



EAST BOSTON HIGH SCHOOL

Class, Pride & Tradition Every Day Since 1880



School Based Rules

® *EBHS Web Development Team*



SCHOOL-BASED RULES

The staff and students at East Boston High School are expected to respect each other's rights and privileges in order to create the proper climate to further the learning process. The administration will utilize all the remedial resources available in our schools, community and city to assist our students. Depending upon the severity of the offense, the teacher may take immediate corrective measures, e.g., confer with the student, detention, contact parents, etc.

*Phillip R. Brangiforte
Headmaster*

Disciplinary Action

A description of each of the possible responses to disciplinary problems are as follows:

Detention

A student is expected to report for detention on time and to behave in an orderly manner. Students who are serving detention must provide their own transportation. At East Boston High School there are two types of detention:

School detention, which is assigned by administrators, is for one to three days for 45 minutes per day in either the morning or afternoon.

Teacher detention is for up to 60 minutes before or after school for a maximum of 3 days. After three teacher detentions, teacher may refer student to Staff Assistant.

Loss of school privileges.

Students may be denied the right to participate in a given activity for as long as one week at a time. Included are athletic contests, field trips, and competitions. Continued problems may result in the loss of school privileges for more extended periods of time.

Restitution

Students are required to replace or pay for stolen or vandalized property, equipment, etc. Failure to pay restitution for property damage and vandalized, stolen or private property may result in court action.

Referral

Students may be referred to resources both in and outside of East Boston High School. These services include, but are not limited to, guidance counseling, referral by the student support services coordinator, intervention and counseling juvenile round table, Chapter 766 and health-related service agencies who offer programs at the school.

Confiscation

Inappropriate items, e.g., laser rods, hats, MP3 players, iPods, PEDS, cellular phones, headphones, cards, open cans or bottles, lighters and cigarettes, sunglasses, spray paint, permanent markers, chains, studded jewelry, etc. will be taken from the student and returned at the end of the school day. Detention will be assigned. For repeat offenders, the items will only be returned to a parent. Water pistols/water guns: Students are reminded that such items, although toys, are inappropriate in a school setting. All such objects will be confiscated and returned to a parent/guardian. Students using such objects are disrupting school activities and are subject to appropriate penalties.

Attendance

All students are expected to conform to the attendance policies of the Boston Public Schools. (See page two of this booklet for these policies.) The absences of students for the following reason will be excused (X) if the student presents official documentation:

- **Medical**
- **Legal**
- **Death in Family**
- **Verifiable Notes from Parents.**

Tardiness

School is in session between 7:30a.m. – 1:50 p.m. A student is considered school tardy if he/she is not in the first academic period by 7:30a.m. From 7:31 through block one all students are marked with a T. These students must pick up a tardy slip at the front door before reporting to the first period academic class.

- 7:30 – 7:50 AM Recorded in Aspen as tardy, however no repercussions. (40-40-60 is in play). Automatic phone call home (ConnectEd).
- 7:51 to 10:30: First five tardies are free.
 - o 6th to 8th tardies: parent contact, detention (tardy today, detention same day).
 - o 9th and 10th tardies: could result in in-house suspension (all day) as follow.

Student will serve an all day suspension receiving work from all his teachers to do during the day. Student will also receive a contract to take home for parent's signature informing the parent that if their child is late again the parent will need to come to school with the child. This procedure repeats again from the 6th tardy every time the student is late after the 10th time.

NOTES:

*** No student will be allowed into the building after **10:30 a.m. (exception) Official documentation**

*** All tardies are recorded and count towards 40/40/60.

*** All parents will receive an automated phone call each time the student is late.

*** Notes: **Only notes which are official** will be accepted and will excuse the students tardy and

students will be exempt from the detentions and 40/40/60.

(Ex Note): Court/Medical
Notes from parents will not be accepted!!!

*** Students who have been tardy 6 or more times - parents will receive a phone call and
 parent conference subject to suspension

Tardy/Attendance policy:**40/40/60 = 40 absences & 40 tardies COMBINED = 60**

Yearly: Any student who has 40 days absent or tardy, or the two together total 60 (ex: 35 absent, 25 tardy) will not be allowed to participate in any school related activities for the remainder of the school year. This includes, Scholarship eligibility, Graduation ceremony, senior or junior prom, athletics, NHS, clubs, field trips, any other school-related activities. This also includes attending the academic and athletic banquets. A student who feels he or she has extenuating circumstances may file an appeal directly to the Headmaster.

Consequences:

By Term: Based on warning notice time, you will get a code:

3 or **LESS** A & T = GREEN ZONE

4 & 8 A & T = YELLOW ZONE

9 & more A & T = RED ZONE

This will refresh at the beginning of the next term. Your total absences and tardies will accumulate for the entire school year. Suspended days will count as absent days for the purposes of 40/40/60. Please see Attachment A.

Class Tardiness

Students are expected to be in the classroom when the bell rings. Students who report late to class have committed a behavioral offense. Teachers will assign detention and log it on the Journal tab in Aspen.

Class Cutting

Students who are present in school and have an unauthorized absence from class have committed a behavioral offense. The absence is also considered an unexcused absence. Excessive cutting is a suspendable offence according to the BPS Code of Discipline. Students leaving the building without permission before 10:30 a.m. will be marked absent for the day. No make-up work will be given to any student that leaves the school without permission. Students who do not serve their assigned detention will also be subject to suspension (cutting).

Cell Phone Policy: Students will be allowed to use their cell phone only during passing time and lunch time. Students can use their phone for texting, e-mail, but are not allowed to make phone calls, face time or listen to music wearing headphones. Phones must be put away as soon as the bell rings.

Consequences:

First Offense: Phone will be taken from the student by the teacher and given to an Administrator/Staff Assistant. Phone will be returned at the end of the day.

All Other Offenses: Phone will be taken from the student and parent will have to come to school to get the phone. **No exceptions.**

Amendment A

40/40/60

ATTENDANCE/TARDY/COMBINATION

Yearly: Any student who has 40 days absent or tardy, or the two together total 60 (ex: 35 absent, 25 tardy) will not be allowed to participate in any school related activities for the remainder of the school year. This includes but is not limited to ***scholarship eligibility, graduation ceremony, senior or junior prom, athletics, National Honor Society, field trips, clubs, and awards banquets***. A student who feels he or she has extenuating circumstances may file an appeal directly to the Headmaster.



| Absences/Tardies combined | ZONE | Repercussions |
|------------------------------|--------|---------------------------------------|
| 3 or less | GREEN | FULL PARTICIPATION |
| 4-8 | YELLOW | PROBATIONARY PERIOD Buyback Period |
| 9 or more | RED | Loss of all school related privileges |

This will refresh at the beginning of the next term. Your total absences and tardies will accumulate for the entire school year.

Suspended days will count as absent days for the purposes of 40/40/60.



Early Dismissal/School Arrival

Students must present (before school) a written request from a parent or a guardian in the form of a verifiable note and the medical appointment card to the Assistant Headmaster in the main office. **No dismissal notes will be accepted after 7:40 a.m.** No student under 16 will be released unless accompanied by a parent/guardian or another adult assigned by the parent/guardian. Students who are dismissed early are marked absent for each class missed and will be marked absent for the entire day if they leave before 11:00 a.m. Any student who arrives after 11:00a.m without a verifiable parental note will be sent home and will not get credit for the school day. Student will be mark absent for the day.

Field Trips

While on a field trip, each student is required to conform to all the rules and regulations of both the Boston Public Schools and East Boston High School. Only those students who are on the official field trip list may participate in the activity. No student from East Boston High School may use private transportation to visit a field trip site.

Front Door

School is in session (7:30a.m. – 1:50p.m.), the front door is the only point of entrance into and out of the building. Students may only use the side doors before school and at dismissal (1:50p.m). All visitors entering the building will present and provide a valid ID, will receive a visitor's pass and must sign in the visitors log book, at the front door where they will be directed to an administrative or guidance office. At the end of the visit, visitor will sign out in the log book return the visitor's pass and collect his/her ID.

Smoking

East Boston High School is a "smoke-free" zone. Smoking and all tobacco products including electronic cigarettes are not allowed on school property (which begins at fences) or on school buses. This smoking ban is in effect for all students, staff members, visitors, etc.

Consequences for Violation

Students will receive either a (3) three-day or (5) five-day suspension.

Passes

EBHS has a **limited pass** policy. Students may be given a pass only in a case of extreme emergency. Passes are not allowed during the first and the last 15 minutes of the class. All students must have their school ID to leave the classroom.

Gambling/Card Playing

Students are not allowed to play cards or to engage in any "games of chance."

Student ID

In 2016 – 2017 EBHS students will have picture IDs, provided by the school. **These ID'S must be in every students possessions and visible at all times.** Students will not get a pass without having a visible ID. Students who do not have their ID's will be sent home to get them, parents will be notified. Chronic violations of this rule will result in parental conference and disciplinary action.

Electronic Devices

Students will not be allowed to use or have any electronic device except for ELD levels 1 and 2 students for translation purposes (iPod, MP3 player, or headphones) on school premises during the hours of 6:30a.m – 1:50p.m. The device must be turned off during these hours. Any student who refuses to follow this policy will be subjected to suspension.

First Offense: The phone will be taken from the student by the teacher and given to an Administrator/Staff Assistant. The phone will be returned at the end of the day.

All Other Offenses: The Phone will be taken from the student and a parent will have to come to school to get the phone. **No exceptions.**

East Boston High School is not liable for lost or stolen devices.

Cell Phone Policy/Electronic Device: MCAS/ Advanced Placement Exams

All students must pass in their cell phones prior to MCAS Testing.

- Each student will be given a small manila envelope for their cell phone; cell phones will be turned off prior to placing in the envelope.
- Students will write their name and student ID on the envelope and seal it.
- Proctors will collect envelopes before testing.
- Envelopes will be kept in the testing room.
- Envelopes will be returned to student when the answer /test booklets are collected.
- Students who violate the Cell Phone Policy will be subject to the regulations of EBHS and the Mass Department of Education.
 1. Any student found to be using an electronic device during any test session or during the MCAS lunch will have his/her test invalidated by the Department of Education
 2. Any student found to be in possession of an electronic device (i.e. did not put it in the cell phone envelope) will have the device confiscated for the duration of the MCAS Testing period; in addition, the student will be subjected to a suspension.

Foods

Eating or drinking in the classroom or corridors is prohibited. Open or uncapped beverage containers and open packages of foods/snacks are considered a violation of this rule. The consumption of food is restricted to the cafeteria. Clear water is the only beverage allowed.

Consequences for Violation

A student who is found eating or drinking in the classroom or the corridors is subject to one (1) to three (3) days of detention. Open food and beverage containers will be confiscated.

Dress Code

No hats, bandanas or head coverings flip flops leggings and yoga pants are to be worn within the school building by any student, teacher, or staff member.

Consequences for Violation

The Staff Assistant will assign three (3) days detention and will contact the parent by telephone to relate the student's violation of our school-based rules.

Dress Code

1. Clothing with holes or rips that are located more than 4 inches above the knee
2. Hats and head coverings (excluding religious head coverings).
3. Clothing that makes explicit reference to gang affiliation, obscene language, drugs, sex or violence
4. Swimming/Beach attire
5. Shorts, skirts or dresses the hem of which is more than 4 fingers above the knee
6. No skintight attire.
7. Students may not wear midriff-type apparel.
8. Leggings and yoga pants are not allowed in school.
9. No spaghetti straps, tank tops or visible under clothing will be permitted. Low-cut suggestive, see-through, or revealing clothing is not acceptable.
10. Pants/shorts/shirts/skirts will be worn on the waist above the point of the hip and will not be more than one waist size larger than the actual waist size of the student. Under garments must not be visible.
11. Sunglasses may not be worn in the buildings.
12. Any other attire or grooming that is perceived by the administration, as being detrimental to the education process will not be allowed.
13. Student dress for social functions will be determined by the sponsors of these functions and announced prior to the occasion.
14. No flip flop of any kind will be permitted for safety reasons.

Consequences for Violation

The Headmaster shall determine if any item, not covered by this dress code, is disruptive to the learning environment or creates a safety concern. It shall be dealt with on an individual basis. If a student is found in violation of the dress code policy, an effort to

notify a parent to bring a change of attire will be made. If the parent is unable to bring a change of attire or the parent does not give the student permission to go home to change, the student will not be allowed to enter the classroom

Uniform Policy

A. Pants, Skirts, Shorts

- Solid tan-colored khaki
- No more than one size larger than the waist
- Worn at the waist
- No low-rise, bagging, sagging, or dragging pants or shorts
- No cuffs in the pant legs
- No jeans, leggings/yoga, or sweatpants of any kind
- Belts, if worn, must be solid black.

C. Shirt Styles

- Polo-style short or long sleeve shirts in Royal Blue w/school logo.
- Shirt should fit appropriately and not be more than one size larger than the student's body size.
- No bare waists, midriffs, bare backs, and/or low necklines permitted
- Undershirts, if worn, must be solid white
- Cold weather tops (i.e. crewneck sweatshirts, fleece, or long sleeve polo's) must be Royal Blue w/school logo. No hoodies and or school athletic attire is permitted unless he or she plays for an athletic EBHS team and is required to wear a game jersey to school for team representation during game days.
- No "Hoodies," jackets or other clothing is permitted underneath, or atop of the required school issued uniform.

D. Shoes

- Athletic shoes, leather shoes, and boots are all acceptable.
- **NO flip flops of any kind will be permitted.**
- Athletic shoes must be worn for physical education classes.

Consequences

All students at East Boston High School are expected to comply with the Dress Code. Non-compliance may result in, but not be limited to, the following:

1st Offense:

- Student will receive a verbal reminder and a copy of our Dress Code will be sent home to parents/guardians.
- If available, students will be required to wear a clean uniform from the reserve closet at the school, unless a parent/guardian brings a uniform from home. The student is expected to return the uniform to the school office at the end of the school day. The student must turn their cell phone as collateral to receive a "loaner," shirt. The cell phone will be returned upon receipt of the shirt.

2nd Consecutive Offense:

- Parents/ Guardians will be called to discuss the Dress Code and problem-solve strategies to aid the family in complying.
- Parents/ guardians will be asked to bring an appropriate change of clothes. If they are unable to do so, students will be required to wear a clean uniform from the reserve closet at the school, if such a uniform is available. The student must turn their cell phone as collateral to receive a "loaner," shirt. The cell phone will be returned upon receipt of the shirt.
- Student will meet with the STAFF ASSISTANT to develop strategies to help the student comply with the policy.

3rd Consecutive Offense:

- At the discretion of the Headmaster and/or the Freshman Academy Leader.

Plagiarism

All students are expected to submit their own original work or appropriately credit others when necessary. Plagiarism is a violation of the BPS Code of Discipline and standards are subjected to BPS discipline consequences. (no grade for the assignment, possible suspensions)

Unauthorized Area of Building

Students might not leave any class without a pass. Students found in any area of the building without a pass/agenda book during class time will be considered to be in an unauthorized area. This includes the lavs; gym; auditorium; empty/unsupervised classrooms; teacher's rooms. In addition, before 6:30am and after 1:50pm, students are not allowed above the first floor – front door cafeteria area unless they are being supervised by a teacher.

Metal Detectors/Scanning

In order to ensure the safety and security of all the students and staff, a policy of conducting random metal detection scanning will be in effect. This scanning might be done in the morning at the entrance to the school as students arrive or at other locations/times as directed by the Headmaster.

Vandalism/Graffiti

To keep our school graffiti free, students are not allowed to have in their possession permanent markers, spray paint, etc. These inappropriate items will be confiscated.

Consequences for Violation

This action may ultimately result in suspension, restitution for damage and/or court action.

Please be informed that it is illegal to audio, video tape or photograph any person without their consent. Violators will be subjected to the Boston Public School Code of Discipline and may also face criminal charges.

Videotaping

Please be informed that it is illegal to audio or video tape or take photographs of any persons without their consent. Violators will be subjected to the Boston Public School Code of Discipline and may also face criminal charges. Any student, who appears in a video, who is watching the fight and is not doing anything to stop the fight, will be subjected to the Boston Public School Code of Discipline. Students posting pictures/videos, etc. of students or teachers on the internet will face consequences possible leading to expulsion.

Technology

Computers are to be used for academic purposes only. The Student Contract for Internet Use must be completed, signed by all students and their parents/guardian, and returned to the school before Internet use is allowed. Unsupervised use of computers before and after school hours may result in suspension.

Consequences for Violation

Inappropriate use of computer technology or the use of threatening or abusive language on E-mail, Internet or any other computer application will result in a loss of computer privileges and other appropriate penalties including suspension.

Parking

Under the security measures formulated by the Boston Public School Department student parking on school property is prohibited.

Consequences for Violation

If necessary, cars will be towed at the owner's expense.

Bus Passes

The School Committee of the City of Boston has established the eligibility rules for a bus pass, based upon how far the student lives from the school. If the student has a recently changed address, two proofs of residence, e.g., utility bills, financial statements addressed to home, etc. must be given to the Registrar's Office. Changes to the student's transportation authorization code, if necessary, will be made. **Bus passes are a privilege and poor attendance will result in a deactivation of the student pass.**

Bus Behavior

The school bus is an extension of our school and all behavior rules applying to East Boston High School also are in effect on the school bus. Students who do not behave appropriately may lose this privilege. Rules are as follows:

- Remain seated while bus is in motion and keep all books, etc. out of the aisle.
- Keep hands/feet/head inside the bus and do not throw anything out the window.

- Opening and closing windows and doors is not allowed, except for the driver.
- Riders must not play with the school bus or its equipment.
- Engage in quiet talk.
- In case of an emergency, students are to remain on the bus, unless requested to leave by the driver.
- Smoking is never allowed on the bus.
- Students, who refuse to promptly obey the directions of the driver, or refuse to obey regulations after discussion with the Headmaster and parents, give up their rights to ride on the bus – usually three days for the first offense and up to ten days for the second offense. Students may be permanently denied transportation after a cluster office hearing or if an alternative form of transportation is provided.
- Video monitoring systems may be installed in buses. Videotapes will be used to supplement drivers' reports and may be used in any disciplinary hearing.
- Non emergency use of emergency door may result in suspension and or loss of bus privilege.

Lockers

The homeroom teacher assigns every student a locker in the homeroom area. Only official school combination locks will be permitted. A deposit of \$6.00 is required each year to rent a locker and lock; \$2.00 will be returned at the end of the school year. Lockers and locks are school property. Students may not "share" lockers and may only use the assigned locker. All students sharing lockers are responsible for the content of the lockers (all parties). Students sharing lockers will lose the privilege to have a locker. Students must keep lockers locked at all times. In order to ensure the safety and security of all students and staff, a policy of conducting random locker searches will be in effect. Students are not allowed to go to their lockers during first and third lunch in order to prevent the disruption of classes. No students are allowed at their lockers during 1st and 3rd lunches as it is a disturbance to classes.

Visitors

Parents are welcome to visit at any time. All visitors entering the building will present and provide a valid ID, will receive a visitor's pass and must sign in the visitors log book, at the front door where they will be directed to an administrative or guidance office. At the end of the visit, visitor will sign out in the log book return the visitor's pass and collect his/her ID. Students may not bring friends, relatives, or young children to school at any time. Students who are absent from school are not to be in the building for any reason. Anyone who violates these rules will be considered a trespasser.

Sexual Harassment

Any student who engages in acts of sexual harassment, which are defined as sexually related physical contacts or offensive sexual insults or comments, will be subject to suspension.

Consequences for Violation

Student will receive either a three or five day suspension.

Inappropriate Language

Any student, who uses racial slurs, profanity, or obscene language in a persistent and/or abusive manner, will be subject to suspension and will be referred to counseling.

Consequences for Violation

Student will receive either a three or five day suspension.

Rule Reasons for Expulsion

1. Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or a knife or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the headmaster.

2. Any student who assaults a Headmaster, Assistant Headmaster, Small Learning Community Leader, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games may be subject to expulsion from the school or school district by the headmaster.

Consequences for Violation

3. Any student who is charged with a violation of either paragraph one (1) or two (2) shall be notified in writing of an opportunity for a hearing provided, however, that the student have the opportunity for representation, along with the opportunity to present evidence and witnesses at said hearing before the headmaster.