



**Student & Family Handbook  
2019-2020**

**20 WARREN STREET  
BRIGHTON, MA 02135  
617-635-9860**

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## Administrative Staff

Matt Holzer  
**Headmaster**

Jeff Becker  
**Assistant Headmaster**

Amanda Hansen  
**Instructional Leader**

Brian Gonsalves  
**Director of Student Support**

Ryne Deckard  
**Director of Technology**

Jennifer Rios  
**Head Staff Assistant**

June Grunert  
**Coordinator of Special Education**

Jodi Then  
**School Counselor, High School**

Vanessa Brea  
**School Counselor, Middle School**

Chamberlain Segrest  
**Director of Green Programs**

Dre Woodberry  
**Enrollment & Outreach Coordinator**

Andrea Kunst  
**Development Coordinator**

## Mission

**Boston Green Academy** welcomes diverse students of all abilities, educates and empowers them to succeed in college and career, and prepares them to lead in the sustainability of our community and world.

## Statement of NonDiscrimination

Boston Green Academy, in accordance with the nondiscrimination policies of the Boston Public Schools, does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, criminal record (inquiries only), disability, pregnancy, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat, or harassment that demeans individuals' dignity or interferes with their ability to learn or work.

## School Calendar

### **School Hours & Schedule:**

Monday, Tuesday, Thursday, Friday:	8:00am – 3:00pm
Wednesday:	8:00am – 12:00pm
Breakfast Program (cafeteria):	7:15am – 7:55am

<b>September 5:</b>	First day of school at BGA
<b>September 26:</b>	Back to School Night
<b>October 14:</b>	Columbus Day, No school
<b>November 11:</b>	Veterans' Day, No school
<b>November 27:</b>	Early release for students and staff
<b>November 28-29:</b>	Thanksgiving Recess: No school
<b>December 23:</b>	Winter Recess Begins, No school
<b>January 2:</b>	Staff Professional Development Day - No school for students
<b>January 6:</b>	Students return from Winter Recess
<b>January 20:</b>	M. L. King Jr. Day, No school
<b>February 17:</b>	Presidents' Day, No school
<b>February 17-21:</b>	February Recess, No school
<b>February 24:</b>	Students return from February recess
<b>April 10:</b>	Good Friday - No School
<b>April 13-17:</b>	High School Project Week
<b>April 20:</b>	Patriots' Day, No School
<b>April 20-24:</b>	Spring Recess, No School
<b>April 27:</b>	Students return from Spring Recess/Senior Internships Begin
<b>May 25:</b>	Memorial Day, No school
<b>June 11:</b>	Graduation ( <i>Tentative</i> )

**June 18 (or day 179):** Early release for students\*\*

**June 19 (or day 180):** Last day of school, Early release for students\*\*

\*\*Day 179/180 depend on if/how many school cancellations we have in 2019-2020.

## **Admissions**

### **School Registration:**

Students interested in enrolling at BGA must fill out an application of admission available in the main office and on our [website](#). Eligible students must reside within the City of Boston. Once complete, the students name will be entered into the Lottery held each February. The lottery is held to designate seats for students in the 6th and 9th grade (our primary years of entry) and to backfill any grades that have open seats.

### **Wait List:**

Students not selected for a seat via the lottery will be placed on a wait list. As vacancies present, names will be taken from the waitlist and communication sent home to families to offer a seat. The wait list remains active until the following school Lottery process in February.

## **Attendance**

### **Absences:**

Parents/Guardians/Caregivers are asked to email the school at [attendance@bostongreenacademy.org](mailto:attendance@bostongreenacademy.org) or send a letter (to be delivered to the Main Office) with the student to report the absence. An absence note (on paper or via email) would ideally be submitted prior to the absence, but can be sent upon the return of the student. This communication must include the student's name, date of the absence(s), reason for the absence, Parent/Guardian/Caregiver signature and phone number. A student must attend school for at least a half-day to be marked "present" for daily attendance.

A personal illness can be excused by a parent, but repetitive or chronic absences must be excused by a note from a health care provider. For a detailed description of excused vs. unexcused absences, please refer to page 14 of the "Guide to the Boston Public Schools for Families and Students" located on the [BPS website](#).

Having an excused absence does not excuse the student from doing the work for the classes they have missed. Students must communicate with their teachers to receive any missed assignments.

Students are allowed no more than 3 unexcused absences from class/school for each of the 4 terms and no more than 12 unexcused absences for the year. Students with more than 3 unexcused absences in a term can receive a grade of "NC" on their report card. Students should refer to their teachers' syllabi for specific teacher attendance policy.

Students absent for 10 or more consecutive days of school will be invited, along with a parent/guardian, to attend a meeting to discuss the importance of attending school and the negative impacts, and legal ramifications, of the extended absence or truancy.

### **Tardiness:**

*If Student is late to class:*

- Come in quietly, take your assigned seat, and wait for the teacher to acknowledge you.
- Please see individual teacher policies and procedures for handling this form of misconduct.
  - Repeated offenses are likely to be referred to the Student Support Team for further interventions that include, but are not limited to, after school detention/reflection, community service, and parent/guardian meeting.
- If a student is tardy 5 or more times it can result in being disqualified from participating in after school SPORTS/ACTIVITIES and scheduled field trips; as determined by the Administration.
- If a student is tardy 5 times, it will equate to one unexcused absence from that course. 5 unexcused absences in a marking period will result in a significant loss of the participation grade.

*If Student is late to school:*

- Any student arriving to school after the 8:00am bell will be marked as tardy. They must sign in at the tardy desk to obtain a pass that will permit access into their class.
- Excessive instances of being late to school (3 or more in one week/10 or more in one marking period) will be handled directly by the SST. Family meetings will occur in an attempt to address the cause of the lateness and discuss a routine for the student to begin arriving to school in a timely manner. Loss of privileges and student detention/reflection are some potential consequences.

### **Early Dismissal:**

If it is necessary for a student to be dismissed early for doctors' appointments, family emergencies, etc., a parent/legal guardian must:

- Submit a note to the main office or an email to [attendance@bostongreenacademy.org](mailto:attendance@bostongreenacademy.org)
- The note must include - Name of student, name of Parent/Caregiver, reason for dismissal, time of dismissal, phone number, and Parent/Caregiver signature.
- If signing a student out in person, an identification must be presented that matches the name of an approved Parent/Guardian/Caregiver/Emergency Contact in Aspen.

## Facility

### **Visitors:**

Active involvement of families in their student's education is key to student success. We welcome visitors to the school, but have developed the following guidelines to limit classroom distractions and ensure the safety of our students in the building.

All visitors MUST visit the main office upon entering the building and obtain a Visitor's Pass. You will sign in and out here, and be directed to your destination. BGA reserves the right to escort anyone without a Visitor's Pass out of the building immediately.

Please note, you must make an appointment to have the opportunity to meet with school staff. Walk-in appointments cannot be accommodated in most circumstances. This applies to any visitor wishing to observe a class/student.

Thank you for your cooperation in observing these guidelines. Rest assured that our goal is to maintain a safe, secure, and positive learning experience for all of our students.

### **Hall Passes:**

- No passes will be provided to students the first 10 minutes and last 10 minutes of class.
- Students outside of class must have a hall pass or a tardy pass in their possession at all times.
- Abuse of the pass system may result in pass restriction and loss of privileges.

### **Lockers:**

#### High School:

- Boston Green Academy will provide a locker and lock for interested high school students on a first come, first served basis.

#### Middle School:

- No middle school student will have a locker to start the school year. Grade level Teacher teams will determine if their grade level will have access to lockers. This decision will be made based on a number of factors including grade level data on academics, timeliness to class and timeliness to school.
- If a Grade level Teacher team decides to issue lockers/locks to students, The SST will coordinate with the teachers to supply locks and assign lockers.
- Students with a locker who show a pattern of tardiness to school and/or class, will lose the privilege of using a BGA locker.

The lockers and locks are the property of Boston Green Academy. Personal property stored in the lockers is done so at the student's own risk. Lockers may be opened and contents examined at any time at the discretion of the Headmaster or his/her designee in order to keep the community safe. You have no right to privacy in these circumstances, since public safety issues will prevail and lockers may be opened and searched at any time. (Everything you

bring into the building becomes accessible to school authorities since the school is a public zone).

Missing locks will be replaced at student expense (**\$5.00**). All students are responsible for cleaning lockers at the end of the year and return locks to an SST member.

Students are allowed to use lockers during the following times:

Before School

Passing Times - Middle School grade level teams will share grade level specific guidelines for when students may visit their lockers.

After School

**Outdoor Classroom:**

Students should be accompanied by an adult at all times when using this facility during school hours. Juniors and Seniors are allowed to use the picnic tables on a first come, first served basis during lunch and must follow the same rules outdoors as they would indoors. A trash can and recycling bin will be provided. This is a junior/senior privilege and will be revoked for violation of rules, including littering.

**Fire Drills and Safe-Mode:**

When a fire alarm sounds, students, at the direction of their teacher, will follow signs posted in classrooms to the nearest exit point of the school. Unless otherwise directed, students will evacuate to the sidewalk, maintaining a clear path to the front door for the fire department. Classes will remain together during this process and attendance will be taken. To ensure the safety of students and teachers we ask that all parties adhere to the request of staff during these alarm(s).

An announcement will be made over the PA system if a need arises to place the school into “Safe-Mode”. During this time, all students will remain in classrooms, the exits will be secured, and students will remain as quiet as possible. Only an announcement over the PA system will take the school out of the Safe-Mode. Communication home will be made asap via School Messenger as to the reason and duration of the Safe-Mode.

**Before School Hours:**

The front doors to Boston Green Academy open for student access starting at 7:15am. No student should be in the building prior to this time.

**After School Hours:**

Boston Green Academy students may remain on campus only under the direct supervision of Boston Green Academy staff (clubs and activities, BGA Library, classrooms with teacher present). Students may not linger on the campus after school unless they are in one of these supervised situations. The building closes at 4:00pm – all students must vacate by this time. Under certain circumstances, students may stay later for scheduled, supervised activities.

**Unauthorized Areas:**

Students may not venture into unauthorized areas. Students found in any area of the building to which they are not assigned, are considered to be in an unauthorized area. Please be aware that certain areas are unauthorized at certain times of the day. For example, if you are in a stairwell while you are supposed to be at lunch, you will be considered to be in an unauthorized area. Students in unauthorized areas are subject to discipline under the Boston Public Schools Code of Conduct.

**Library, Computers, Internet:**

Students are encouraged to visit the Library often and take advantage of the many exciting programs there. During class time, a teacher or staff member must escort students to the Library, or send them with a note including the date, time and signature of the staff member. Before school, during lunch, or after school, students cannot be in the Library unless the Librarian is present. Before and after school, all students are welcome to do their work in the Library and attend activities. The library is a quiet working environment. Conversations should be work-related, constructive, and respectful at all times. The librarian and other staff members will ensure that all students behave appropriately in the Library and may ask students to leave if necessary. Many of the library materials cannot be removed from the premises. Books and materials that may be checked out must be returned promptly and in good condition. Students are liable for any damaged or missing property.

**Student Conduct:****Commitment to Safety, Community, Respect, and Dignity:**

We have high standards for the conduct and character of our students and we expect them to live up to our community ideals. To support this culture, our students will practice restorative justice, self-discipline, and peer-mediated dispute resolution so that they are able to maintain their dignity while confronting difficult choices and their consequences. Boston Green Academy embraces common language and core values to maintain consistent expectations and foster positive outcomes for our students.

*BGA has adopted the BPS Code of Conduct*

**Safety Guidelines:**

- Try it On
- It's OK to Disagree
- No Shame, Blame or Attack
- Take 100% Responsibility
- Keep Our Community Safe

### **The 5 R's:**

- BGA's Middle School Core Values – these 5 words will be in the hearts and minds of every BGA Middle Student and Adult.

**R**espect

**R**esponsibility

**R**estraint

**R**eciprocity

**R**edemption

### **School Based Rules\*:**

- Adhere to the cell phone/electronics policy at all times – *See below*
- Always practice academic integrity – *See below*
- No profanity, shouting or yelling.
- No disrupting class or distractions in class.
- No bullying – *See below*
- No violent or threatening behavior.
- No insubordination – the refusal to adhere to a directive of a staff member.
- Always follow the student dress policy – *See below*
- Food is not permitted to leave the cafeteria at any time.
- No ordering food for delivery from outside vendors
- No cutting classes, Advisory, or detention/reflection. Any skip of an assigned class, including Advisory and/or detention/reflection, will result in disciplinary action.

**\*Failure to adhere to the student expectations may result in school discipline.**

**\*Repeated violations may result in a violation of the BPS Code of Conduct.**

**\*Please review the [BPS Code of Conduct](#) for a comprehensive list of infractions and consequences.**

### **Cell Phones/Electronic Devices Policy:**

Middle School Students – Cell phones/electronic devices must remain off and out of sight during the entire school day.

High School Students – BGA encourages students to “disconnect” from their device and the distractions they cause throughout the school day. This is most important while in class. For this reason, the following applies to the use of cell phones//earbuds/electronic devices here at BGA:

- Each classroom is equipped with a cell phone charging station where phones will be deposited upon entry to the class and remain for the duration.
- Students may have and use their phones during times of transition as well as during lunch in the cafeteria.
- Earbuds/headphones are not permitted in class at any time.

Certain electronics such as a laptop or tablet that are used solely for academic purposes while in school may be approved for use at BGA. Please speak with the Special Education

Coordinator regarding the use of assistive technology to access education for students with disabilities.

For all emergency phone calls, parents should call the main office or school staff/administrators. Staff/administrators will then notify the student of the emergency with the assistance of the Student Support Team.

Consequences for violation of cell phone policy:

- First Offense – The device is confiscated and returned to the student at the end of the day.
- Second and Subsequent Offenses – For a period of no more than 10 school days, the student will turn in their cell phone at the start of the school day, and have to pick it up at the conclusion of the school day.

NOTE – repeated violations of this policy may subject the student to further discipline, consistent with the BPS Code of Conduct.

**Academic Dishonesty/Plagiarism:**

Part of your writing assignments for Boston Green Academy courses will include researching other people's ideas and using that work as evidence to support your own ideas. **Use of another person's idea or information is permitted as long as credit is given to the person or organization.** Sources may include brochures, reports, Internet sites, books, periodicals, lectures, films, or a variety of other mediums. There are two ways another person's information can be properly included in your academic work. The first is the use of a direct quotation identified by quotation marks and listed in the works cited page. The second is to paraphrase or restate the information in your own words. A paraphrase must be identified by an in-text citation and be listed on the works cited page. Failure to give credit to another person for their work is called plagiarism. Deliberate plagiarism of any source or copying another student's work is prohibited at Boston Green Academy and will result in zero credit for an assignment and be eligible for additional teacher discipline/penalty. Flagrant or repeated violations of plagiarism or cheating will result in a family conference with the BGA Administration.

**Bullying:**

Bullying is a serious issue and can result in disciplinary action by both Boston Green Academy and the BPS. Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending themselves. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); and intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying).

Cyberbullying is when children or teens bully each other using the Internet, mobile phones or other cyber technology. This can include:

- Sending insulting text, email, or instant messages;
- Posting inappropriate or degrading pictures or messages about others in blogs, social media or on Websites;

- Using someone else's username to spread rumors or lies about someone.

Accusations of bullying are taken very seriously and will trigger an investigation by the Student Support Team. The BPS website linked [here](#), has a lot of useful information for students, families and staff with regards to anti-bullying programs and interventions.

Reporting Bullying - students and parents are encouraged to report directly to a staff member or via the Boston Public Schools [reporting form](#).

### **Detention/Reflection:**

*Detention/Reflection is...*

- A consequence for disrupting learning or violating other school based rules
- An opportunity for the student to repair the harm caused by the behavior
- An opportunity for student reflection
- An opportunity for completion of assignments

Assignment of Detention/Reflection:

- Teachers who choose to utilize detention/reflection will have details contained in their classroom policies and procedures document. This may include violations that can result in detention/reflection, time and place of detention/reflection, and outline of expectations during detention/reflection.

Serving Detention/Reflection

- Morning Detentions/Reflections are held Monday – Friday from 7:15am – 7:45am. Check with SST for updated schedule.
- Afternoon detentions/reflections are scheduled from 3:00 pm – 3:30 pm on weekdays other than Wednesday. On Wednesday, detention/reflection is held from 12:00-1:00. Check with SST for location.

### **Hazing:**

- Hazing is not permitted as part of any student organization, club, group or athletic team. Students conducting any hazing of other students will be subject to the BPS Code of Conduct. MA Hazing Law is included below for all students:

### ***Massachusetts General Laws -- Chapter 269***

#### **C. 269, S.17. Crime of Hazing: Definition: Penalty**

*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 any other person. Such conduct shall include whipping, beating, branding,*

*forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.*

*Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St.1987, c.665.*

**C. 269, S.18. Duty 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 or not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.*

**C. 269, S.19. Hazing Statutes To Be Provided; Statement of Compliance and Discipline Policy Required**

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

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

*Each institution of secondary education and each public or private institution of postsecondary 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 postsecondary education shall file, at least annually, a report with the board of higher education and in the case of secondary schools, 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 institution, 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. Added by St.1985, c.536; amended by St.1987, c.665; St.1998, c. 161 §§ 557, 558.*

## **Student Support**

### **Student Support Team (SST):**

BGA student support team is comprised of 3 social workers, 2 guidance counselors, 4 community field coordinators and 1 full time school nurse. This team is responsible for managing student conduct and the mental/physical health of our students. BGA recognizes that our students must be ready to learn as they enter the classroom. The work of the SST helps to make this possible.

### **School Health Office:**

BGA has a full time school nurse. Please call the school to speak with the Nurse regarding medical information and or treatments/medication the student will need during the school day. Regulations require that all medications, both prescription and over the counter, be given only by the school nurse. OTC medicine must be accompanied by written authorization of the Parent/Guardian/Caregiver. Prescriptions must be accompanied by written authorization from the doctor and parent that includes, the student's name, name/signature/contact info of the prescriber, dosage/frequency and duration of the prescription.

### **Mandatory Reporters:**

All staff members at BGA are mandatory reporters. If information threatening the safety of a student or students comes to our attention, such as in the case of child neglect or abuse, the Department of Children & Families must be contacted.

**Outside Programs:**

The West End Boys and Girls Club of Brighton is located a mere 10 minute walk from BGA. The West End offers after school programming for students in a safe and structured environment. Please contact them at 617-787-4044 for more details and registration questions.

## Transportation

All 6<sup>th</sup> Grade students living outside the District walk limit receive corner-to-corner transportation on yellow school buses. Opt-out forms are available through the District. [These forms](#) permit a student to be dropped from bus service and obtain the appropriate MBTA pass.

- Alternative transportation - if a student receiving yellow bus transportation is in need of an alternative dropoff or pickup location, [this form](#) must be filled out.
- Please go to the [BPS transportation](#) webpage for additional and updated information.

**All BGA Students will have access to shuttle buses:**

- Leaving Ashmont Station at 6:25am
- Leaving Andrew Station at 6:45am *\*These times subject to change*

7<sup>th</sup>-12<sup>th</sup> grade students, not on door-to-door transportation, receive 7-day MBTA passes.

- Students who lose their bus pass can see Mr. Deckard in the library to receive a replacement pass. The first replacement pass is provided at no charge. A student will be charged \$5 for a second replacement pass. A third replacement pass (and all subsequent requests) can be charged a \$10 fee.
- 7<sup>th</sup> and 8<sup>th</sup> grade students may [apply for a waiver](#) to be added onto a yellow school bus roster. These requests are heard on a case-by-case basis. In general, there must be a bus already routed with a bus stop within walking distance to the student's home, and there must be an available seat on said bus..

**Arrival to School:**

School buses are scheduled to arrive at BGA between 7:15 and 7:30. If a bus arrives early, students will remain on the bus until 7:15 when the school building opens.

Students are not permitted to walk off campus after arriving on the bus. You MUST proceed into the building after exiting the bus.

Students proceed to the front entrance of school to enter the building and go through our school safety process. Middle School students MUST proceed directly to the cafeteria as they are not permitted in high school hallways and the middle school remains closed until 7:55am.

**Dismissal:**

Students who ride the bus must proceed to the designated bus dismissal location at 2:50 (10 minutes prior to the end of the last block of the day). From there, bus numbers will be called

indicating that students can leave the building and proceed to their bus.

Students riding yellow school bus transportation who do not report to the bus dismissal location are in violation of school rules and will be susceptible to progressive discipline up to and including suspension from riding yellow bus transportation and/or suspension from school.

**What happens if I miss the bus?:**

Following proper procedure will stop this from happening. However, if a bus is missed, the following steps will be taken:

- Parent/Guardian will be contacted to inform them of the situation and determine if they can arrange for pickup or approve alternate means of travel home. If no alternate means exists, BPS transportation will be contacted to see if a “backup bus” is available. These buses are not guaranteed and often delay a student’s arrival home by hours.

**Public Transportation options:**

- **B Line of the Green Line T** to Warren Street stop. Walk up Warren St., school is on the right
- **57 Bus from Kenmore** to the Dustin Street stop which is directly in front of the school
- **66 Bus from Dudley** to Brighton Ave, then take the 57 Bus, which stops at the entrance on Cambridge Street
- **501 Bus from the corner of Franklin and Federal Street:** 501 is a commuter bus; it only runs in the morning (6am – 9am) and evenings (3:30pm – 7:30pm).

**MBTA/District Transportation and Travel Behavior:**

Students are reminded that travel time before and after school is regarded as part of the school day. Accordingly students are subject to the BPS Code of Conduct as they travel to and from school on the MBTA, district transportation, or as they walk or drive to or from school. Students using the MBTA and district transportation should exercise respect and restraint. Students represent Boston Green Academy as they travel to and from school on buses, trains, and trolleys. They must display good manners and respect for themselves and fellow passengers at all times. Behavior such as inappropriate language, playing loud music, horseplay, fighting, smoking, etc. is grounds for suspension from school. If a student loses bus privileges it is the family’s responsibility to provide alternative transportation.

# MIDDLE SCHOOL



## BGA Middle School Bell Schedule 2019-2020

Monday, Tuesday, Thursday, Friday			Wednesday	
	<b>GRADES 6-8</b>		<b>GRADES 6-8</b>	
7:15 - 8:00	<b>Breakfast Programs</b>		7:15 - 8:00	<b>Breakfast Programs</b>
8:00 - 9:05	<b>A</b>		8:00 - 8:48	<b>Block 1</b>
9:08 - 10:13	<b>B</b>		8:51 - 9:39	<b>Block 2</b>
10:16 - 11:21	<b>C</b>		9:42 - 10:30	<b>Block 3</b>
11:24 - 12:15	<b>Advisory/WIN (What I Need)</b>		10:33 - 11:20	<b>Block 4</b>
12:18 - 12:44	<b>LUNCH</b>		11:20 - 11:40	<b>7/8th Grade = Lunch 6th Grade = Advisory</b>
12:47 - 1:52	<b>D</b>		11:40 - 12:00	<b>7/8th Grade = Advisory 6th Grade = Lunch</b>
1:55 - 3:00	<b>E</b>		12:00	<b>Bus Students Dismissed</b>
2:50	<b>Bus Students Dismissed</b>		12:30 - 3:00	<b>Staff PD</b>

### Middle School Dress Policy:

An essential part of Boston Green Academy’s mission is to prepare students for college and career. We believe that an important part of this work is to give students guidance and experience in making clothing choices appropriate to time, place and setting. BGA is a caring school, but it is not the same as being at home or in the community. We believe students need to know and respect those differences. We also believe that students need and deserve times and places to be able to more freely express their culture and identity (within reason and according to BGA’s commonsense Dress Code). Therefore we require all students to follow our Student Dress Policy, a thoughtful set of requirements that reflect

these values. As decided by the BGA Leadership Team in June 2019, the following policies regarding student dress will be in effect:

**Clothing:**

- All students are required to wear BGA clothing on Monday-Thursday. BGA clothing is defined as the following:

**6th grade:** all students must wear BGA blue polo shirts and standard pants (khakis preferred, non-ripped jeans are allowed). Students may wear other BGA apparel (purchased from our vendors or from the BGA School Store) over the polo shirt. BGA hoodies may be worn but the hoods may not be raised while in the building.

**7th and 8th grade:** all students must wear BGA apparel (purchased from our vendors or from the BGA School Store) and standard pants (khakis preferred, non-ripped jeans are allowed). BGA hoodies may be worn but the hoods may not be raised.

**Headgear:**

- Fabric/mesh headgear (caps, do-rags, scarves, wraps, bonnets, sleep wear, etc.) are not allowed at anytime on Monday-Thursday, except for religious reasons. On Friday, headgear is allowed
- Plastic hair accessories (elastics, hair clips, barrettes, headbands, beads) are allowed at any time
- BGA hoodies may be worn but the hoods may not be raised

**Friday:**

- BGA students have “dress down” days every Friday where the uniform expectations above are not enforced. However, the “Dress Code” restrictions listed below are still enforced.

**Dress Code:**

- No exposure of the following: undergarments, bellies, chests, or backs.
- No see-through, low-cut, or revealing clothing.
- No clothing with insulting, distracting, or violent messages, including clothing that endorses drug, alcohol, or cigarette use.
- No strapless shirts or tube tops
- No mini-dresses/skirts
- No sagging or tight pants. No pants with holes.
- Leggings are not pants, they are to be worn with a shirt that covers the buttocks.
- All shorts must be at least half way down the thigh

## Academics

Boston Green Academy is proud to offer a rigorous course schedule that emphasizes the importance of hands-on, student-centered learning experiences. All classes (core and elective) are calculated in the student GPA.

### **Grade Scale:**

Grade:	Percent Range:	GPA Points:
A+	97 – 100	4.3
A	93 – 96	4.0
A-	90 – 92	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	63 – 66	1.0
D-	60 – 62	0.7
F	0 – 59	0.0

A – Overall rating of Excellent. Student has produced a mixture of proficient and advanced work on all material meeting and/or exceeding standards.

B – Overall rating of Above Average. Student has produced proficient work on all material meeting the standards set forth.

C – Overall rating of Proficient. Student has completed proficient work on the most important objectives, and proficient or partially proficient on others.

D – Overall rating of Needs Improvement. Student has completed proficient work on greater than 60% of the assigned material.

F – Overall rating of Poor. Student has completed proficient worker on fewer than half of the stated objectives.

### **Classroom Routines:**

The following uniform practices can be expected in each class at BGA:

- Common Board/Slide Format
  - Objective, Do Now, Agenda, Exit Ticket
    - Agenda will include the name of the activity/work product, student work expectations and a timed breakdown of action steps.
- Check for Understanding
- Exit Ticket/Assessment
- Weekly Learning Preview (posted for each week):
  - Essential question of the week

- o Vocabulary:
- o Learning & Work statement - “This week we will be learning \_\_\_\_\_ and you will be asked to \_\_\_\_\_.”
- o Academic Skills:
- o Human Skills (21st century skills)

**Promotion Requirements:**

BGA makes every effort for a student in the 6th or 7th grade to be promoted to the next grade level. For a wide variety of reasons, retention is seen as a last resort. However, if a student has not exemplified the requisite skills for the next grade level, has failed multiple classes, and/or has poor attendance, a parent meeting will be scheduled to discuss the possibility of being retained. The final decision on promotion/retention will be made by the school administration.

At the end of term two, the School Counselor will review grades with grade level teams, and notify families of students who are off track. Students may be placed on an academic contract, and be mandated to attend homework club and tutoring for extra academic support. Another family meeting will be required at the end of term 3 to discuss progress.

8th grade students must show that they have the requisite skills necessary to find success in the rigors of high school work in order to be promoted to the 9th grade. Students on IEP should be making adequate progress towards their IEP goals. Summer school may be required if students have failed two or more courses. Failure to attend summer school could result in retention.

**Athletics**

BGA has an existing partnership with Brighton High School for athletics that will continue for the 2019-2020 school year. This partnership means that BGA students will have the opportunity to participate on the athletic teams offered by Brighton High School. This partnership enables our **student-athletes in grades 7-12** to participate in a wide array of athletic opportunities without the burden of significant lost class time.

This winter season, for both boys and girls basketball, BGA will be the host school for Boston United basketball and cheerleading - a partnership with the Quincy Upper School and the Mary Lyon School.

**Team Offerings:**

Fall Season

- Cheerleading
- Football
- Volleyball
- Soccer (boys and girls)

Winter Season

- Indoor Track
- Boys Basketball\*
- Girls Basketball\*

Spring Season

- Outdoor Track
- Baseball
- Softball
- \* *BGA team*

# HIGH SCHOOL



## High School Bell Schedule 2019-2020

Monday, Tuesday, Thursday, Friday				Wednesday	
	GRADES 9 and 12		GRADES 10 and 11		GRADES 9 -12
7:15 - 8:00	Bfast (Optional)	7:15 - 8:00	Bfast (Optional)		7:15 - 8:00 Bfast (Optional)
8:00 - 8:56	A	8:00 - 8:56	A		8:00 - 8:36 A
9:00 - 9:56	B	9:00 - 9:56	B		8:40 - 9:16 B
10:00 - 10:56	C	10:00 - 10:56	C		9:20 - 9:56 C
11:00 - 11:26	Lunch	11:00 - 11:26	Advisory		10:00 -10:36 D
11:30 -11:56	Advisory	11:30 - 11:56	Lunch		10:40 -11:16 E
12:00 -12:56	D	12:00 - 12:56	D		11:20 -12:00 F
1:00 - 1:56	E	1:00 - 1:56	E		12:00 - 12:30 Dismissal or Lunch (Opt)
2:00 - 3:00	F	2:00 - 3:00	F		12:30 -3:00 G/Staff PD

### High School Dress Policy:

An essential part of Boston Green Academy’s mission is to prepare students for college and career. We believe that an important part of this work is to give students guidance and experience in making clothing choices appropriate to time, place and setting. BGA is a caring school, but it is not the same as being at home or in the community. We believe students need to know and respect those differences. We also believe that students need and

deserve times and places to be able to more freely express their culture and identity (within reason and according to BGA's commonsense Dress Code). Therefore we require all students to following our Student Dress Policy, a thoughtful set of requirements that reflect these values. As decided by the BGA Leadership Team in June 2019, the following policies regarding student dress will be in effect:

**Clothing:**

- BGA high school students may choose their own attire so long as it conforms to the BGA Dress Code as outlined in the BGA Student Handbook. All students are strongly encouraged to wear BGA clothing any day of the week. BGA clothing is available from our vendor or through the BGA School Store. Hoodies may be worn but the hoods may not be raised.

**Headgear:**

- Fabric/mesh headgear (caps, do-rags, scarves, wraps, bonnets, sleep wear, etc.) are not allowed at anytime on Monday-Thursday, except for religious reasons. On Friday, headgear is allowed
- Plastic hair accessories (elastics, hair clips, barrettes, headbands, beads) are allowed at any time

**Dress Code:**

- No exposure of the following: undergarments, bellies, chests, or backs.
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## **Academics**

Boston Green Academy is proud to offer a rigorous course schedule that emphasizes the importance of hands-on, student-centered learning experiences. All classes (core and elective) are calculated in the student GPA.

## Grade Scale:

Grade:	Percent Range:	GPA Points:	AP GPA Points:
A+	97 – 100	4.3	5.3
A	93 – 96	4.0	5.0
A-	90 – 92	3.7	4.7
B+	87 – 89	3.3	4.3
B	83 – 86	3.0	4.0
B-	80 – 82	2.7	3.7
C+	77 – 79	2.3	3.3
C	73 – 76	2.0	3.0
C-	70 – 72	1.7	2.7
D+	67 – 69	1.3	2.3
D	63 – 66	1.0	2.0
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## Classroom Routines:

The following uniform practices can be expected in each class at BGA:

- Common Board/Slide Format
  - Objective, Do Now, Agenda, Exit Ticket
    - Agenda will include the name of the activity/work product, student work expectations and a timed breakdown of action steps.
- Check for Understanding
- Exit Ticket/Assessment
- Weekly Learning Preview (posted for each week):
  - Essential question of the week
  - Vocabulary:
  - Learning & Work statement - “This week we will be learning \_\_\_\_\_ and you will be asked to \_\_\_\_\_.”
  - Academic Skills:
  - Human Skills (21st century skills)

**Promotion/Retention Policy:**

Promotion/Retention decisions at the high school level (grades 9-11) are made based primarily upon the student’s progress towards completing the BPS and BGA graduation requirements. Efforts are made to move students forward, but if the student falls too far off track, and is in need of making up an entire year’s worth of academic courses as of the start of the school year, he/she will be retained in their grade level.

If a Core course(s) (those required for graduation) is failed, it must be made up in BPS summer review.

To be considered a senior, the student must have earned at least 10 credits in courses required for graduation. A student falling short of this will repeat the year as a junior.

**Graduation Requirements:**

The following graduation requirements apply to the Class of 2020:

**In order to graduate, all students must pass**

<ul style="list-style-type: none"> <li>● 4 Core Science: <ul style="list-style-type: none"> <li>○ Environmental Science</li> <li>○ Biology</li> <li>○ Chemistry</li> <li>○ Physics</li> </ul> </li> <li>● 4 Core Humanities <ul style="list-style-type: none"> <li>○ Humanities 1</li> <li>○ Humanities 2</li> <li>○ Humanities 3</li> <li>○ Humanities 4</li> </ul> </li> <li>● 2 World Language <ul style="list-style-type: none"> <li>○ World Language 1 (Spanish 1)*</li> <li>○ World Language 2 (Spanish 2)*</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● 4 Core English Language Arts <ul style="list-style-type: none"> <li>○ FLIT 9</li> <li>○ FLIT 10</li> <li>○ FLIT 11 OR AP Language</li> <li>○ FLIT 12 OR AP Literature</li> </ul> </li> <li>● 4 Core Math <ul style="list-style-type: none"> <li>○ Algebra (Integrated Math I)</li> <li>○ Geometry (Integrated Math II)</li> <li>○ Advanced Algebra</li> <li>○ Pre-Calculus or AP Calculus</li> </ul> </li> </ul> <p>*Can be waived for ESL/Special Education students on a case-by-case basis.</p>
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Students must be scheduled for a core course their senior year even if they have met the graduation requirements by the end of junior year.

<p>Additionally, all students are required to be scheduled for, and successfully complete the following courses between grades 9-12:</p> <ul style="list-style-type: none"> <li>● 2 Electives</li> <li>● 1 Physical Education</li> <li>● 4 Advisory</li> <li>● 2 High School Career Development</li> </ul>	<p><b>Other graduation requirements:</b></p> <p>Junior Review  Senior Internship  Community Service – 40 hours  Pass Science, ELA and Math MCAS</p>
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*For the class of 2021 and beyond, BGA reserves the right to add to this list.*

## **Graduation Ceremony Policy:**

Graduation from high school is a very important and special occasion. Boston Green Academy honors our graduates with formal ceremonies during which we present diplomas, scholarships, and other recognitions. Only those students who have met all BGA high school promotion requirements and met the state's Competency Determination requirements for ELA, math, and science & technology/engineering MCAS tests may participate in high school graduation exercises and receive a diploma.

Students who have not met graduation requirements may not participate in the graduation ceremony in any way. This includes not meeting internship, community service or portfolio requirements.

There are two exceptions to this policy:

1. Special education students with significant disabilities who are 22 years old and exiting high school based on their age and attainment of IEP goals will receive a **Certificate of Achievement** and are permitted to participate.
2. Other students who meet all of the requirements below may participate:
  - a. Student has no more than nine unexcused absences in the current school year (95% attendance)
  - b. Student has taken the MCAS exam at least three times in each subject which the student didn't pass, and has submitted at least two appeals (cohort and portfolio)
  - c. Student has met all BGA graduation requirements and is both a student in good academic standing and a student without significant incidents of misconduct.

## **Course Offerings:**

Please see the "Course Offerings" document which is under construction and soon to be posted on the BGA website.

## **Homework:**

Students are responsible for writing down assignments and turning them in by the established deadlines. Agendas will be provided to all students to assist in tracking assignments. Homework is an important part of the grading criteria for each marking term.

## **Athletics**

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partnership enables our student-athletes to participate in a wide array of athletic opportunities without the burden of significant lost class time.

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Soccer (boys and girls)

Winter Season

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Boys Basketball\*

Girls Basketball\*

Spring Season

Outdoor Track

Baseball

Softball

\* BGA teams