is my responsibility to back up my school computer files, keep my school accounts secure, and seek help to do this when needed.
7. I will properly cite any intellectual property resources that I use in assignments, projects, and papers, and I will not plagiarize from any sources. (Plagiarism is taking someone else's text, image, or idea and presenting it as your own either intentionally or accidentally).
8. I understand that Star Academy has the right to review any data, email, documents, logs, or files stored or transmitted on the school's network (including internet services) without my prior consent, and any items deemed to be in violation of school policies may be copied or removed without prior consent. I understand that there may be automated or manual checks of my data to ensure compliance with school policies.
9. If I am uncertain whether a specific technology activity is permitted or appropriate for my age group, I will ask a teacher before engaging in that activity.
10. I understand that information which I post on private websites is not always private. I understand that anything I post online should be considered permanent and can easily be found by others, even by those I do not intend to have access and might be reposted elsewhere without my knowledge. I understand that information posted to one site can be automatically stored or copied by other sites and cannot be removed from the internet.

Student privacy is respected, but the school reserves the right to access school computers and student computers, phones, browsing history, and any files, as it deems necessary with or without notice, to ensure that these items are being used in accordance with school policies. All Star Academy user accounts (including SAVVAS and Blackbaud) are accessible to Star Academy technology system administrators, and, when deemed necessary, will be reviewed by technology staff or school administrators.

Star Academy reserves the right to read, monitor, block, and/or delete any and all electronic files and data which are stored on, or pass across, our network. Star Academy cannot guarantee that network services will be without error. Star Academy takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. The school does not ensure against and is not responsible for access to objectionable or inappropriate material. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission.

Star Academy is not responsible for the accuracy or quality of information obtained through the network, nor will the school be responsible for financial obligations arising from use of the network whether authorized or not. Star Academy will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network.

School Events on Campus

Only students attending school events, such as a rehearsal, a school dance, or a school-sponsored theater performance, are to be on campus in the evening. All school rules and expectations apply

to every school event. Students are reminded that compliance with school rules and expectations is required of them and their guests. Students bear full responsibility for the behavior of their guests who are at their invitation in attendance at the school event. Students who leave a school event such as but not limited to a school dance before it is over may not return.

The class, club, or organization sponsoring an event is responsible for making all the arrangements for chaperones, and cleanup. Chaperones should be treated with consideration and courtesy. Everyone should greet the chaperones on arrival and thank them on departure. Chaperones should review the School's policies, rules, and prohibited behaviors in this Handbook.

School-Sponsored Off-Campus Trips

Wherever Star Academy students go, they represent the School. All school rules and expectations apply to every school-sponsored off-campus trip. Parents/guardians will be required to sign Consent, Release & Assumption of Risk forms as requested by the School in order for their student to participate. Faculty members who sponsor field trips will notify parents/guardians about trip details and transportation arrangements and, when the trip is over, are expected to remain at school until all students have secured a ride home.

Chaperones

A chaperone is defined as a person who may be a teacher, an instructional assistant and/or other adult age 21 or older or a parent chaperone at least 18 years old who accompanies and supervises students during School activities, trips, and events. These school sponsored activities, trips, and events may take place both on and off School property and before, during or after school hours.

Additional rules and responsibilities for chaperones may be included in the Star Academy Chaperone Policy.

Dress Code

The purpose of the dress code is to reflect respect for the discipline and seriousness of academic pursuits. Star Academy students are expected to be neat, clean, and dressed appropriately for an academic environment. Clothing should allow students to participate actively in class and should not serve as a distraction to teaching or learning. Students are expected to remain in dress code for the entire day. The Directors are the final arbiter of appropriate dress. Students, with the help of their parents/guardians, are asked to adhere not only to the letter but also to the spirit of Star Academy's dress code.

Daily Dress

All school students Grades K-9 are required to wear uniforms Monday through Thursday with Friday as their free expression day.

Acceptable options are listed at the end of this Handbook in the Uniform Section. Students choosing articles of the daily uniform listed in Uniform document may, when cold, add an appropriate Star Academy sweatshirt, or solid-colored sweatshirt with consistent patterns.

PLEASE KEEP IN MIND THE FOLLOWING DRESS CODE REQUIREMENTS:

1. All uniform shirts must have a full back and must cover the waistband of a student's skirt, pants, or shorts. Shirts are expected to cover the shoulders.
2. Shirts may not have graphic images or words other than the Star Academy brand insignia. Sweatshirts may not have graphic images or words other than the brand insignia, unless Star Academy gear.
3. Footwear **MUST** be worn on campus at all times.
4. Hats, caps, hoods, head coverings may not be worn inside any building at any time, except for medical or religious reasons.
5. Students may not wear any blue denim clothing.
6. Leggings, tights, yoga pants, etc., may **ONLY** be worn under a dress or skirt.
7. Athletic wear, including sweatpants, athletic shorts, non-Star Academy sweatshirts, etc., may not be worn to school.
8. Clothing with inappropriate or offensive messages (as determined by the School, in its sole discretion) is not allowed. This includes, but is not limited to, clothing with messages advocating violence, alcohol, or drugs; clothing expressing obscenities; and clothing that is derogatory to oneself or others.
9. Extremely short, revealing, tight, soiled, frayed, or ripped clothing may not be worn to school.
10. Undergarments should never be visible.
11. All hemlines should be at least mid-thigh length. Students must be able to move comfortably through their day, including up and down stairs, without underwear being exposed.

Special Occasion Dress

On occasion, students may be asked to “dress up” for a special event/trip. In such cases, the school will provide additional instructions prior to the event.

Parent/Guardian Communication Guidelines

The School works not just with students but also with families, as virtually all educational objectives are shared by both. It is our belief that much is gained from the positive interaction of several adults working in the best interest of students, and much is lost without it.

Communication between teachers and parents/guardians is often the key to eliminating potential problems before they happen and to promoting student success. We recommend that the School Portal be used in all written communication. In almost all cases, a physical conversation is more productive and does more to develop the desired relationship between teachers and parents/guardians. Experience has shown that email exchanges containing expressions of opinion or interpretations of events can lead to misunderstandings. The reader may perceive a tone not

intended by the author, or one party may respond to incomplete or incorrect information without first clarifying the facts. In both cases, the written word may create a tense situation where no friction is necessary since both parties have the interest of the student at heart. In most cases, faculty members will respond to a parent/guardian email with a phone call whenever there is even a remote chance that an email message will not be clear. Our partnership with parents and guardians is too important to be jeopardized by miscommunication.

Discipline

It is critical that all members of the Star Academy community understand the School's behavioral expectations regarding conduct. By joining the Star Academy community, each student agrees to abide by the rules and principles articulated in this Handbook and by additional rules as may be established by the School from time to time. If a student violates school policy or rule, or acts in a way that conflicts with our Honor Code and Core Values (as determined by the School, in its sole discretion), appropriate disciplinary measures will be taken by the School. All members of the Star Academy community share the responsibilities of being part of our community.

While these rules and principles represent good-faith efforts to clearly state school policies, in all disciplinary matters, Star Academy, at its own discretion and in its best judgment, may vary from these procedures or impose such discipline as it deems appropriate. Only matters related to suspension, dismissal, or expulsion may be appealed to the Directors.

All students enrolled at Star Academy represent not only themselves and their families but also Star Academy through their conduct, on and off campus, and whether school is in session or not. Star Academy has the right to impose discipline, including suspension, dismissal, or expulsion, on any student whose behavior on or off campus violates reasonable expectations of conduct or in any way damages or impugns the reputation of Star Academy or any member of its community. Such behavior may include, but is not limited to: harassment, bullying, illegal use of drugs, alcohol or tobacco/nicotine (including vaping), vandalism, and disruptive or inappropriate behavior on or off campus.

Language is powerful, and in our community, we are responsible for our words. Regardless of intent, if our language is deemed hurtful to another, we are held accountable. The setting and context of inappropriate language are important considerations in the School's response; language is different when it is directed at someone and when said in a disrespectful manner.

Please note that beginning in sixth grade parents are not notified of warning slips until the student receives the third one or sooner in a more serious offense; parents are encouraged to talk directly with their child concerning any questions. Any additional questions, please consult the Directors.

Notes on School Portal: Parents are notified when necessary regarding warnings and discipline on School Portal. These notes remain in a student's permanent file.

Consequences

While student behavioral problems vary in frequency and degree of seriousness, and the corrective action must be a matter of judgment by the appropriate teacher or administrator, the lists below serve as a guide to Star Academy's three general levels of behavioral infractions and possible consequences. Since honesty is expected in all dealings, lying about the facts in a disciplinary case increases both the student's culpability and the severity of the penalty. The lists below give examples but are not exhaustive.

Tier I Behavioral Infractions

- Unexcused lateness to an academic or any other obligation
- Repeated tardiness to school or class
- Missing the bus
- Failure to sign out
- Chewing gum
- Disrupting other students' ability to learn or the School environment
- Dress Code violation
- Inappropriate, impolite, or profane language
- Littering and/or not cleaning up after oneself
- Being present in an unsupervised or prohibited location in the School
- Misuse of common areas
- Leaving personal items in common areas
- Wearing a hat in the building (with the exception of head coverings for medical or religious purposes)
- Violation of classroom rules or other disruptive behavior
- Throwing snowballs on campus
- Inappropriate use of cell phones
- Uncharged laptop/no laptop
- Repeated minor offenses
- Lingering on campus at the end of the day without being in a supervised program, etc.
- Other infractions, as determined by the School, in its sole discretion

Tier I infractions are usually handled in the moment through a conversation with one or more faculty members and/or staff. The consequence for Tier I infractions may include one or more of the following:

- Verbal or written warning
- Detention – All detentions must be completed within one week unless the Director makes alternate arrangements with the student.
- Conference with the Director
- Written notice to parents/guardians
- Conference with parents/guardians

At the discretion of the Directors, certain instances may warrant additional consequences.

Tier II Behavioral Infractions

- Repeated behavior or extreme violation of Tier I behavioral infractions
- Dishonesty by word or act, including academic dishonesty (cheating or plagiarism)
- Neglect or damage to the one's own property, another person's property, or Star Academy property
- Disrespect, disobedience, obuyr defiance to any member of the faculty or staff, including disruptiveness or the inability or unwillingness to follow instructions and guidelines
- Forgery
- Technology policy violations (*e.g.*, misuse of internet resources, unauthorized recordings, or photography in class)
- Unauthorized departure from campus
- Cutting class, or other scheduled commitments
- Skipping school
- Gambling or any inappropriate exchange of money
- Other infractions, as determined by the School, in its sole discretion

The School's response to Tier II infractions usually begins with a referral to the Director(s) and may include an investigation into the circumstances of the incident. The consequences for Tier II infractions could include, but are not limited to, those listed for Tier I infractions, formal written warnings, detention, exclusion from extracurricular activities and trips, in- or out-of-school suspension, loss of privileges, probation, and/or a conference with parents/guardians.

Tier II offenses may be brought before the Directors and will be considered possible causes for suspension or expulsion whether committed on the way to or from school, during school hours, at school-sponsored functions, or otherwise. If the circumstances warrant, a student may be dismissed or expelled even for a first offense.

Tier III Behavioral Infractions

- Repeated behavior or extreme violation of Tier I and/or Tier II behavioral infractions
- Sexual misconduct, including any kind of solicitation or sending inappropriate photos, materials, messaging, or social media content
- Violation of the School's anti-discrimination policy
- Endangering the welfare of other students
- Physical assault, including fighting, hitting, kicking, etc.
- Verbal or physical harassment of any kind
- Harassment, bullying, cyberbullying
- Hazing
- Use of derogatory language, including the N-word and other pointedly racist language, and sexist and/or anti-LGBTQ remarks
- Use, possession, distribution of or being under the influence of an illegal drug (including prescription medications of someone else) or banned substance, an alcoholic beverage, a tobacco product, an e-cigarette/vaping device, an intoxicant of any kind, drug paraphernalia including but not limited to bongs, water pipes, rolling papers
- Possession, distribution, or use of weapons (The term "weapon" as used in this policy, will be broadly construed to include items that are in the nature of or have the appearance of weapons,

including, for example, pellet guns, toy weapons, and model weapons. The prohibition against weapons also applies regardless of whether a weapon is loaded or otherwise operational.)

- Possession of fireworks of any kind
- Stealing or unauthorized removal of another person's property or intrusion into another person's locker, book bag, or desk
- Violation of state or federal law¹
- Other infractions, as determined by the School, in its sole discretion

The School's response to Tier III infractions typically begins with a referral to the Directors and may include an investigation into the circumstances of the incident. Decisions about the consequences for these most serious infractions are made by the Directors. Tier III infractions will most often result in suspension, dismissal, or expulsion from school.

Reporting of Disciplinary Actions at School

While the School will preserve the privacy of Faculty Discipline Committee proceedings, the results of such proceedings are valuable information for the faculty community. After each Committee meeting, or at such intervals as seem appropriate, the Directors will report to the appropriate parties a summary of the nature of the offense, the recommended punishment, and the administration's final action.

Students should not omit serious violations from their transcripts when applying to Star Academy or when using Star Academy as a former school reference to get into another school or college.

Parent/Guardian Cooperation

The most significant factor in changing and improving student behavior is the cooperation between the School and families, who can help by holding students to School principles and expectations and supporting punishment given as a consequence when these principles have not been met. Parents/Guardians should contact the Directors with questions.

Disciplinary Procedures for Director Notification Offenses

A Director Notification offense requires an immediate meeting with the Director. The Director will meet with the student's teacher and necessary parties to discuss the situation and a parent conference may be held immediately.

Consequences are at the discretion of the Director. One of these violations on its own or continual disregard of Academy rules may result in discipline including but not limited to: loss of privileges, suspension, placement on Disciplinary Warning or Probation, dismissal, or expulsion.

¹ Please note: If a student is the subject of criminal proceedings (whether by way of arrest, the application of criminal complaint, juvenile detention/proceedings, or otherwise), Star Academy may discipline the student prior to the outcome of those proceedings. Star Academy is in no way bound by the outcome of any criminal or juvenile proceedings against a student. Star Academy may elect to pursue its own disciplinary proceedings and make its own determinations at any time – before criminal or juvenile proceedings formally begin, while those proceedings are ongoing, or after those proceedings have concluded.

Disciplinary Warning/Probation

A student who commits a Director Notification offense and/or develops an ongoing pattern of negative behavior may be placed on Disciplinary Warning or Disciplinary Probation for a specified amount of time by the Director.

Other restrictions of privileges and/or participation in Academy activities may be defined. If there is no improvement in attitude and/or behavior during the stated period of time, or if other violations of Academy rules occur during the warning/probationary period, additional disciplinary action may be taken, up to and including dismissal or expulsion. Students disciplined for additional offenses while already on Disciplinary Warning or Probation should expect more serious consequences and/or extension of the probationary status. Cases at this level are documented and placed in the student's file.

In fact, serious disciplinary issues are rare, but when necessary, the Director convenes several teachers to form a Discipline Advisory Group. The Discipline Advisory Group exists to handle cases referred by the Director. With the Director, they work together to create a fair, effective response to infractions of the rules outlined in the Handbook; this group reviews and recommends consequences for behavior which conflicts with School rules and/or Community Standards. In certain circumstances, this recommendation may then go to the Director for approval. The School applies its disciplinary measures at its discretion and has the final decision in all disciplinary matters.

Suspension

There are both privileges and responsibilities associated with being a member of this Community. When a student's behavior or pattern of behavior is of significant enough concern, the School may decide that the student needs to be sent home immediately and/or separated from the community for some reflection time.

Out-of-school suspension should take place at home in a quiet area away from their peers and Community and students do not attend classes. In general, students work on homework as well as complete a reflection piece. Parents should work to create an atmosphere of seriousness. The guidelines for the academic consequences due to suspensions are as follows: zero for participation. Class work and homework and tests/quizzes may be made up at the discretion of the Directors.

Dismissal and Expulsion

The School reserves the right to dismiss, expel, or require the withdrawal of any student whose behavior is determined to be unacceptable. The decision of the School in this regard is final and not subject to review. Students who are expelled are not eligible to apply for readmission. Students who are dismissed may be eligible to apply for readmission in a subsequent school year.

Tutoring

Outside (non-Star Academy faculty) tutors are not allowed to tutor any students on School property.

Accommodations

The School does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. The School will discuss with families of applicants with known disabilities whether the School will be able to offer their children the appropriate accommodations to help them be successful at the School.

The School is committed to ensuring that students with disabilities are provided with equal access to the School's programs and services, in accordance with applicable laws. For students who seek additional support or curricular adjustments, the School requires documentation indicating that the student's disability substantially limits a major life activity. Students who present the School with appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made through an interactive process between the student's family and the Directors.

Even after supportive services and accommodations have been put in place, a student may still not be able to fulfill academic requirements satisfactorily. In such instances, the student's homeroom teacher, Directors and/or other support personnel may decide that the accommodations put into place may not suffice to ensure the student's success at the School. At that time and consistent with state and federal laws, the Directors will decide whether it is appropriate to suggest additional reasonable accommodations or whether it is appropriate for the student to remain at the School.

Enrollment Contracts

Enrollment contracts are typically sent to families each spring. Students may not attend classes unless a properly executed Enrollment Contract, signed by all responsible parties, is submitted to the School in a timely manner. Enrollment contracts will be sent to returning students only if all financial obligations are current and the School is generally satisfied with the student's academic performance and behavior. Please see the Re Enrollment Policy for additional information.

Sick Policy

Introduction

It is Star Academy's policy to protect all children placed in our care, we reserve the right to not provide care for a child who has an acute illness or suspicion of a contagious illness/ disease, whose condition, in our judgment, poses a direct threat to the health and safety of that child or other children or staff in the program. We ask parents to keep sick children at home as well as observe at home any new symptoms that might be spread to other children.

When we determine that a child is sick, we will consider the illnesses listed below. Decision to send a child home will be made by the teacher or a staff member of the School. Upon the decision to send the child home, the parent will be notified. Parent, Guardian or designated adult will pick up the child within one (1) hour of the phone call/or another form of communication.

If a child is sent home due to being sick, they should not return to the school, until they are symptom-free for at least twenty-four (24) hours (not medicated) and with a negative COVID Test. A note from a physician stating that the child is not contagious will be required to be accepted to return before twenty-four (24) hours.

Examples of such symptoms include, but are not limited to:

- Fever of 100F or higher
- Vomiting (even once)
- Diarrhea
- Persistent coughing
- Extensive stuffy or runny nose, preventing normal breathing, especially during nap time
- Feeling tired, unable to participate in daily activities
- Change in appetite

If a child becomes sick, please call us to let us know your child is not coming to Star Academy due to illness.

Attendance

You must call Star Academy as soon as you know of an expected absence.

Medication Administration.

Prescription Medication

- Prescription medication must be brought to Star Academy in its original container and include the child's name, the name of the medication, the dosage, the number of times per day and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- The parent must fill out the Authorization for Medication Form before the medication can be administered.

Non-prescription Medication

- The program needs written parental authorization to administer oral non-prescription medication. The parent must fill out the Authorization for Medication form, which allows the Educator to administer the non-prescription medication. The statement must be renewed on a weekly basis.

Topical Ointments and Sprays

- Topical ointments and sprays such as petroleum jelly, sunscreen, diaper rash ointment and insect repellent will be administered to the child with written parental permission. The

signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.

- When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Educator will follow the written procedure for non-prescription medication which includes the written order of the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.

All Medications

- The first dose must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to the Office Staff directly by the parent.
- All medications will be stored out of the reach of children. All medications that are considered controlled substances must be locked and kept out of reach of children.
- The designated/trained staff member will be responsible for the administration of medication.
- Star Academy will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to unbroken skin) which will include the child's name, the time and date of each administration, the dose, and the name of the person administering the medication. This completed record will become part of the child's file.

During summer months, the sunscreen will be applied to the children, for whom the cream was provided by the parents. If written permission is not provided by the parent to apply sunscreen, we will be unable to apply the sunscreen to the child.

All unused medication will be returned to the parent if possible or disposed of in accordance with Department of Public Health guidelines.

Diligent Hand Hygiene

Hand hygiene is an essential public health measure, especially during the COVID-19 pandemic. Everyone on campus should be washing hands frequently with soap and water and using alcohol-based (containing at least 60% alcohol) hand sanitizer frequently in between classes, before eating, and when there is an unavoidable need to touch shared items or surfaces. Dispensers of hand sanitizer are placed throughout the campus for easy access.

General Information

After-School

In after-school care, students either do homework or read a book, and they should arrive with all books and materials needed. Students may not leave the after-school care without permission from the supervising faculty member. Parents/guardians picking up students before 5:45 p.m. must sign the student out with the supervising faculty member or a staff member in the office. Once after-school care is underway, students will not be allowed to come and go on their own. If a student will walk or bike home or use public transportation to another location, parents/guardians must notify someone in the office in writing.

Cell Phones

Cell phones and/or communication devices as well as their accessories can be disruptive and serve as a significant distraction to the teaching/learning process. Because of this concern, cell phones are not allowed at any school campus during the academic day. We expect all students to be honorable, scholarly, and kind in their use of all digital tools. If the cellular phone must remain on site, it must remain locked in their locker throughout the day.

If a student's phone rings during the day from their bag or personal possession, it will be confiscated and locked until the end of the day in the office.

Parents needing to convey important, time-sensitive messages to their child during the school day should call the Main number at 781.235.8000.

For non-time-sensitive information, please text your child and they will receive the message when phones are retrieved at the end of the academic day before after-school care or sports.

If a student needs to make an important phone call, they may do so on a landline phone in the Front Office.

During the academic day students may NOT (without permission):

- use cell phones. If a student is found in possession of a cell phone at any time during the academic day, the consequence will be an automatic detention.
- play games
- stream movies, radio, or anything else
- watch videos unrelated to academic projects
- listen to music audible to others
- use social media
- download anything

Generally, phones should be silenced or powered off and stowed in lockers from the start of the day until the end. Phones should never be seen at any school events, in the cafeteria, at recess, unless with the permission of the teacher. Misuse of the phone (including, but not limited to, texting, engaging in social media, or gaming) will lead to confiscation and may result in discipline. Phones should never be used to photograph or videotape others without their consent. Phone calls should be made only with faculty permission and then with discretion.

Lockers/Cubbies

Lockers/Cubbies are provided, when possible, for all the students. Students may go to their lockers/cubbies only at the following times: before First Class; before and after lunch; and during recess, after last class period, and/or with teacher permission. Students are expected to keep their lockers/cubbies orderly and to make sure they are locked to protect their personal belongings. Students should not leave valuables in their lockers/cubbies. Students may not open another student's locker/cubby without permission. Decorations must be in the spirit of good taste and judgment (at the sole discretion of the School) and need to be taken down within two weeks of the

end of the academic year. Adhesive stickers are Not Allowed on or in lockers/cubbies. Lockers/Cubbies are the property of the School and may not be damaged in any way (parents will be responsible to compensate for any damage to school property). Lockers and cubbies are the property of the School and may be searched and inspected by school officials at any time at the School's discretion.

Star Academy cannot be responsible for theft of or damage to items stored in student lockers/cubbies. Students are prohibited from storing perishable food in their lockers/cubbies.

Lost & Found

Students who have lost or misplaced a book, a coat, water bottle or another item should check the Lost & Found. Items not claimed by the end of each term will be discarded or donated to Goodwill. Students who find a lost item are to turn it in to the Lost & Found.

Breakfast & Lunch

Breakfast and lunch are provided by the school, and outside food is not recommended during the school day in order to ensure the safety of all students. To the best of its ability, the School will accommodate students with allergies. (Parents/Guardians of students with food allergies should inform the Main Office. If a student decides to bring lunch to school for personal reasons, please make sure the homeroom teacher is notified. No food on campus is allowed with any type of nuts or nut oils. Students may not order food delivery from outside vendors (Doordash, GrubHub or others).

Social Life

Star Academy sponsors several special events throughout the year. School rules apply to all school-sponsored events. For social events held by individuals, Star Academy requests that unless all students in a grade are invited, the School should not be used to distribute invitations. It is easy to hurt others unintentionally.

Valuables & Non-Essentials

Non-essential items, large amounts of money, and items of value (such as expensive jewelry and watches) should be left at home. Electronic games and video or music players should not be brought to school. Items used in school programs, such as musical instruments, should remain at home until needed and returned there when no longer in use at school. Students should remember to take these items home at the end of the day.

Parent Conferences

The growth of each student depends on the success of the home-school partnership. Communication is clearly essential to this teamwork. Parent conferences are typically offered once in the fall (November) and once in the Spring (March/April) so that parents and guardians have a chance to touch base with teachers to discuss the student's progress and any concerns. Conference

dates are assigned and sent home to parents/guardians. There may be other times when a parent/guardian, or a teacher will request a conference. A parent or guardian may request a conference by calling the administration or contacting the teacher via the School Portal. Many conferences with teachers are scheduled before/after school to avoid conflicts with teaching during school hours.

Regular Robust Cleaning & Disinfection of Surfaces

Star Academy contracts with a cleaning company that provides regular cleaning and disinfection of all high touch surfaces each day (Monday through Friday). Cleaning wipes are readily available for use by anyone as needed, along with disposable gloves (non-sterile, non-latex) for optional use. Hand sanitizer should be applied after cleaning is completed.

Celebrations

Parents and children are asked to use discretion and sensitivity when planning birthdays and other celebrations outside of school to prevent feelings of exclusion. Invitations to personal birthday parties, and gifts for personal birthday parties should be handled outside of school. Please do not pass out invitations or gifts at school. For inclusive school birthday celebrations, parents are invited to provide a simple treat to celebrate their child's birthday. If treats are brought to school on the child's birthday, they will be eaten with their homeroom class during lunch. Please bring enough for the entire class and teachers. Also, please remember that Star Academy is nut-free. Most classrooms have someone who is gluten or dairy intolerant. School Safe Cupcakes or fresh fruit are the best choice for inclusive celebrations. All treats must be in their original packaging with ingredient labels.

Appendix A: Bullying Prevention and Intervention Plan

Star Academy's Anti-Bullying plan
Updated Summer 2022

I.

Introduction

At Star Academy, we expect that all members of our school community will treat each other with civility and respect. It is the policy of the School to provide and maintain a learning environment that is free of bullying, cyberbullying, retaliation, and any other verbal or physical misconduct which disrupts the learning environment or makes it unsafe.

The Star Academy Bullying Prevention and Intervention Plan (the "Plan"), set forth below, is in accordance with the Massachusetts laws against bullying and is an integral part of our efforts to promote learning and to prevent behavior that can impede the learning process. The Plan spells out Star Academy's comprehensive approach to addressing incidents of bullying, cyber-bullying, and retaliation. Pursuant to the Plan, the School will promptly investigate any report of bullying, cyber-bullying, or retaliation. Upon determining that bullying, cyberbullying, or retaliation has occurred, we will immediately take action to stop the behavior and address the safety concerns for any member of the community who has been impacted.

Star Academy recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics.

It is important that the Plan is reviewed by all members of the Star Academy community. The Directors are responsible for the implementation and administration of the Plan and any questions or concerns related to the Plan may be referred to any of those individuals.

The School will provide written notice of the Plan to students and parents/guardians annually. The notification to students will be in age-appropriate terms. The Plan is included in the Student Handbooks and the All School Employee Handbook. The Plan is also posted on the Star Academy website. The Plan will be reviewed and updated biennially.

The School will provide annual training on the Plan to faculty and staff. The training at a minimum will include a review of the reporting obligations for all faculty and staff and the processes that the School will follow in response to a report of bullying, cyberbullying or retaliation.

II. Prohibition against Bullying, Cyber-Bullying, and Retaliation

The School will not tolerate any form of bullying or cyberbullying. We will also not tolerate retaliation against any person who reports bullying or cyberbullying, or who in good faith provides information during an investigation of bullying.

Bullying, cyberbullying, and retaliation are prohibited on school grounds and at school sponsored events activities, functions, and programs, including athletic practices and games that occur at off-campus locations. Bullying, cyberbullying, and retaliation are also prohibited at school bus stops, on school buses and on other vehicles owned, leased, or used by the school. It is also prohibited through use of technology or electronic devices owned, leased, or used by the School.

In addition, bullying, cyberbullying and retaliation at a location, activity, function, or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased, or used by the school, are prohibited if that conduct creates a hostile school environment for a targeted student, infringes on the rights of a student at school, or materially and substantially disrupts the educational process.

III. Definitions of Bullying, Cyberbullying and Retaliation

Massachusetts law, M.G.L. Ch. 71 sec. 37O governs the prohibition of bullying and the adoption of bullying prevention and intervention plans. As governed by law and as used in the Plan the following definitions apply:

Bullying:

Bullying means the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- (i) causes physical or emotional harm to the victim or damage to the victim's property;
- (ii) places the victim in reasonable fear of harm to himself or of damage to his property;
- (iii) creates a hostile environment at school for the victim;
- (iv) infringes on the rights of the victim at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include Cyber-bullying.
- (vi) is repetitive in nature,
- (vii) uses the authority or power of the other person over the victim creating an unbalanced sense of power.

Cyber-bullying:

Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

(i) the creation of a web page or blog in which the creator assumes the identity of another person or

(ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the above definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Perpetrator:

A Perpetrator includes a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.

Hostile Environment:

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education or work environment.

Retaliation:

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying or who witnesses and/or provides information during an investigation.

Legal Definitions and School Policy:

Stricter standards of behavior may apply under the School's policies to prevent inappropriate verbal and physical conduct before a student has been subject to bullying, cyberbullying, or retaliation as it is defined under the law. For example, although the Plan defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective/remedial action in a case of a single expression, act or gesture, if the School determines that it is of sufficient severity to warrant disciplinary measures or other corrective/remedial action.

IV. Prevention of Bullying, Cyber-bullying, and Retaliation

The School's values, faculty professional development, parent programming and student support services focus on the development of a collaborative and safe community in which all members feel welcome and connected.

From the moment a student becomes a member of the School community, they learn that as members of our community they have a right to be treated with civility and respect. Our curriculum emphasizes respect for differences, and faculty are clear in their expectations for student behavior. As stated in our Community Expectations document, parents are expected to reinforce the standards for membership in the Star Academy community.

Each of our campuses provides annual programming to educate our students in bullying prevention skills and strategies to either prevent or respond to bullying, cyberbullying, and Retaliation.

V. Reports of Bullying, Cyber-bullying, or Retaliation

Any member of the School community can and should report any incident of bullying, cyber-bullying or retaliation. Faculty and staff are required to report.

Confidentiality:

The School is aware and understands that reporting bullying, cyber-bullying, or retaliation can be emotional and complex. Therefore, the School is committed to protecting the confidentiality of all parties involved in an investigation, to the extent possible, and provides information on a legitimate, need-to-know basis.

Students:

Any student who is the target of bullying, cyber-bullying, or retaliation or has witnessed an incident of bullying, cyberbullying, or retaliation or otherwise has relevant information about bullying, cyber-bullying, or retaliation is strongly encouraged to promptly report the matter orally or in writing to a member of the Star Academy faculty, staff and/or administration.

Students who knowingly make a false report of bullying, cyber-bullying or retaliation will be subject to disciplinary action.

Parents and Families:

A parent or family member of a student who is the target of bullying, cyber-bullying, or retaliation, or of a student who has witnessed or otherwise has relevant information about bullying, cyber-bullying, or retaliation is strongly urged to promptly notify any member of the School administration. Furthermore, any parent or family member who has witnessed bullying, cyber-bullying, or retaliation or has relevant information concerning such an incident is strongly urged to contact any member of the School administration.

Faculty and Staff:

Any member of the faculty or staff of the School who witnesses or otherwise becomes aware of bullying, cyber-bullying or retaliation is required to report it immediately to any member of the School administration. There are no exceptions. In addition, faculty and staff may not make anonymous reports concerning a student. Finally, a member of the faculty or staff may not make promises of confidentiality to a student, parent, or co-worker who informs him/her of an allegation of bullying, cyber-bullying, or retaliation and is required to report the allegation to any member of the School administration.

Anonymous Reports:

As noted above faculty and staff may not make reports anonymously concerning a student. Although Massachusetts law permits anonymous reports, the School urges students and their families not to make reports anonymously. This is because it is far more difficult to investigate and address anonymous complaints. Anonymous complaints of bullying cannot result in disciplinary action against the perpetrator.

VI. Investigation and Response to a Report of Bullying, Cyber-bullying, or Retaliation**A. Preliminary Considerations:**

When a complaint or report of bullying, cyber-bullying, or retaliation is brought to the attention of any member of the School administration, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of the learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision or a safety plan during an investigation may be implemented.

B. Investigation:

Once a complaint/report has been made, the applicable member of the School administration or his/her designee has a duty to conduct an investigation. The investigation may include, but is not limited to, individual interviews with:

- (i) the person who made the report or complaint;
- (ii) the student who was the target of the alleged bullying, cyberbullying or retaliation;
- (iii) the person or persons against whom the complaint was made, and;
- (iv) any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the complaint.

The interviews will be documented and will remain confidential on an otherwise legitimate need-to-know.

C. Parent Notification:

The School to notify the parents of any student who is an alleged target of bullying, cyber-bullying, or retaliation and the parents of any student who may have been accused

of engaging in such behavior after a complaint has been made, during the course of the investigation.

D. Determination, Resolution, Notification, and Follow-up:

Following interviews and any other investigation undertaken, as the School deems appropriate, the applicable member of the School administration will determine whether and to what extent the allegation of bullying or retaliation has been substantiated. If it is determined that the allegation is substantiated as bullying or retaliation, the any member of the School administration will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented. In all circumstances where dismissal is considered as a disciplinary action, the Directors will be consulted and will make the final determination.

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

If appropriate, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under Chapter 119, Section 51A of the Massachusetts laws, law enforcement or any appropriate government agency will be notified.

Upon completion of the investigation, the member of the School administration, or designee, who conducted the investigation will meet individually with the student or students who were the target of the alleged incident and the person or persons against whom the complaint was made.

Parents will be informed of the results of the investigation and, where disciplinary or other corrective/remedial action is determined to be appropriate, the steps that will be taken to correct the situation. The member of the School administration, or designee, will comply with applicable laws regarding disclosure of confidential information when informing students and parents.

No disciplinary action may be taken against a person solely on the basis of an anonymous report.

The member of the School administration, or designee, who conducted the investigation, in consultation with the school counselor, may refer perpetrators, victims, and family members of such students for counseling or other services as appropriate.

The member of the School administration will ensure that there are check-ins made with any student found to have been targeted in violation of this policy and his/her parents to inquire as to whether there have been any further incidents.

The member of the School administration will keep a file on all reports of bullying, cyber-bullying or retaliation, the investigation, and any actions taken in response to a finding of bullying, cyber-bullying or retaliation.

VII. Conclusion

Star Academy is committed to the prevention of bullying, cyberbullying, and retaliation. This Plan is consistent with our Community Standards and Values that strive to create a safe and a welcoming environment for all of our community members.

Appendix B: Anti-Hazing Law

The Great and General Court of the Commonwealth of Massachusetts passed a law prohibiting the practice of hazing in public or private schools. At Star Academy we have never tolerated hazing, but in accordance with this law, we are required to publish its text for you to read. Violators of the law will be subject to the normal disciplinary process of Star Academy. The full text of the law is printed here:

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 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 victim 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 Sections 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 seven and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this 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.