

STUDENT SUCCESS HANDBOOK

2021-2022



Madison Park Technical Vocational High School

75 Malcolm X Boulevard • Boston, Massachusetts 02120 • 617-635-8970

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MESSAGE FROM THE HEAD OF SCHOOLS



Dear MP Community,

Welcome to Madison Park Technical Vocational High School. I hope this letter finds you healthy and safe. My name is Dr. Sidney L. Brown, the new Head of School at Madison Park TVHS. We believe that your four years with us will be educationally profitable for you. We are the home of the Cardinals! The 4 C's are your road to success: **Critical Thinking, Communication, Collaboration, and Creativity**. On your journey as a Cardinal, you will meet every checkpoint. Beginning as a freshman, you will gain strength, sophomores-endurance, juniors-fierceness, and seniors-brilliance. Upon graduation, you will have the skills to enter your career industry and soar beyond.

This experience will be a time of change and new beginnings. The workload and the social adjustments are greater here than at any other high school in Boston. At the end of this journey, you will receive both a vocational certificate and an academic diploma. For this to happen, you will be expected to attend school regularly, complete all assignments and conduct yourself in a respectable manner. You will have an exciting year, which may include field trips, clubs, sports, and various student events. As you progress in your student career, we will introduce you to a variety of internships and Co-op opportunities.

Good luck in your first year of “**Learning by Doing**” at Madison Park TVHS. We hope that it will be your most successful year ever.

Yours in Education,

Sidney L. Brown

Sidney L. Brown, PhD
Head of Schools

PART I

INTRODUCTION

Mission Statement:

The mission of Madison Park Technical Vocational High School (MPTVHS) is to provide our students with rigorous academic and career technical educational programs and the character necessary to further pursue and succeed in postsecondary and career opportunities in order to become productive citizens.

Vision Statement:

The school's vision is an integration of Career Vocational Technical Education (CVTE) and Academics that will aptly prepare MPTVHS students for robust pathways through our academic and CVTE partners for cooperative education, entry-level employment, and career and postsecondary opportunities.

The responsibility of Madison Park Technical Vocational High School is to provide students the opportunity to acquire the skills necessary for success in their chosen postsecondary career and/or college path. Integrating a rigorous, standards-based academic environment with competency-based vocational practicums results in graduates who are able to compete in the complex economy of the 21st century.

We strive to provide our diverse student population with consistency and continuity that reflects high expectations and a strong sense of community. The foundation of this support is Madison Park's organizational structure, which begins with the Academy and is further divided into small learning communities, committees, and boards that exist specifically to serve the various constituents of the Madison Park community. This ensures that each student receives an individualized, integrated vocational and academic experience.

In our quest to create lifelong learners, we encourage our students to actively engage and assume responsibility in the learning process. Through a variety of instructional strategies in both academic and career vocational technical classrooms, teachers challenge all students to excel so that they will be able to compete successfully in today's global economy.

Goals:

- Employ highly trained instructors who regularly engage in professional development in their respective fields.
- Promote meaningful communication between students, teachers, and parents.
- Support student achievement through assessments and accommodations that reflect individual learning styles.
- Provide all learners with strong academic and career technical preparation.
- Use state of the art equipment and cutting edge technologies.

- Prepare to expect and welcome change in all career fields.
- Ensure students learn essential life lessons in the classroom, in academic activities, and in the community by focusing on self-awareness, awareness of others, and interpersonal skills.
- Foster good citizenship by promoting respect, honesty, and pride in one's work.

Instructional Focus:

Madison Park is committed to creating an anti-racist and inclusive school community where all students are engaged in grade level, standards-aligned tasks that empower students to achieve academic and professional readiness.

The Four C's:

- **Collaboration**
- **Communication**
- **Creativity**
- **Critical Thinking Skills**

Madison Park Directory

Address:

Madison Park Technical Vocational High School
75 Malcolm X Blvd.
Boston, MA 02120

Telephone:

Telephone: 617-635-8970 Fax: 617-635-9831

ADMINISTRATIVE TEAM

Head of Schools

Dr. Sidney Brown

Freshman Academy

Assistant Head of Schools

Mrs. Michelle Jordan

Sophomore Academy

Assistant Head of Schools

Mr. Edward Brackenbury

Junior Academy

Assistant Head of Schools

Mr. Josue Sakata

Senior Academy

Assistant Head of Schools

Mr. Terrance Johnson

Special Education Director

Ms. Pricilla Almenas

Director of Operations

Mr. Hamid Gharooni

Business Director

Ms. Tonie Marsh

Career Vocational & Technical Education

Director CVTE

John Herald

RoxMAPP

Director

Ms. Taneka R. DeGrace

Director of Strategic Engagement and Communication

Brandy K. Cruthird

Frequently Asked Questions:

How do I contact the school? Main Number 617-635-8970

How do I report absences? Call the Registrar, Ms. Jennifer Foster, at the main number. Please note: anytime a student is absent a family will receive a School Messenger Call as well as a call from teachers.

How does the school communicate important information to our family? MPTVHS uses School Messenger, an automated phone service and email. Please be sure to provide the Registrar with your current contact, phone, email and address. Be sure to update all information as needed.

Who are my student's teachers and how do I contact them? A class schedule with the teacher's name is sent out at the beginning of the school year. All teachers can be contacted by email on the MPTVHS website:
<https://madisonpark.bostonpublicschools.org/>.

Every one of your student's teachers will call home and introduce themselves within the first few weeks of school. Call or email Ms. Jennifer Foster, the Registrar, to confirm we have your best contact information on file. She can be reached at 617-635-8970 or email her at jfoster2@bostonpublicschools.org.

Please be sure to save the following dates and plan to attend:

- Open House on Wednesday, September 22 from 5:00 PM to 7:00 PM
- Parent Teacher Conference on Tuesday, November 23 from 7:30 AM to 9:00 AM.
- Parent Teacher Conference on Wednesday February 16 from 5:00 PM to 7:00 PM

What time does school start/end? School starts at 7:30 AM and ends at 2:35 PM.

What are the career & technical education programs offered at MPTVHS?

Automotive Technology
Automotive Collision Repair and Refinishing
Building and Property Maintenance
Carpentry
Computer Programming and Web Design
Cosmetology
Culinary Arts
Dental Assisting

Design and Visual Communications
Electricity
Graphic Communications
HVAC
Health Assisting
Hospitality Management
Information Support Service & Networking
Marketing
Metal Fabrication & Joining Technologies
Media Arts
Medical Assisting
Plumbing

If my child needs extra help, how can they get it? You can call the main office at 617-635-8970 and you will be connected with your child's school counselor. He/She will help your child get the assistance they need.

What do I need to do if my student is sick or going to miss school? The morning on the day of the absence, call Ms. Jennifer Foster, the Registrar, at 617-635-8970 and submit a written note upon the student's return to school. Please read the requirements for excused absences and tardiness in the Attendance portion of the Handbook to make sure your child is in compliance with the policy.

Does the school have a website? Yes, the address is:
<https://madisonpark.bostonpublicschools.org/disonpark>.

How do students get T passes and when can they be used? All students will automatically receive a T Pass with their student ID on the first day of school.

How do I know my student's bus schedule and stops? Information about your student's bus route and stop is sent before the start of the school year.

What do I do if the bus is late or does not show up? If a bus is late or does not show up, call 617-635-7702.

How much money does my child need to buy lunch? Breakfast and lunch are free.

Is there a Lost and Found? Yes. Lost and Found is in the Main Office.

How can I get more involved in our School Community? There are many opportunities for families to be involved. Volunteering at events is a good way to be involved. Other options are: School Parent Council, School Site Council. Community support is essential for Madison's success. Please contact our Family Coordinator, Lizanna Guzman, at 617-635-8970 or email her at lguzman@bostonpublicschools.org if you are interested in being a part of the MP Community.

Progress Reports & Report Card Schedule

Term	Start	End		Progress Report Distribution		Report Card Distribution
1	9/9/2021	11/12/2021		11/16/2021		11/20/2021
2	11/15/2021	02/2/2022		12/23/2021		2/16/2022
3	2/3/2022	4/13/2022		3/18/2021		4/28/2022
4	4/14/2022	6/22/2022		6/8/2021		Last day of school
4* (seniors)	4/14/2022	6/7/2022				Last day for seniors

***The last marking period will be adjusted in Spring, 2022 after the last day of school is established.**

Student's grades can always be accessed through ASPEN. Please contact our Registrar for help logging in, or come to Madison Park and we will show you how.

Bell Schedule

	Grade 9	
	Red Week	Grey Week
7:30-8:32	Period 1	Period 1
8:35-9:37	Period 2	Period 2
9:40-10:42	Period 3	Period 3
10:45-11:12	Period 4 Lunch	Lunch
11:15-12:17	Period 5	Vocation
12:20-1:22	Period 6	Vocation
1:25-2:35	Period 7	Vocation

	Grade 10	
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	Red Week	Grey Week
7:30-8:32	Period 1	Period 1
8:35-9:37	Period 2	Period 2
9:40-10:42	Period 3	Period 3
10:45-11:12	Lunch	Period 4 Lunch
11:15-12:17	Vocation	Period 5
12:20-1:22	Vocation	Period 6
1:25-2:35	Vocation	Period 7

Grade 11			
	Red Week		Grey Week
7:30-8:15	Period 1		Vocation
8:20-9:05	Period 2		Vocation
9:10-9:55	Period 3		Vocation
10:00-10:45	Period 4		Vocation
10:50-11:35	Period 5		Vocation
11:40-12:05	Period 6 Lunch		Lunch
12:10-12:55	Period 7		Vocation
1:00-1:45	Period 8		Vocation
1:50-2:35	Period 9		Vocation

Grade 12

7:30-8:15	Vocation		Period 1
8:20-9:05	Vocation		Period 2
9:10-9:55	Vocation		Period 3
10:00-10:45	Vocation		Period 4
10:50-11:35	Vocation		Period 5
11:40-12:05	Lunch		Period 6 Lunch
12:10-12:55	Vocation		Period 7
1:00-1:45	Vocation		Period 8
1:50-2:35	Vocation		Period 9

OSDC/RISE Program Bell Schedule

Time	Period
7:30-8:32	Period 1
8:35-9:37	Period 2
9:40-10:42	Period 3
10:45-11:12	Period 4 Lunch
11:15-12:17	Period 5
12:20-1:22	Period 6
1:25-2:35	Period 7

PART II GENERAL PROCEDURES

Contacting the School:

Family members are encouraged to contact the school staff with questions or issues, and whenever requested by school staff members. Parents will receive a Guidance Information Sheet that will include the name and extension number of the student's assigned counselor as *well as the* names and best methods for contacting other staff members who can help with concerns and issues. In the event of a school closing due to the weather, you will receive a phone call or check local TV and radio listings. Please see the **Staff Directory** contact information.

Hints for Solving Problems

When students encounter difficulties with schoolwork, or other issues, or when parents want to help in addressing the issue, we suggest the following resources:

- **Student Academic Progress**
 - Teachers are available for telephone and Zoom conferences. To request a conference, email the teacher or use our main number and ask to leave a message. Appointments to meet with teachers should be made with the individual teacher or guidance counselor, who are available daily between the hours of 7:30 AM and 2:45 PM. Madison Park faculty will make every effort to respond to your call within 24 hours. Parents having difficulty contacting a counselor or teacher should call the Assistant Head of Schools.
- **Discipline, Attendance, and Behavior Problems**
 - Discipline or attendance issues can be addressed by contacting the Assistant Heads of Schools of the Small Learning Community (SLC).
 - **Freshman Academy** - Mrs. Michelle Jordan
 - **Sophomore Academy** - Mr. Edward Brackenbury
 - **Junior Academy** - Mr. Terrance Johnson
 - **Senior Academy** - Dr. Kristen Weeks
- **Health Issues**
 - Health issues are addressed by the school nurses in the Health Services Department.
- **Family Emergencies**
 - In case of an emergency, parent/family members may contact their student through the Main Office. It is important that this means of communication be limited to real emergencies and not be abused as a message service. ***Family members are asked not to call students' cell phones during school hours.***

Student Identification:

At the beginning of the year, all students will receive a photo identification badge. All students must have their ID badge on their person at all times while on school grounds.

Lockers:

The Community Field Coordinators (CFCs) will assign students lockers. Lockers will be

assigned as close to a student's homeroom/shop areas as possible. Students may only use locks provided by the school; personal locks will be removed. Students should only use their own lockers and are not permitted to share lockers. This is for the safety of the student. Lockers can be opened and searched at any time by school staff.

Emergency Procedures

Lockdown/Containment:

The term **CODE ORANGE** will be used to signal staff and students in the MP Buildings that we are in **LOCKDOWN/CONTAINMENT**. The intercom through the Fire Alarm boxes in each of the buildings, as well as through the PA system, will be used to broadcast when the **LOCKDOWN/CONTAINMENT** begins and ends. During the school year we will be practicing our procedures. Once we enter the drill, all staff and students are to immediately evacuate all hallways and stairwells and go into the *nearest* classroom. Teachers *must not* turn students away. Staff should immediately lock all hallway doors and the designated staff should immediately lock the bathrooms closest to their classroom. Cell phones should not be used by anyone during the *lockdown/containment*. Staff must take attendance. In order for all to remain safe and secure, we need every one's utmost attention and cooperation from the beginning of the drill until its conclusion.

Fire Alarms:

City regulations require that fire drills be held periodically during the school year. Each exit in the school is clearly indicated. The exit to be used is clearly indicated in each classroom. The sound of the Fire Alarm is the signal to leave the building immediately by the designated exit. Move rapidly, two by two, and maintain silence and good order in the corridors.

- a. Every fire drill is to be regarded as a real fire.
- b. Fire drills will take place at any time, whether the students are in the classrooms, in the gymnasium, in assemblies, passing in the corridors, or in the cafeteria.
- c. All students should vacate the building immediately during a fire drill. They must not go to their lockers and they should leave the building in an orderly manner. Students should follow their teachers to the designated area outside the building.
- d. Emergency stairwells should not be used at any other time.
- e. Students must not run during a Fire Drill.
- f. Students must not enter the building where the alarm is sounding.
- g. Only the building where the alarm is sounding must be evacuated.

To pull a false fire alarm is a criminal offense and may result in prosecution and/or expulsion from Madison Park Technical Vocational High School and the Boston Public Schools.

Visitors:

Visitors must have a specific reason for being on campus. All visitors must register with a valid government issued identification at the Welcome desk located at the main entrance. The school reserves the right to deny access to persons without valid identification and/or legitimate school business.

PART III ATTENDANCE POLICY

Attendance Expectations:

Regular attendance and promptness are essential for academic success. All Madison Park students are expected to be present in school and in all classes whenever school is in session unless there are medical, legal, or other approved reasons for the absences. These reasons must be presented to the school by an absence excuse note from the student's parent or guardian within one week of the student's return.

The following student absences are considered "documented as excused" and will not be counted towards the school's Attendance Policy. **Notes are required as soon as a student returns within (5) days of the absence; otherwise, they will not be excused!** An excused absence form must be completed after each "excusable situation." The following situations are:

1. Illness documented by a signed doctor's note
2. Chronic medical condition documented by a doctor's note filed with the nurse
3. Death of a family member as documented by a verified parent note
4. Other documented and verified family emergencies
5. Recognized religious holidays
6. Legal Court appearances (Court note required and must be attached to the CP form and forwarded to the Registrar.)
7. Signed C.P. forms (see appendix) for field trips, student internships and co-op assignments, assemblies, student council, school sponsored sports activities, meetings with school administrators
8. Documented suspensions from school and in-house suspensions

Official documentation of absences should be provided to your school counselor within 5 days of your absence.

Notes after the 5 days will not be accepted.

The following student absences are not considered to be "documented as excused" and will be counted towards the limit of absences in a school term:

1. Absences not verified by a doctor's note
2. Unexcused absences from class (Cutting Class)
3. Tardiness (except for verified legal or medical appointments)
4. Dismissals (except for verified legal or medical appointments)
5. Truancies
6. Vacations

Students are responsible for all the work they miss, even if an absence is excused.

Early Dismissal Policy:

Early dismissals should only be for important and valid reasons. Requests for early dismissal should be submitted in writing to your child's guidance counselor. A student will not be released with just a note, Madison Park requires that a parent/guardian (who is listed on Aspen) be called to confirm the request for the student to be released from school. All students, *regardless of age*, will be responsible for providing a working phone number for a parent or guardian in order to verify that the student is leaving school. Student dismissals will be monitored by the guidance office in order to be certain that students are leaving school for appropriate reasons.

Students 17 and under seeking an early dismissal must have a note from their parent/guardian of record. The note must contain a parent/guardian's signature, telephone number, and requested time of dismissal. **The student's parent/guardian, in all cases, will be called to verify dismissal notes. If a parent is not reached via phone, students will not be permitted to leave school grounds.** This policy makes it imperative for parents to keep the school aware of any changes in home or work phone numbers

Students 18 and older seeking an early dismissal must notify the Assistant Head of Schools and their teachers. If the student lives with a parent or legal guardian, they will be notified of the student's dismissal.

All early dismissals will be recorded in SIS and dismissed students must leave the school grounds immediately. The student is responsible for completing work missed due to the dismissal. Please refer to the list of Excused Absences. Any reason other than those listed will be considered Unexcused.

Dismissal Due To Illness:

Students who are ill must see the nurse who will determine the extent of the illness and make the decision to dismiss. Only the nurse may dismiss a student who is ill and determines if it is safe to allow a student to leave on their own. If the nurse determines that a student can stay in school, no other administrator or teacher may dismiss them.

Teacher Detention:

Teacher detention can occur either during mutual free periods of the student and teacher, or before and after school hours. The length of teacher detention is at the discretion of the individual staff member, but should be no longer than one hour. Students may be assigned a teacher detention for a violation of classroom rules, including unexcused absences and tardies as is outlined under Attendance in this handbook. If for some reason a student cannot stay for detention on the same day, it is up to the student to communicate with their teacher. The teacher will give the student until the next school day to make arrangements to serve their detention before submitting a discipline referral.

Administrative Detention:

Students who commit infractions outside of the classroom, cut classes, have continued tardies or those who continuously disrupt the classroom learning environment may be assigned a consequence. These consequences typically take the form of administrative detention. Students are assigned a one hour supervised detention, immediately following school. Students are expected to sit quietly and do school work or have quiet reflection.

PART IV

Career and Technical Educational Program Descriptions and Requirements

Madison Park Technical Vocational High School is Boston's ONLY Career-Vocational Technical education (CVTE) high school. Madison Park offers 20 programs to choose from.

In the Freshmen year students will explore all programs and choose between:

1. Automotive Technology
2. Automotive Collision Repair and Refinishing
3. Building and Property Maintenance
4. Carpentry
5. Cosmetology
6. Culinary Arts
7. Dental Assisting
8. Design and Visual Communications
9. Electricity
10. Graphic Communications
11. Health Assisting
12. HVAC
13. Hospitality Management
14. Information Support Service & Networking (ISSN)
15. Marketing
16. Metal Fabrication & Joining Technologies (MFJT)
17. Media Arts
18. Plumbing
19. Programming and Web Development
20. Medical Assisting

All students rotate their schedule every other week with one full week of academic courses and in the CVTE week Freshmen and Sophomores are in CVTE courses for ½ of the day and Juniors and Seniors are in CVTE courses the whole day every other week.

CVTE courses are designed to teach both background theory and knowledge as the foundation for project based skill development and hands on work. Dedicated students in the construction trades can join the local union for additional training and apprenticeships. Students who excel are eligible for Cooperative placements in their Senior year where they do not attend school during their CVTE week but go straight to a job site and get paid while learning from professionals in their industry. Additionally, all students are encouraged to join the dual enrollment programs with our higher education partners.

Transfer Policy -No transfer or shadowing shall occur for Sophomores and Juniors after October 1st of each school year. Sophomores will only be granted one transfer.

Junior transfers are discouraged and may only be considered in extreme circumstances.

Freshman will have one week nearing the end of their Exploratory rotation to shadow three alternate programs. If a transfer is approved, they will remain in that program for the rest of the school year.

Students are not encouraged to change programs as it sets them behind in material and makes success difficult in their new program.

All transfers must be approved by the Vocational Director. Parental permission must be granted.

All technical programs require industry-specific safety training. In addition, all students undergo Naviance (career assessment) and Career Safe (workplace safety).

FRESHMEN EXPLORATORY PROGRAM

Course Description: The Exploratory Program explores each of the 20 programs, where students experience hands-on activities, observe demonstrations, and learn the skills that are necessary for careers in the many career areas offered at Madison Park Technical Vocational High School. Students are expected to work individually as well as in a team. Classroom assignments include reading, writing, oral participation, tests, quizzes and homework. Writings, using the John Collins Writing method, are required of all students in order to improve skills in writing and critical thinking skills. Students are also required to write reflections on each vocational program.

Programs Feature:

Naviance

Career Planning

Team Building

Skills USA

Oral Presentations

Career Assessment

Cooperative Education:

The Cooperative Education program provides students the opportunity to apply their technical training and develop additional skills in a paid work environment while earning credit towards a diploma. The Cooperative Education program is available to eligible students in the last quarter of their junior year and the entire senior year. Work periods will be on alternate weeks during the school year. Such instruction shall be planned and supervised by the school and the employer so that each contributes to the student's success. Students are encouraged to seek Cooperative Education. For more information contact your Cooperative Coordinator

Job Placement Assistance:

MPTVHS maintains a placement office which helps place students in part time jobs while in school and Coops. The job skills that students gain at MPTVHS qualify them for well paying careers.

Madison Park is a Technical Vocational High School and therefore it is appropriate that **all students**, in order to graduate with a Madison Park diploma, **must take and pass** both the **junior** and **senior year** of the same vocational program.

Promotion & Graduation Policy:

To receive a diploma from Madison Park Technical Vocational High School, students must meet the following requirements:

Area	Requirements
State assessments	<p style="text-align: center;">MCAS Scoring Scale</p> <p><u>Legacy MCAS</u> 200-218 Warning/Failing 220-238 Needs Improvement 240-258 Proficient 260-280 Advanced <u>Next-Gen MCAS</u> 440-469 Not Meeting Expectations 470-499 Partially Meeting Expectations 500-529 Meeting Expectations 530-560 Exceeding Expectations</p>
CVTE	Students must pass three full years of career and technical education. Students must have two consecutive years in their chosen CVTE area.
Mathematics	4 courses For Classes of 2020-2021 course offerings include Integrated Math 1, Integrated Math 2, Integrated Math 3, Statistics, Pre-Calculus, AP Calculus and AP Statistics
English/ESL	4 courses in English or ESL

Science	3 courses of lab Science
History	3 courses
Physical Education/JROTC	2 courses

Promotion Requirements

To be promoted to Grade 10....	Students must have passed the following: <ul style="list-style-type: none"> • One year of a Career Vocational Technical (CVTE) Program • Have at least 3 academic credits in core academic areas- English/ESL, Math, Science, History and PE
To be promoted to Grade 11....	Students must have passed the following: <ul style="list-style-type: none"> • One year of a Career Vocational Technical(CVTE) Program • Have at least 8 academic credits in core academic areas- English/ESL, Math, Science, History and PE
To be promoted to Grade 12....	Students must have passed the following: <ul style="list-style-type: none"> • Two years of a Career Vocational Technical (CVTE) Program • Have at least 13 academic credits in core academic areas- English/ESL, Math, Science, History and PE
To graduate...	Students must have passed the following: <ul style="list-style-type: none"> • Grades 10, 11 and 12 Career Vocational Technical (CVTE) Vocational Program with two consecutive years in one program. • 4 English Language Arts and or ESL courses • 4 Mathematics courses • 3 Science courses • 3 History courses • 2 years of Physical Education/JROTC • Senior Project • MCAS English Language Arts, Math and Science assessments (see competency determination details below)

* MCAS requirements may be adjusted do to COVID-19

* Requirements are adjusted for transfer students to MPTVHS

GRADING POLICY

School Wide Grading Policy

1 st term	25%
2 nd term + midterm	25%
3 rd term	25%
4 th term + final	25%
Final Grade	<u>Term 1 + Term 2 + Term 3 + Term 4 / 4</u>

Term Grades and Final Grade assigned as a score of 0-100.

Scores translate to letter grades and GPA as follows:

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4
A	93-96	4
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1
D-	60-62	0.7
F	Below 60	0

- Term 1 and 2 minimum score of 50.
- All courses must follow the same grading weights and policy for Homework, Participation, Tests, Quizzes, etc.
- The grading weights and policy must be published in syllabus.
- Mid Term and Final Exams are part of the term 2 and term 4 grades respectively.
- Mid Term and Final Exams can be a written test, performance or culminating activity.
- W = Withdraws - Teachers should not record a 'W' for a student, unless the teacher has been formally notified that the student has withdrawn from MPTVHS or from the class.
- NC = No Credit -Must be given if a student (1) has more than 12 unexcused

days of school/class for the year, but would otherwise have received a passing grade and (2) has not yet made up the unexcused time absent from school/class. During the school year, students are given two weeks to make up time and work missed due to absence. If, at the end of the year, a student has an “NC” in a class, the student must attend summer school or credit recovery to restore the grade and credit.

- Honor Roll Requirements:
 High Honors.....All A's
 Honor Roll..... 3.0 or higher

MIDTERM EXAM AND FINAL EXAM SCHEDULE

Midterm Exams – 3 days- January 25-27

Final Exams- 3 days- June 13-17 (or days 175-178)

Students must be in class for the full two hours (with the exception of History & PE). Grade 9 and 10 History teachers will give a one hour assessment and then walk student to the gym. History teachers will need assistance for full coverage.

Assessment can be a test, performance task, presentation

Students only need to come to school for their exams

All students will be assigned 5 out of 6 time slots

Library and Upper Cafeteria are open and supervised all day all three days for students who need to stay in school when they do not have exams.

Grades 9-10

	Tues	Tues	Weds	Weds	Thurs	Thurs
Time	Grade 9	Grade 10	Grade 9	Grade 10	Grade 9	Grade 10
8:00-10:00	A week, 1/2	B week 7-8	n/a	CVTE	CVTE	n/a
10:00-10:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
10:30-12:30	A week, 3/4	B week 5-6	A week 5/6	B week 3-4	A week 7/8	B week 1-2

Grades 11-12

	Tues	Tues	Weds	Weds	Thurs	Thurs
Time	Grade 11	Grade 12*	Grade 11	Grade 12*	Grade 11	Grade 12*
8:30-10:30	A week 1/2	B week 7/8	A week 3/4	B week 3/4	A week 5/6	B week 1/2

10:30-11:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
11:00-1:00	CVTE	B week 5/6	n/a	CVTE	A week 7/8	n/a

*Jan only Midterm Exams – 3 days- January 25-27

CVTE CAPSTONE PROJECT

The Capstone Project is intended to focus on both process and product. Ideally, the project should reflect growth over four years, expertise and mastery of content and skills, professionalism, and readiness for college or/and career.

Course Sequence Overview

Department	Grade 9/Freshmen	Grade 10/Sophomore	Grade 11/Junior	Grade 12/Senior
Mathematics	Integrated Math 1	Integrated Math 2	Integrated Math 3	Statistics or Pre-Calculus AP Calculus AP Statistics
English	English 9	English 10	English 11	English 12 or AP Language and Composition
ESL (based on English Language Development level)	ESL 1, ESL 2, ESL 3, ESL 4	ESL 1, ESL 2, ESL 3, ESL 4	ESL 1, ESL 2, ESL 3, ESL 4	ESL 1, ESL 2, ESL 3, ESL 4
PE/Health & ROTC	2 terms of PE, 1 term of Water Safety, 1 term of Health JROTC *22 Health Lessons*	General PE, Swimming, JROTC *Health Education*	General PE, Lifeguarding, Strength and Conditioning, JROTC	General PE, Lifeguarding, Strength and Conditioning, JROTC
History	US History 1	US History 2	World History	Civics

Science	Physics	Biology	Chemistry, Anatomy & Physiology, Environmental, Digital Fab, Engineering, AP Bio, AP Physics	Chemistry, Environmental, Digital Fab, Engineering, Computer Science, AP Physics
CVTE	Exploratory/CVTE Year 1	CVTE Year 2	CVTE Year 3 Internships	CVTE Year 4 Co-Op

Academy Models

There are four Academies at Madison Park Technical Vocational High School. Each Academy has an assigned Assistant Head of Schools and a Guidance Counselor who supervises the teachers in their Academy and supports the career and technical education director. In addition, the Director of Career & Vocational Technical Education and the content area Assistant Head of Schools support teaching and learning and guide the work of improving instruction.

Freshman Academy

ALL students in grade 9 as listed in ASPEN

Assistant Head of School: [Michelle Jordan](#)

CFC: [Alcindo Fontes](#)

Security Para: [Kyanna Lungelow](#)

Social Worker: [Ericka Rogers](#)

School Counselor: [Pam Paynter](#)

Sophomore Academy

ALL students in grade 10 as listed in ASPEN

Assistant Head of School: [Ned Brackenbury](#)

CFC: [Vanessa LaRoque](#)

Security Para: [Anthony McLeod](#)

Social Worker: [Randi Davis](#)

School Counselor: [Ruthie Lydon](#)

Junior Academy

ALL students in grade 11 as listed in ASPEN

Assistant Head of School: [Terrance Johnson](#)

CFC: [Derrick Ward](#)

Security Para: [Aalem Moges](#)

Social Worker: [Rosa Fernandes](#)

School Counselor: [Stacey Lewis](#)

Senior Academy

All students in grade 12 as listed in ASPEN
Assistant Head of School: [Dr. Kristen Weeks](#)
CFC: [Conrad Coye](#)
Security Para: None
School Counselor: [Joao Gomes](#)
Social Worker: [Christine O'Malley](#)

***Emotional Impaired students will have a separate Social Worker and CFC**

Social Worker: [Julie Kotzen](#)

CFC: [Samir McDaniels](#)

Homework Policy

Homework serves to:

- Reinforce the present day's lesson
- Prepare for the next day's lesson
- Reinforce acquired skills and develop study habits
- Help develop a sense of responsibility and time management
- Prepare students to face the demands presented through life
- Teach students independent learning
- Incorporate available materials and media in the home: books, magazines, newspapers, and television.

An allotted time for homework should be part of a student's daily routine, regardless of whether specific assignments have been given. Students should realize that homework is not just written assignments, but that studying outside of school is an integral part of education. Family members have a responsibility to encourage the development of good study habits by checking to see if their student is doing their reflective practice ask them questions!

Athletics

Athletic participation is based on satisfying all MIAA, Boston Public Schools and specific school rules, policies and procedures.

Fall	Winter	Spring
Boys' Soccer	Boys' Basketball	Softball
Cheerleading	Girls' Basketball	Boys' Volleyball
Cross Country	Ice Hockey Indoor	Track & Field
Football	Indoor Track	Baseball
Girls' Soccer	Swimming	
Girls' Volleyball		

The following contains all pertinent forms required for participation in Boston Public

Schools Athletics. All forms must be signed and accurately completed to the best of your knowledge prior to the start of practice.

Forms to be Completed and Returned

1. Sports Physical Form
2. Medical Questionnaire
3. Parental Consent Form
4. Massachusetts Concussion Reporting Form

BPS Requirements for Athletic Participation

- 1.67 GPA or Higher
- School attendance of 93% or higher
- Updated physical in the last 13 months
- Completed physical, parental consent and concussion forms

MPTVHS Criteria for Athletic Participation:

- Mandatory study hall time while in season.
- Abides by the BPS Code of Conduct and MPTVHS school based rules.
- Must be present for a full day of school to participate in practice or competition.

Uniforms and Equipment:

All uniforms and equipment must be returned to the coach at the end of each season. Student athletes are required to make restitution for all items lost, stolen, or damaged. Seniors may lose the privilege of walking across the stage at graduation if they have not made restitution for equipment lost, damaged, or stolen any time during their enrollment at MPTVHS.

PART V

Guidance and Student Support Services

Student Support Services:

Madison Park provides a variety of support services that help students with different challenges. Many agencies within the community provide services to the school. Madison Park has School Nurses, Social Workers as well as a Health & Wellness Center within the school. A student can register at the Health & Wellness Center. If a student would like additional assistance, contact the Support Services Coordinator, Valerie DePina, at (617) 635-8970. If a student feels that Madison Park is too large or is not meeting their educational needs, then the student should meet with their school counselor to discuss their options.

School Based Health & Wellness Center:

The Health & Wellness Center provides students with medical services and counseling. The Health & Wellness Center accepts all health insurance providers. All services are kept confidential. The Health & Wellness Center is located on the fourth floor of building

7.

All students must have a pass to see the school nurse, visit the Health & Wellness Center and/or any agency within the school. When a student has scheduled an appointment with an agency, please inform the teacher by showing the appointment card and getting a pass. Students will be marked Constructively Present (CP) for the class. Appointments should be made before or after school, or during a student's lunch.

School Counselors:

The School Counselor's job is to provide emotional support, academic advisement and career guidance to all students. Through individual counseling and group workshops, school counselors will help students find their career paths, assist with post secondary planning, and inform students of options available to regain loss credits. School counselors also work in conjunction with families, staff, and the greater community to better address all student needs.

PART VI

Clubs and Student Government

After school participation in clubs and student government are a great way for students to enhance their education at Madison Park. Most colleges and jobs will look for this type of activity on applications. There are many opportunities for students to participate in clubs. The following is a list of some of the clubs that are open to all students regardless of race, religion, or gender. During school orientations, more information will be provided.

- Anime Club
- Music Club
- Debate Club
- Cape Verde Club
- CAR CLUB
- DECA
- ELL After School Club
- Elite Mathematics Club
- Flying and Aircraft Maintenance Club
- Gay/Straight Alliance
- Haitian Club
- Kay's Corner
- Latin X Heritage CLUBS
- Muslim Student Association
- Prom Committee
- SKILLS USA
- SoleTrain
- YEARBOOK

Student Government Association

The Student Government Association (SGA) at MPTVHS is composed of student representatives from each class elected by their peers. The elected body consists of a President, Vice President, Secretary, and Treasurer. In order to run for election, the student must have a GPA of 2.5 or higher and have a teacher recommendation.

One elected SGA representative from each class will be elected by the cabinet to serve as a member of the Student Head of Schools Council (SPC). The Student Head of Schools Council meets monthly with the Executive Director and advisors to discuss school wide issues and to plan school wide activities.

Student Leadership Members of SGA and SPC work diligently to promote spirit and pride among the MPTVHS school community.

PART VII

Schools Rules and Expectations

All BPS Policies and School Rules are in effect during school, while traveling to and from school and at school sponsored/related events. This means that students are under the jurisdiction of these rules and expectations from the moment they leave home until they arrive back home.

Transportation privileges, such as obtaining an MBTA pass or riding to and from school sponsored/related events (including athletic events) may be suspended or revoked. In addition, students will be faced with school discipline such as community service, Saturday school, or in school suspension.

Rules and Expectations:

It is expected that students follow reasonable requests made by adults in the building, including administrators, faculty and staff, cafeteria workers and custodians. Failure to comply with a reasonable request will be considered **insubordination**. If a student thinks that a request is unreasonable or unjustified, he or she is expected to comply with the request and then appeal later to a CFC or their Assistant Head of Schools.

Tardiness to Class:

Any student who arrives to class after the second bell rings will be marked "Tardy" unless they have a pass with a date and time from a faculty member that explains their tardiness. Students will not be sent back to their last class for a pass. **Being tardy to class will have a negative effect on students' grades and habitual tardiness will be addressed by the CFC's on an individual basis.**

Passes:

Students, who during class time circulate from one area to another for a legitimate

reason, must have the teacher administered pass with a date and time. No passes will be given during the first 10 minutes or the last 10 minutes of classes. Any student who is in the hallways during class time without a pass is subject to being searched and disciplinary action.

Off-Limit Areas:

Students should not be in any area of the building to which they have not been assigned.

The following areas are off-limits to students, unless instructed by a staff member:

- Loading docks
- Parking lot
- Fire exits (stairways and doors)
- Building 2 (Freshmen only) unless under the direct supervision of a teacher in the library

Any student who is found in an unauthorized area is subject to being searched and disciplinary action

Cutting Class:

Class cutting is prohibited. Students must attend all classes. Cutting class means that a student is missing class time without permission or without a legitimate excuse acceptable to the teacher. A student cutting a class/shop will receive a Zero (0) grade for that class period's work. In accordance with our attendance policy a cut (being an absence) may violate the student's minimum standard for attendance thus resulting in a Loss of Credit. Any examination or test given at the time of the cut will also count as a zero (0) and cannot be made up for credit. Students who continue to cut classes/shops will be subject to disciplinary action consistent with the Code of Conduct.

Portable Electronic Devices:

Cell phones and other portable electronic devices may not be used during instructional time without express permission from the teacher. Unless otherwise expressed by the teacher, cell phones should not be visible or audible during instructional time.

- Cell phones and other portable electronic devices may be used during non instructional time.
- This is a privilege that may be revoked due to inappropriate use and disciplinary action may be used.
- Inappropriate use may result in confiscation of the device.
- Portable speakers are not permitted at any time.

Visitors:

Students are not allowed to bring visitors on to school property.

Weapons and Controlled Substances:

Controlled substances and weapons are prohibited on school premises, at school sponsored or school-related events, and on school or MBTA property. We define weapons as any object or instrument that, due to its nature or use, has the potential to inflict bodily harm or cause serious injury to a person. Any student who is found selling, distributing, or possessing with intent to sell or distribute any controlled substance, shall be subject to the Code of Conduct.

No Smoking Policy:

State law prohibits smoking in a public building and/or on school grounds. Possession of tobacco products and related paraphernalia (rolling papers, pipes, lighters) is prohibited and those items will be confiscated.

Alcohol and Other Drugs:

The possession of, use of, sale, distribution or consumption of any alcoholic beverage, e-cigarette, drugs or drug paraphernalia on school property or at school functions is prohibited. Further, any person shall be barred from school or any school-sponsored activity regardless of where it occurs if he or she has been partaking of alcoholic beverages or drugs prior to his or her attendance at or participation in school or school sponsored activities. Students violating any portion of this rule are subject to disciplinary action including immediate suspension and possible expulsion.

Other Items:

The following items are considered dangerous objects because of their potential to create dangerous situations for students or personnel at MPTVHS and to be disruptive to school activity.

- Studded belts/necklaces/bracelets/rings (including rings that cover three fingers or more)
- Walking sticks, canes (unless prescribed by a physician)
- Large link chains or bicycle-style chains
- Balls, cards, dice, markers, lighters, firecrackers, and fireworks
- Masks, sunglasses, hoods or any other items that may help to conceal the identity of an individual
- Any other items that administrators or support staff deem dangerous
- All athletic equipment (helmets, bats) must be stored in locked during school day

Refreshments and Food:

Food and beverages are to be consumed in the cafeteria. Students are allowed to eat in a classroom only with teacher permission. Students with medical conditions should see the school nurse. Students are not allowed:

- Go outside the premises for food
- Order food from outside
- Receive food orders from outside

Leaving the Building Without Permission:

Students may NOT leave school at any time during the school day including lunchtime or unscheduled periods, unless a parent/guardian has called to dismiss them for a valid reason. A note or call after the fact is NOT acceptable. A student who leaves school grounds as defined in this handbook is subject to disciplinary action.

Attire:

In order to create a positive environment conducive to learning, students are to be appropriately and neatly dressed. If a student's general attire or appearance represents a danger to his/her health or welfare, or attracts undue attention to the extent that it

becomes a disruptive factor in the school, the student will be asked to make necessary changes. Repeated infractions will be subject to discipline.

In career and technical classes, students must wear the appropriate uniform. No open toed shoes, slippers or flip flop sandals are allowed in the shops. At all other times, students' clothing must be professional and appropriate. That means that all attire must meet the following standards:

- Mini skirts, shorts, spaghetti strap tank tops, and strapless tops are not permitted. Shorts and skirts must reach the student's fingertips when hands are at the student's sides.
- Clothing that exposes the midriff area (including the belly button and back) is prohibited.
- Undergarments (including boxers) should not be visible.
- Clothing that contains obscene, drug-related, gang-related or violence-related messages are prohibited.
- Clothing which feature offensive and/or vulgar words, pictures or drawings or phrases of a sexual nature or that have derogatory language regarding a person's ethnic background, origin, religious beliefs, sexual orientation or disability is not permitted.

** Failure to follow shop or school dress code may result in disciplinary action*

Vandalism:

Vandalism and defacement, including tagging, of school property are not acceptable behavior. The school will seek restitution for property damage.

Cheating and Plagiarism:

Boston Public School Policy prohibits student cheating and plagiarism. Cheating is defined as copying another person's work, whether or not permission has been given, either partially or completely, and presenting it as one's own. Cheating also includes plagiarism or collaboration without consent of the teacher.

Students who are identified as demonstrating academic dishonesty will receive a zero (0) for the written assignment, exam, etc. without the opportunity to redo the assignment or exam. The teacher will notify the parent of the offense and will report it to the CFC. Students who continue to demonstrate academic dishonesty will be subject to disciplinary action consistent with the *Code of Conduct*.

School Property Policy:

Students and their parents/guardians are responsible for all issued textbooks and library books. All books issued to students must be returned by the end of the school year. If a book has been lost or stolen, the student is responsible for the cost of the book.

Transportation:

Any student who rides on BPS or MBTA vehicles, and/or is on BPS or MBTA property, while traveling to and from school, is under the jurisdiction of the BPS and therefore subject to all BPS and School-Based Rules during such times.

Fighting:

Self-control is expected on all occasions, therefore, fighting is prohibited.

Horseplay:

General horseplay is not permitted in class, the cafeteria, the hallway or on school premises. All participants will be disciplined. Horseplay that may result in injury or damage, physical touching, pushing, grabbing, or throwing an object that may result in injury to a person or damage to school property will be taken seriously. A student who allows himself/herself to be drawn into this type of behavior will be disciplined along with the instigator.

Inappropriate Cafeteria Behavior:

- Cafeteria etiquette demands that students respect one another in the serving line.
- Do not cut in front of one another.
- Cleanup is the responsibility of each student at the table.
- Yelling, abusive language, and disrespect directed towards staff and students are unacceptable behaviors.
- Throwing of food will not be permitted.
- Students are not to leave the cafeteria with food or open containers unless supervised by a staff member.
- No one is permitted to leave the school grounds for lunch.
- Food cannot be delivered or brought in from an outside restaurant or retail business during the school day.

Searches and Seizures:

If there is a reasonable suspicion that the student is in violation of law or school rules, search of a student and his/her possessions may be conducted at any time. Any student that leaves the school building without permission and returns to the building or is found in unauthorized areas will be searched. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

For Seniors:

Disciplinary action for seniors may include the limiting of senior privileges and activities, including crossing the stage for graduation and attending prom.

PARENT AND STUDENT ACKNOWLEDGEMENT FORM

This Form acknowledges that 'We', - Madison Park Technical Vocational High School (MPTVHS) students and parents - are asked to support the School and its mission, and to acquaint ourselves with, and abide by, the School's policies and procedures. The detailed policies and procedures are found in Madison Park Technical Vocational High School Student Success Handbook located on the School website: ([Madison Park](#)) We understand that this Handbook is for informational purposes only and is meant to be used only by those affiliated with the MPTVHS community. Our signatures below indicate that we have reviewed and have familiarized ourselves with the contents of the 2021-2022 MPTVHS Student Success Handbook and agree to abide by the School's policies and procedures, as outlined in the Handbook. Please note this Student Success Handbook has been edited to reflect policy changes from prior years. This document serves as notification to parents and students of the School policies and procedures in effect for the 2021-2022 school year.

I acknowledge, with my signature below, the receipt of the MPTVHS Student Success Handbook on behalf of my son/daughter.

Parent/Guardian	Signature	Date
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Parent/Guardian	Signature	Date
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Print Student Name

Signature

Date