

**Student & Family Handbook**

**2018-2019**

## 20 WARREN STREET

## BRIGHTON, MA 02135

## 617-635-9860

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**Director of Student Support**

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**Director of Technology**

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**Coordinator of Special Education**

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**High School School Counselor**

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**Middle School School Counselor**

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**Director of Green Programs**

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**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.

**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

**September 6:** First day of school at BGA

**September 12:** Middle School Summer Reading Presentations

**September 14**: High School Summer reading Presentations

**September 26**: Back to School Night

**October 8:** Columbus Day, No school

**November 12:** Veterans’ Day, No school

**November 21:** Early release for students and staff

**November 22-23:** Thanksgiving Recess: No school

**December 24:** Winter Recess Begins, No school

**January 2:** Staff Professional Development Day - No school for students

**January 3:** Students return from Winter Recess

**January 21:** M. L. King Jr. Day, No school

**February 18:** Presidents’ Day, No school

**February 18-22:** February Recess, No school

**February 25:** Students return from February recess

**March 30:** Good Friday - No School

**April 8-12:** High School Project Week

**April 15:** Patriots’ Day, No School

**April 15-19:** Spring Recess, No School

**April 22:** Students return from Spring Recess/Senior Internships Begin

**May 27:** Memorial Day, No school

**June 13:** Graduation

**June 17 (or day 179):** Early release for students\*\*

**June 18 (or day 180):** Last day of school, Early release for students\*\*

\*\*Day 179/180 depend on if/how many school cancellations we have in 2018-2019.

**Admissions**

**School Registration:**

Students interest 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.

**Waiting List:**

Students not selected for a seat via the lottery will be placed on a waiting 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:**

A student must attend school for at least a half-day to be marked “present” for daily attendance. Parent/caregivers are asked to call the attendance line at 617-635-8431 or email the school at attendance@bostongreenacademy.org to report the absence of their student. An absence note should be included in the email or sent in with the student upon their return. This communication must include the student’s name, date of the absence(s), reason for the absence, Caregiver signature and phone number.

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 4 unexcused absences from class/school for each of the 4 terms and no more than 16 unexcused absences for the year.  Students with five or more total unexcused absences in a term shall receive a significantly reduced participation grade. 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, 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 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 contact the main office for approval regardless of students age.

* Students are required to bring a note from their parent or guardian that provides the student and parent/guardian name/signature, parent phone number, reason for dismissal and time of dismissal.
* If students are feeling ill, they must see the school nurse in order to receive approval for early dismissal. The nurse will contact the student caregiver to discuss options.
* Students who are dismissed early for any reason must sign out at the Main Office.
* Any Caregiver who arrives to the school in person to have their student dismissed will be asked to show proper identification. This must show them to be an approved guardian in our Student Information System (Aspen).

**Facility**

**Visitors:**

Active involvement of families in our 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.

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:**

Boston Green Academy will provide a locker and lock for interested high school students on a first come, first served basis. Middle School students will be assigned a locker and provided a lock depending on grade level decisions. 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 ($4.00). 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 will stay in place and await instructions. If it is necessary to evacuate the building, students will be notified by intercom. Instructions for leaving the building are posted in each classroom. Unless otherwise directed, students will evacuate to the sidewalk, maintaining a clear path to the front door for the fire department. 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 ConnectEd 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 Boston Public School 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. Before school, during lunch, or after school, students cannot be in the Library unless a 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

**Student Expectations\*:**

* No visible electronic devices during academic day – *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 wear appropriate attire – *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. Any skip of an assigned class or

 period, including Advisory and detention, will result in a 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 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.

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 student of 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 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 him or herself. 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.

**Detention:**

*Detention is…*

* A consequence for disrupting learning
* An opportunity for student reflection
* An opportunity for completion of assignments

Serving Detention

* Morning Detentions are held Monday – Friday from 7:15am – 7:45am. Check with the SST for updated schedule.
* Afternoon detentions are held every day (with the exception of Wednesday) from 3:00 pm – 3:30 pm. Check with the SST for location.
* A student who is given three or more 30-minute detentions in one week will result in automatic meeting with the family and advisor, which may result in additional disciplinary action.

**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 it 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 our school nurse. This team is responsible for managing student conduct and the mental 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. These 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 will 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 6th Grade students receive corner-to-corner transportation on yellow school buses. Opt-out forms are available through the District. [These forms](https://docs.google.com/forms/d/e/1FAIpQLScUYmzZ52uDrkDqOuHZjgRVFL1OxVdCu2AlqdBlDjt7mNlUSA/viewform) permit a student to be dropped from bus service and obtain the appropriate MBTA pass. This is the only way a 6th grade student, or a student on door to door transportation, can receive an MBTA pass.

* Alternative transportation - if a student receiving yellow bus transportation is in need of an alternative dropoff or pickup location, [this form](https://docs.google.com/forms/d/e/1FAIpQLSd_04BHgqaGe6m_NRhNhWJXZ6D_vWUUlutnfq6H4UtrBtcqpQ/viewform) must be filled out.
* Please go to the [BPS transportation](https://www.bostonpublicschools.org/Page/6224) webpage for additional and updated information.

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

* Leaving Ashmont Station at 6:35am
* Leaving Andrew Station at 6:50am

7th-12th 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.
* 7th and 8th grade students may [apply for a waiver](https://docs.google.com/forms/d/e/1FAIpQLSeGUIAEtDUAi8n2ahTzHBAsmuZoyD-gGmCTP8ld0uVRRGk7qQ/viewform) 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 proceed directly to the cafeteria. Students may not go to their lockers at this time.

**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 the Boston Public Schools Code of Conduct 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 they can provide a “backup bus”. 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 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**

2018-2019

|  |  |  |
| --- | --- | --- |
| **Monday, Tuesday, Thursday, Friday** |  | **Wednesday** |
|  | **GRADE 6** | **GRADES 7 and 8** | **GRADES 6-8** |
| **7:15- 8:00** | **Breakfast Programs** | **Breakfast Programs** | **7:15- 8:00** | **Breakfast Programs** |
| **8:00- 9:10**  | **A** | **A** | **8:00- 8:48**  | **Block 1** |
| **9:13- 10:23**  | **B** | **B** | **8:51- 9:39** | **Block 2** |
| **10:26- 11:36**  | **C** | **C** |
| **11:39- 12:02**  | **Lunch** | **Advisory** | **9:42- 10:30** | **Block 3** |
| **12:05-****12:28**  | **Advisory** | **Lunch** | **10:33- 11:20** | **Block 4** |
| **12:31-****1:44**  | **D** | **D** | **11:20-****11:40** | **7/8th Grade = Lunch****6th Grade = Advisory** |
| **1:47- 3:00** | **E** | **E** |
| **11:40-****12:00** | **7/8th Grade = Advisory****6th Grade = Lunch** |
| ***2:50*** | **Bus Students Dismissed** | **Bus Students Dismissed** | **12:30-****3:00** | **Staff PD** |

**Middle School Uniform Expectations:**

All Middle School students are required to wear a uniform each day. Our uniform policy helps build a cohesive, unified team and aims to reduce the stress on the student and family when deciding what outfit is appropriate for school. We will have occasional dress down days on which students may express themselves freely and appropriately.

**Middle School Uniform:**

BGA Polo Shirt and/or Green Pride Sweatshirt

Sneakers

Pants - students may wear pants of their choosing that fit the dress code requirements.

**Pants/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 hats or head coverings, which include: scarves, bandanas, wraps, or

do-rags (with the exception of those worn for religious purposes)

* 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 electives) 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 Format
	+ Objective, Do Now, Agenda, Homework
* Weekly Learning Calendars
	+ Standards, Objectives, Activities & Assessments, Homework
* Check for Understanding
* Exit Ticket/Assessment

**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 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 2018-2019 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 teams

**HIGH SCHOOL**



 **High School**

**Bell Schedule**

2018-2019

|  |  |
| --- | --- |
| **Monday, Tuesday, Thursday, Friday** | **Wednesday** |
|  | **GRADES 9 and 10** |  | **GRADES 11 and 12** | **GRADES 9-12** |
| **7:15- 8:00** | **Breakfast (Optional)** | **7:15- 8:00** | **Breakfast (Optional)** | **7:15- 8:00** | **Breakfast (Optional)** |
| **8:00- 8:57** | **A** | **8:00- 8:57** | **A** | **8:00- 8:36** | **A** |
| **9:00- 9:57** | **B** | **9:00- 9:57**  | **B** | **8:40- 9:16** | **B** |
| **10:00-****10:57**  | **C** | **10:00-****10:57**  | **C** | **9:20- 9:56** | **C** |
| **11:00-****11:27**  | **Lunch** | **11:00-****11:57** | **D** | **10:00-10:36** | **D** |
| **11:30-****11:57**  | **Advisory** | **12:00-****12:27**  | **Advisory** | **10:40-11:16** | **E** |
| **12:00-****12:57**  | **D** | **12:30- 12:57**  | **Lunch** | **11:20-12:00** | **F** |
| **1:00- 1:57**  | **E** | **1:00- 1:57**  | **E** | **12:00-12:30** | **Partial Dismissal/****Lunch (Optional)** |
| **2:00- 3:00**  | **F** | **2:00- 3:00**  | **F** | **12:30-3:00** | **G / Staff PD** |

**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 hats or head coverings, which include: scarves, bandanas, wraps, or

do-rags (with the exception of those worn for religious purposes)

* 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 electives) 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

D- 60 – 62 0.7 1.7

F 0 – 59 0.0 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 Format
	+ Objective, Do Now, Agenda, Homework
* Weekly Learning Calendars
	+ Standards, Objectives, Activities & Assessments, Homework
* Check for Understanding
* Exit Ticket/Assessment

**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 2019:

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

* 4 Core Science:
	+ Environmental Science
	+ Biology
	+ Chemistry
	+ Physics
* 4 Core Humanities
	+ Humanities 1
	+ Humanities 2
	+ Humanities 3
	+ Humanities 4
* 4 Core English Language Arts
	+ English 9
	+ English 10
	+ English 11 OR AP Language
	+ English 12 OR AP Literature
* 4 Core Math
	+ Algebra
	+ Geometry
	+ Advanced Algebra
	+ Pre-Calculus or AP Calculus
* 2 World Language
	+ World Language 1 (Spanish)\*
	+ World Language 2 (Spanish)\*

\*Can be waived for ESL/Special Education students on a case-by-case basis.

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.

Additionally, all students are required to be scheduled for, and successfully complete the following courses between grades 9-12:

* 2 Electives
* 1 Physical Education
* 4 Advisory
* 2 High School Career Development

**Other graduation requirements:**

Junior Review

Thesis Paper

Senior Internship

Community Service – 40 hours

Pass Science, ELA and Math MCAS

For the class of 2020 and beyond, BGA reserves the right to add to this list of graduation requirements.

**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 “walk across the stage” and receive a blank piece of paper in place of a diploma. 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.

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