



# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

## HCCPS Discipline Procedures and School-Wide Education Service Plan

### Purpose

Hilltown Cooperative Charter Public School is committed to fostering a safe, supportive, and equitable learning environment while ensuring that discipline policies are fair, transparent, and aligned with state and federal regulations. Our approach prioritizes re-engagement, restorative practices, and alternative remedies to suspension whenever possible.

### School-Wide Model for Reengaging Students in Learning

- Hilltown prioritizes restorative practices, mediation, and collaborative problem-solving to support students in learning from behavioral incidents while remaining engaged in their education.
- When suspension is necessary, students are provided with academic services to ensure continued progress.

### Procedures for Alternative Remedies

1. Mediation & Conflict Resolution: Students involved in conflicts may participate in facilitated discussions with a staff mediator to resolve issues collaboratively.
2. Collaborative Problem-Solving: Staff work with students to identify the root causes of behavioral challenges and develop proactive strategies.
3. Documentation of Alternative Remedies: The school maintains records of alternative interventions used, including their outcomes.
4. Justification for Not Using Alternative Remedies: If an alternative remedy is deemed unsuitable, documentation explaining the rationale is provided.

### Procedures for Suspension and Expulsion

#### 1. Notice of Suspension and Hearing

- Prior to suspension, the student and parent/guardian receive written notice, detailing the reason for the suspension, duration, and hearing rights.
- The student has an opportunity to respond before disciplinary action is imposed.



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## 2. Emergency Removal

- In cases where a student poses an immediate threat to safety, school administration (Director of Teaching and Learning or Head of School) may remove the student temporarily, with a hearing scheduled within 48 hours.

## 3. Director Hearings

- Short-Term Suspension (10 Days or Fewer): The Director of Teaching and Learning holds an informal hearing where the student and caregiver may present their side before a decision is made.
- Long-Term Suspension (More than 10 Days): A formal hearing is held, where students have the right to legal representation, to present evidence, and to appeal the decision.

## 4. In-School Suspension

- Students may be assigned in-school suspension as an alternative to out-of-school suspension, allowing them to continue academic work under supervision.

### **School-Wide Education Service Plan (Academic Support During Suspension/Expulsion)**

Hilltown ensures that students who are suspended or expelled for more than 10 consecutive days have access to educational services to allow academic progress.

1. Academic Continuity:
  - Students receive assignments, instructional materials, and access to remote or in-person tutoring to ensure they stay on track.
  - Services align with Massachusetts Curriculum Frameworks to maintain consistency with peers.
2. Notification of Educational Services:
  - The Director of Teaching and Learning or designee informs students and parents of available educational services at the time of suspension/expulsion.
  - Families receive written documentation of how to access these services.
3. Facilitating Enrollment in Services:
  - The school ensures that students are connected with appropriate academic services promptly.
  - Staff verify student participation and academic progress during the period of suspension or expulsion.



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## Periodic Review of Discipline Data

- The school regularly reviews discipline data, disaggregated by race, gender, disability status, and other protected categories, to ensure fairness and equity in disciplinary actions.

## Alternatives to Suspension

- Hilltown prioritizes alternatives, including behavior contracts, family engagement meetings, and counseling interventions, to minimize exclusionary discipline while addressing behavioral concerns.

By implementing these procedures, Hilltown Cooperative Charter Public School upholds its commitment to equity, student support, and compliance with all applicable laws and regulations.