

BOSTON PUBLIC SCHOOLS



BOSTON LATIN ACADEMY

STUDENT HANDBOOK 2021 - 2022

As a student at Boston Latin Academy it is your responsibility to read the following Boston Latin Academy policy statements. The following items can be found at latinacademy.org/student-handbook. Once read, please sign and return this BLA Student Handbook Contract Sheet to your home base teacher by Friday, September 17, 2021.

I have read the following Boston Latin Academy policy statements from the website provided:

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Parent/Guardian Name (print)

Parent/Guardian Signature

Date

Student Name (print)

Student Signature

Date

BOSTON LATIN ACADEMY

MISSION STATEMENT

The mission of Boston Latin Academy is to prepare students for higher academic study by challenging them with a rigorous curriculum. With this foundation, Boston Latin Academy prepares students to be independent learners and contributing citizens in a diverse and challenging society.

AN INTRODUCTION TO BOSTON LATIN ACADEMY

Boston Latin Academy has a 144-year history of academic excellence with an outstanding rate of college placement. We are an inner city public school serving over 1,750 economically and culturally diverse 7-12th grade students from the many neighborhoods of the City of Boston. More than 40 percent of students participate in the federal free or reduced lunch program. In addition to speaking English, a significant number of BLA students speak a second language at home. We are proud to have a supportive Alumni Association and an active and supportive Parents Association. Simply put, we are a vibrant, diverse, academically rigorous school where the “Classic Club” is just as popular as the football team.

The students of Boston Latin Academy, their parents, and the faculty share a commitment of excellence. Our curriculum, while rooted in the study of the classics, liberal arts, and fine arts, has been developed to ensure that all students are well prepared for success in college and success in life. While appreciating the classics, we also use data-based research to inform and augment our curriculum as we strive to make it match our 21st century student base of engaged learners.

Boston Latin Academy works diligently to preserve our school’s rich past as well as to re-imagine our practice for the future. For example, this year we enriched many of our content area curriculums and also built upon our teacher-led professional development. We facilitated “Instructional Rounds” to encourage a community of high expectations and have a vibrant Instructional Leadership Team of teachers and facilitators who work together to build meaningful professional development for our school.

Our goal is to foster a setting where students learn to listen, to question, to read, to empathize, and to make choices based on sound, ethical principles. We believe that this can be best accomplished within a disciplined, caring, and supportive school environment. Therefore, in addition to our emphasis on academics, we offer a broad spectrum of support services that provide psychological, tutorial, and medical help for those students in need. With encouragement, support, guidance, and practice, students will gain confidence in their own ability to mature, to learn, and to succeed.

The school further enriches its curriculum with a variety of student activities and clubs. As an additional enrichment, BLA students perform community service as a graduation requirement. This encourages students to take a role in the larger community outside of school.

Boston Latin Academy has received many prestigious awards and honors. Most recently, we have been named the Blue Ribbon Award and are consistently named one of the one hundred best high schools in America by US News and World Reports. We consistently earn top-ranking scores in the tenth grade Massachusetts Comprehensive Assessment System (MCAS) in English and Math and earned honors as a Siemens Competition Math, Science and Technology semi-finalist. Additionally, the BLA music program has been the recipient of the 2010 Fidelity Future Stage and Mr. Holland’s Opus Foundation awards.

At Boston Latin Academy, we celebrate our success and support the promise and potential of our students. All shown, we are a school that strives to evolve with our student base in order that they may leave us with an appreciation of tradition as well as the skills to be informed, analytical, compassionate and contributing citizens in a diverse and challenging society.

BOSTON LATIN ACADEMY INTEGRITY POLICY

The mission of Boston Latin Academy is to prepare students for higher academic study by challenging them with a rigorous curriculum. Intellectual honesty is an essential element in the climate of learning. Cheating demonstrates a lack of integrity and character that is inconsistent with the mission of Boston Latin Academy. To this end the following policy has been established.

Cheating Definitions and Consequences

Cheating includes but is not limited to the following:

Category 1: One time offense, or an offense that has minimal impact on a student's grade.

Cheating on assignments which are worth between 0% and 5% of the term grade (e.g. homework or classwork).

Category 2: Multiple category 1 offenses that show a pattern of behavior throughout the school year, and / or an egregious offense that compromises the integrity of assessment security. This includes, but is not limited to: cheating on tests, plagiarism of a written assignment, copying the work of another student and submitting it as one's own, using cheat sheets, unauthorized notes / materials, or any physical or electronic distribution* of assessment materials.

**Physical or electronic distribution of assessment materials automatically constitutes a double Category 2 Offense. First for personal use, and then for the distribution.*

Consequences for Category 1:

The teacher calls the parent. Student will receive a zero for the assignment. All students involved receive the same consequences. If a student receives more than one Category 1 offense in the same subject class it becomes a Category 2 offense.

Consequences for Category 2:

In addition to the consequences listed above in Category 1, students will lose any leadership position that they hold in school as well as various awards and memberships. * If a student receives two Category 2 offenses in the same subject within one school year all of the above apply. Additionally, if the numerical average is higher than a 60, the student will fail the course for the term with an F+ (59). If a student receives more than two Category 2 consequences, the student will fail the course, and will be required to make up the class.

Shared Responsibility for Academic Integrity

Everyone involved in the school community must understand, accept, and share responsibilities if this policy is to be effective. If you see a student copying another person's work, address the issue and report it to the proper teacher.

Shared Responsibilities

The Student will:

- Plan study time(s) wisely in order to complete all assignments.
- Read primary sources and not substitute published summaries such as Cliff's Notes, Spark Notes, etc.
- Protect work and not lend or borrow homework.
- Familiarize him/her with test taking strategies.
- Look only at his/her own test.
- Remain silent during test.
- Refrain from discussing tests and quizzes already taken with students in other sections.
- Study and complete his/her own assignments.
- Work independently of unauthorized notes including electronic devices during a test.
- Do not change a test item in any way when the test is returned for review.

Parental Responsibilities

The Parent will:

- Communicate values of moral and ethical behavior to the child.
- Support the student's need for a time and place for study.
- Support the student's efforts but not in any way to the work.
- Encourage wise use of time.

School Responsibilities

The Teacher will:

- Make the school policy known to all students.
- Be specific when assigning cooperative or individual work.
- Deal with violations of the cheating policy privately and confidentially. __

EXPECTATIONS FOR STUDENT LEARNING

All Boston Latin Academy students will:

- Listen
- Question
- Read Critically
- Write
- Master a rigorous curriculum
- Learn independently
- Contribute to society

The Boston Latin Academy student:

- Will listen when the instructor or other students talk in groups and in class.
- Will be able to take complete, detailed, and well-organized notes from oral presentations.
- Will consistently integrate the ideas of others and connect classroom experiences with the outside world.
- Will follow oral instructions
- Will develop questions in the following situations: discussion groups, reading, class activities, during problem-solving, and self-evaluation.
- Will summarize and interpret a variety of reading material: demonstrate transfer (applying knowledge and text to other situations).
- Will use language successfully and proficiently in daily use.
- Will use written materials successfully and effectively in career and decision-making settings.
- Will choose to read extensively across genres for the sake of personal enjoyment and to further his/her interest.
- Is always able to write effectively in a variety of styles, for a variety of audiences, in a format where there is a strong beginning, middle and end with good transitions.
- Will always integrate learned vocabulary into written language with proficiency, effectiveness and a personal style.
- Will always produce written products which are topic focused, powerful, complete, and coherent and demonstrate a good understanding of the content.
- Will always produce written products that demonstrate proper use of standard grammar, usage, mechanics, and sentence structure where appropriate.
- Will be able to think critically and communicate effectively in the areas of literature, history, math, science, modern foreign languages and classical studies.
- Will be able to achieve an exceptional level of performance on a variety of standardized tests (PSAT, SAT, MCAS, AP, National Latin Exam).
- Will be accepted by a 4-year college.

PROMOTION POLICY / GRADUATION REQUIREMENTS

- A. Students in grades 7-10 who receive a failing course grade have two options:
1. Students who earn a 50% or above in one or two courses may take the subject over in Summer Review School (SRS)* for up to **two** classes
 2. Repeat (drag**) the subject the following year
- B. Seniors who receive a failing course grade must take the subject over in SRS* and may not participate in the June graduation. If the failed subject is not offered in SRS, seniors must take a comparable SRS course designated by the Headmaster before receiving their diplomas in August.

***Summer Review School (SRS):**

- Students in grades 7 through 12, failing with a course average of 50% or better, may make up the grade by passing the same course in the Boston Public Schools' summer review program. Upon successful completion, the F+ will change to a D-.
- To make up the grade through another summer school program, a student must have permission from the Boston Latin Academy Headmaster and must pass a Boston Latin Academy examination in the subject at a designated time before the first calendar day of the subsequent academic year.

****Dragging a subject:**

- Students may drag one failed subject from the previous year.
- Students who fail more than one subject in a year, including a subject they are dragging, must make up the work in SRS or repeat the entire year.
- Students who are repeating the year cannot retake classes they have previously passed as schedule permits. Repeaters have the same graduation requirements as all other students in their current grade.
- All students must take a full course load each academic year and meet course prerequisites in order to enroll in the next level courses as outlined in the school's program of studies.
- A student's grade level will be determined by the coursework the student has passed. In order to be promoted, the student must be on track to meet the graduation requirements of the grade he or she is entering. A student may fail one course for the year (drag) during their time at BLA and be promoted to the next grade level.

**Note: Students with more than 30 absences are not eligible for summer school.*

- C. All seniors must complete a research paper in English 12. Research papers must conform to the standards set by the English Department.
- D. Excellent attendance is essential for academic success in every class.
- E. Seniors must have completed 60 hours of community service during grades 9-12

Note: A student's grade level will be determined by the coursework the student has passed. In order to be promoted, the student must be on track to meet the graduation requirements of the grade he or she is entering.

GRADING SCALE

MARKS: The following grades are to be used at Boston Latin Academy during this school year.

GRADE 7-12

PASSING:

A+	97 – 100	D+	67 - 69
A	93 – 96	D	63 – 66
A-	90 – 92	D-	60 – 62
B+	87 – 89	F+	50 – 59*
B	83 – 86	F	0 – 49
B-	80 – 82	*Eligible for Summer School	
C+	77 – 79		
C	73 – 76		
C-	70 – 72		

REPORT CARDS: The report cards must be returned the homeroom teacher no later than 5 days after they have been given to the student. The returned copy must be kept by the homeroom teacher. This is a part of the student's record. Please refer delinquency matters to the discipline coordinator.

IMPORTANT ACADEMIC DATES

	Term 1	Term 2	Term 3	Term 4	Term 4 Grade 12
Term Length	Sept. 9th - Nov. 12th, 2021	Nov. 15th - Feb. 2nd, 2022	Feb. 3rd - April 13th, 2022	April 14th - June 22nd, 2022	April 14th - June 7th, 2022
Progress Reports	October 16	December 23rd, 2021	March 18th, 2022	June 8th, 2022	June 8th, 2022
Marks Close	November 12	February 2nd	April 13th, 2022	June 22nd, 2022	June 7th, 2022
Report Card Issued	November 20	February 11th	April 28th, 2022	June 22nd, 2022	June 7th, 2022

TARDY POLICY

Front Door Tardy Policy

Late is defined as arrival to school after the 7:20 am bell. After 7:20 am students must follow BLA's sign-in procedure, by signing in at the front door of 205 Townsend Street. If a student arrives after 8:00 am he/she should sign in at the main office.

Classroom Tardy Policy

Teachers will mark students tardy if they arrive to class after the period bell has rung.

Excused Tardy

An excused tardy will be granted under the following condition(s):

1. Doctor/Dentist appointment with documentation
2. The coordinator of transportation deems that certain students should be excused because of bus problems
3. Inclement weather
4. The Headmaster excuses a student because of extenuating circumstances on the day the tardy occurred.

ATTENDANCE POLICY

CITY OF BOSTON POLICY

1. **Length of Time:** A student must attend school for at least a half-day to be marked “present.” Check with the principal or headmaster to determine what constitutes a half-day. In most schools, it is:
 - a. 3 hours in elementary school
 - b. 3 hours and 5 minutes in middle school
 - c. 3 hours and 10 minutes in high school

In all cases of absence, a student must be given the opportunity and responsibility to make up the work missed within a reasonable time period.

2. **Excused/Unexcused Absences:** Students must bring in a note after each day they are absent. They may submit a paper note to the registrar in the main office or submit a note through the [Excused Absence google form](#).
3. The note must include the date absent, the reason for the absence, a phone number where a parent or guardian can be reached, and the parent or guardian’s signature
 - a. The note must be received within **seven** school days after the absence.
 - b. Excused absences may include:
 - i. **An illness or injury that prevents the student from attending school. If the illness or hospitalization results in absence of five or more consecutive days, a note from a health care provider documenting the health problem or hospitalization should be attached to the parents’ note. Parents are not expected to have a note from a health care provider for an illness of fewer than five days.**
 - ii. A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin) or other significant personal or family crisis
 - iii. Suspension from school is not an absence and should be coded as a “Z” on the automated attendance reporting system. In cases of suspension, the school will provide an opportunity for the student to maintain academic standing in school by being provided a list of assignments and such other services which might enable the student to use the time out of school constructively.
 - iv. Students assigned to Succeed Boston shall be assigned work by the school of assignment and shall be marked “constructively present.”
 - v. Court appearances: Students should present evidence of the requirement of the court appearance.
 - vi. Medical or psychological tests during the school day: The parent must show evidence (such as a note from the health center) that the tests could not be scheduled after school.
 - vii. Religious holy days: In order to accommodate the religious beliefs of students, such absences will be marked “constructively present” upon submitting a valid note signed by a parent or guardian. Please see Superintendent’s Circular LGL-6 for more guidance or contact the Office of Equity (617) 635-9650 or your designated Supervisor of Attendance.
 - viii. Visits to special education schools in some cases for students with disabilities.
 - ix. Other situations: From time to time, situations over which the school, parent, and student have little or no control may cause absences (for example, transportation that does not operate during inclement weather). These absences are excusable. The principal/headmaster may determine that the students so impacted shall be marked “constructively present.”
 - x. Other extraordinary situations approved by the School Site Council.
 - c. Unexcused absences may include:

- i. Family vacations: School vacations and holiday periods allow ample time for family vacations. Each day of absence for this reason is unexcused. School-based rules will regulate make-up work.
 - ii. Babysitting
 - iii. Cutting class
 - iv. Other situations: From time to time, situations such as “illness of members of an extended family,” or “conflicts with parents’ work schedule” may develop. These should be viewed as unacceptable excuses for absences.
 - v. Other extraordinary situations approved by the School Site Council.
- 4. **Record-keeping: Principals and headmasters** bear final responsibility for improving attendance in their schools and for ensuring that performance evaluations reflect staff members’ efforts in complying with this policy and in achieving the goal of improved attendance. Please see Superintendent’s Circular ACA-18A, for detailed procedures on attendance record-keeping.
- 5. **School-based governance:** Students with three or more unexcused absences will be referred by a teacher or the principal/headmaster to the school’s Student Support Team (SST). The SST will review the case and work with the family to develop a plan to help the student improve attendance. School-based rules should be amended to include these guidelines and other attendance-related guidelines established by the School Site Council.
- 6. **Truancy Prevention Program:** Each school is required to provide their Truancy Prevention Program Plan to their designated Supervisor of Attendance no later than October 1 of the school year. For step-by-step procedures, please see Superintendent’s Circular ACA-18B.

CELL PHONE POLICY

(AMENDED FROM BPS POLICY)

BOSTON LATIN ACADEMY CELL PHONE POLICY (amended from BPS policy)

Cellphones are incredibly powerful and expensive tools. When these tools are used appropriately students can thrive. Phones are allowed in certain situations throughout the building.

Acceptable use:

1. In the cafeteria.
2. With express permission from a classroom teacher for academic purposes.

Cell phone situations to avoid:

1. Cell phones are expensive devices. It is not the school's responsibility to protect or safeguard devices from theft or damage. Those who bring devices to school are responsible for protecting their personal property.
2. Cell phones should not be visible in the hallways, especially during class time.
3. Cell phones should not be a distraction during any academic pursuit. Do not use phones during class without express permission from the teacher.
4. Headphones / earbuds are not allowed during class or in the hallways.
5. No personal phone calls during the school day.
6. Refrain from recording audio or video, and from taking photos (unless for academic purposes and the subjects have given consent.)
7. Social Media is not private, especially while in school. Refrain from using social media during the school day.

Students who do not adhere to the cell phone acceptable use policy may be subject to additional disciplinary action, consistent with the Code of Conduct.

BATHROOM PASSES / TARDY PASSES

1. When using the bathroom, students will scan the QR code posted inside the classroom when they leave the class, and when they return to class.
2. During class time, only three students are allowed in a bathroom at once.
3. Students will receive an electronic receipt. Students will use their phone as a bathroom pass and the receipt must be accessible while moving through the hallways.
4. Students who are tardy will sign in using a QR code posted at the front desk.
5. In School Excused Tardies: If you ask a student to stay behind after class, please send an email to the receiving teacher, and the students email account if the tardiness is excused.

SCHOOL BASED RULES

A violation of any school based rules will result in consequences in accordance with the BPS Code of Conduct.

That student shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with an opportunity to present evidence and witnesses at said hearing before the headmaster.

1. The possession of the following substances are prohibited on school premises or at school-sponsored or school-related events, including athletic games: weapons, 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, heroin, tobacco and electronic cigarettes.
2. Assaults on any individual on school premises or at a school-sponsored or school-related event, including athletic games, are not permitted.
3. The use of derogatory language to another individual will not be tolerated (examples include: race, gender, sexual orientation, immigration status).
4. Damage to school property (defacement and vandalism) will not be tolerated.
5. Students are to be in their assigned rooms unless they have an official pass.
6. Students must bring a written excuse within 3 school days of any absence. An excused absence may be granted for one of the following reasons: sickness, injury, hospitalization, religious holy days, a court appearance, or a death in the family.
7. The use of all electronic devices (i.e. MP3 players, electronic games, headsets, earbuds etc.) is not allowed except in the cafeteria before school, after school, and during the student's lunch period.
8. Students must follow the BLA cell phone policy.
9. Headphones should not be visible in the hallways at any point throughout the school day.
10. Possession of obscene materials is forbidden in school.
11. Students must return signed notes, forms, warning notices and report cards to school within 3 school days.
12. Students must be given 24 hours notice in order to attend detention.
13. Students must keep books in the condition in which they were received.
14. Eating food during class is not permitted.
15. Students must adhere to the BPS and BLA dress code.
16. No head coverings should be visible, except for religious or medical reasons.
17. A student who is absent from school without permission is considered truant.
18. Students may be denied school-provided transportation for violation of the Code of Discipline while

riding to or from school. Student behavior may also be monitored by video on selected school buses and the video may be used in disciplinary procedures.

19. Students assigned to science laboratory courses must follow all posted rules and regulations regarding “Safety in the Laboratory.”
20. Students are responsible for their own work. Cheating, (e.g. plagiarism) will not be tolerated. Boston Latin Academy’s [Academic Integrity Policy](#) will be enforced.
21. Computers are to be used for academic purpose only. Inappropriate use of computer technology or the use of threatening or abusive language on email, internet or any other computer application is not allowed.
22. The use of social media by BLA students is an extension of the school community. Any violation of the BPS Code of Conduct or BLA School Based Rules including, but not limited to [sexual harassment](#), obscene images, threats, cheating, and bullying via social media will result in consequences aligned with the BPS Code of Conduct.
23. All lockers are school property and are subject to inspection by school officials.
24. Students must carry their School ID during school and all school sponsored events.
25. Students must follow the Code of Conduct for the Boston Public Schools and obey the school-based rules.

NORMS & EXPECTATIONS FOR STUDENT BEHAVIOR

TAP-UP

1. **Be Tidy (Clean up after Yourself):** Our school is our home away from home. The environment within which we work is a reflection of who we are as learners. Ensure that you take care of your own space to show that you care about the image we convey as a school.
2. **Be Accountable:** Maintain academic integrity at all times. Do your best work. Do your own work. Stay on task. Use technology in an appropriate fashion that enhances your academic growth.
3. **Be Punctual.** Being where you are supposed to be when you are supposed to be there sends a message that you are ready to learn. Make sure that you are prepared and accountable upon arrival to each of your classes.
4. **Be Upstanding:** Embrace the diversity that makes our school so unique. Be respectful of all people, and the various perspectives, beliefs, and cultures around us to ensure that we always have a safe, and inclusive learning environment.
5. **Be Presentable:** This is your place of work. Your attire should reflect professional etiquette. Students are expected to follow the BPS and BLA dress codes.

For Students:

If a student does not adhere to the above named expectations, he or she will be assigned a Restorative Intervention Form. To restore, by definition, means to put things back in order. If a student is assigned a RIF it is presumed that there was some sort of disruption that impacted the school environment. When an adult assigns a RIF the student will have until the end of school the following school day to complete the form.

The RIF is designed as a place for students to reflect on an event and think about ways to restore the safe functioning of the school without disruptions. This form is intended to give the student a space to collect his or her thoughts before *having a conversation* with the adult who assigned the RIF. The process is not complete until the conversation has taken place, and *all* stakeholders have been heard. If this process is not completed consequences will be rendered in accordance with the BPS Code of Conduct.

The work that you submit to the adult who assigned it to you must:

1. Use the following header: Last Name, First Name, Date of Incident, Name of assigning adult.
2. Be written in complete sentences.
3. Be written legibly and display a measure of reflection and ownership.
4. Be signed by a parent / guardian.

Restorative Intervention Form

1. Which behavioral expectations is in question at this time?
2. In your own words, describe what happened.
3. How are you feeling about what happened?
4. What was going on around you at the time of the event in question?
5. How did your actions impact the surrounding environment for yourself and others?
6. What could you have done instead to avoid the disruption?
7. What will you do in the future to avoid this type of conflict?
8. What do you think adults can do in the future to help avoid this type of conflict?
9. What can you do to help restore and / or maintain order in the school community?
10. In closing, is there anything you would like to share at this time?

STUDENT RESPONSIBILITIES

(ATTENDANCE, EMERGENCY CARDS, LOCKERS)

Attendance

1. Every absence requires a note (by law). Documentation for an excused absence (parent/guardian, doctor, court, death) must be given to the first period teacher within seven school days of the student's return to school. Students may also give a paper copy of their note to the registrar in the main office or submit a note through the [Excused Absence google form](#).
 - a. The note must include the date absent, the reason for the absence, a phone number where a parent or guardian can be reached, and the parent or guardian's signature
2. All absence notes must be filed with the registrar.

Emergency Cards

1. A printed emergency card must be filled out by all students.
2. The home base teacher will distribute emergency cards to students.
3. Cards will then be given to the main office and kept on file.
4. If a discrepancy is discovered or the home base teacher is informed of a change in the address/telephone number, the homeroom teacher will issue a change of address/phone number form. After the form is completed by the student, the homeroom teacher will give the form to the registrar.
5. After verification, the registrar will ensure changes are made on the emergency cards.

Lockers

1. All students must use the locker that was assigned to them by their homeroom teacher.
2. Students must make sure that their locker is secure at all times.
3. There is no sharing of lockers allowed.
4. Students must use a school issued lock **only**.
5. **Lockers should be locked at all times.**
6. **The school is not responsible for items that are removed from lockers that are unlocked.**

STUDENT LUNCH EXPECTATIONS

TAP- UP

Be...

Tidy

- Clean up your individual space by throwing away all trash, using a napkin to wipe down the table, and making sure the floor is clean in your area.

Accountable

- Students need to use his or her ID number in order to receive school lunch. Lunch is free for all students.
- Students should be seated except when using the bathroom, obtaining their lunch or using the vending machines.
- Students must be seated through the end of lunch.
- Students are permitted to use phones inside the cafeteria **ONLY**.
- Phones should be used appropriately, which means **NO** audible music, and **NO** cameras.
- Headphones are allowed inside the cafeteria but must be put away before leaving the cafeteria.

Punctual

- Arrive to lunch as close to the starting bell as possible.
- Do not leave the cafeteria before the end of lunch.
- Students must present a pass to be allowed to have lunch in a classroom.
- Return to class promptly after the end of lunch.

Upstanding

- Food should only be eaten inside the cafeteria.
- Ensure that all members of your lunch party follow all expectations.

Presentable

- Follow the BPS and BLA dress code.

HAPGOOD LIBRARY GUIDELINES

The school library is open from 6:30 am until 1:40 pm each day. The library is closed during period 4 every day.

Library Sign-Up System:

Students must sign up online the day before to get a seat in the library.

Students should go to the link: latinacademy.org/lib and complete the form.

1. The form must be submitted by 6:30 am on the day the student intends to go to the library. (For example, if you want to go to the library on Tuesday, November 6, the form must be Completed and submitted by 6:30 am on Tuesday, November 6.
2. Signing up does not guarantee that you have a seat. When more students sign up than will fit, Seats will be given to those students who have had the least amount of time in the library.
3. Students must check their BPS email to find out if you have been selected for a seat. Emails will go out by 6:45 am to tell students about using the library the next day. The librarians will use their “bostonk12.org” email address. If students cannot access their BPS email, they should speak with their guidance counselor.
4. Students should not go down to the library when they have a study hall unless they have received an email telling them that they are on the list for that day.

Students who want to use the library resources may come during a study period. Students may come only once each day. The library is available for everyone to use before school without a reservation.

The Hapgood Library is a place where all students can do serious, quiet work. The library rules are listed below:

- Students may come to the Hapgood Library for research help, to use the computers, to complete assignments, to work on group projects, or to read and study quietly.
- Students who want to use the library can come before school and during a study period. (If a student chooses to come during a study, he/she should report directly to the library if they have received a confirmation email. The librarians will take attendance, generate a list and share it with study teachers.
- All students must check in upon entering. If they need to leave the library they must sign the book, take a pass and leave their student ID at the circulation desk.
- Students must follow school rules when in the library.

Students that repeatedly break the school rules during library will lose the privileges of using the library for a period of time. This includes inappropriate use of computers. (Restorative Intervention Form)

1st Offense – Warning and phone call to parents.

2nd Offense – Detention.

3rd Offense – No library privileges for 2 consecutive weeks.

Library use for students

- Arrive promptly at the beginning of your study period.
- Show your own student ID to sign in to the library.

- Remain in the library the entire period.
- Do quiet schoolwork; use computers for school work only; use library resources.
- If you have any questions or need help, please ask a librarian.

For study teachers

- Only 80 students will be accepted in the library during periods 2-6, and 40 will be allowed during periods 1 and 7.
- If the library is full, students will be sent back to their study classroom with a pass from the library but students should check their email for reservation confirmation.
- The library attendance will be posted and accessible to all staff within 5 - 10 minutes into the period.
- If a class has reserved the library for a particular period, only half the library will be available for students in their study periods.

Hapgood Library Resources and services available for BLA staff members

Work with the library staff to:

- Give your students an introduction to the library and its resources.
- Teach the research process.
- Do library research.
- Talk about plagiarism and citing sources.
- Learn about library materials to support an assignment.
- Learn about online subscription databases and get passwords.
- Order books from the Boston Public Library (BPL)
- Return BPL books to the Hapgood Library
- Get a Boston Public Library card
- Borrow equipment
- DVD's/Videos to supplement your classroom work

To reserve the library space, speak to a staff member and sign up and/or to have the library calendar shared. If you want us to work with your class, please plan to meet with a staff member to help us prepare for your lesson.

STUDY PERIOD RESPONSIBILITIES

Students should be quietly engaged in meaningful work, homework or reflections.

1. Teachers must take attendance during the first ten minutes of class. Students who are not present and have not given the teacher a pass will be marked as cutting by the teacher (unless they are absent from school or are on the library/nurse attendance list that is distributed).
2. Teachers must assign a consequence to students who arrive late to study. Students should not be led to believe there is no consequence for arriving late, because this will create a hallway problem. Students with excessive tardies should be referred to the discipline coordinator.
3. There is no such thing as being “permanently signed out of study”. Students must present a pass to a teacher during the first ten minutes of study if they have permission to be somewhere else on that day, email is sufficient. If a student wishes to make a schedule change (this would be rare) they need to make an appointment with their guidance counselor (before or after school or via email).
4. Students may not leave study unless they have a pass in advance from their guidance counselor, administrator, or one of the student’s current instructional teachers. Students may not have a pass to go from one study to another. Please refer to the tutoring list (link is at the bottom of the announcements) for students who go to tutoring during study. Teachers should note in SIS where students are if not in their study.
5. For safety reasons, teachers must know where all of the students on their roster are at all times.
6. It is recommended that teachers have a seating plan for their students during study. If graffiti appears on a desk during a teacher's study period, the teacher should be able to easily identify who was sitting in that area.
7. Students must come prepared to study and therefore should not go to his or her locker during study.
8. Teachers will enforce the same rules during study as they do during regular classes.

STUDENT LOCKER POLICY

- All students must use the locker that was assigned to them by their homeroom teacher.
- Students must make sure that their locker is secure at all times.
- There is no sharing of lockers allowed.
- Students must use a school issued lock **only**.
- ***Lockers should be locked at all times.***
- ***The school is not responsible for items that are removed from lockers that are unlocked.***
- All lockers are located near the student’s homeroom when possible.
- Students should not be going to lockers during class as they are expected to be prepared with all class materials in advance.
- If your lock is lost or stolen, you must purchase a replacement lock from the main office for \$5.00.
- Food should not be stored in lockers.
- Students should clean lockers regularly
- No graffiti, stickers, or labels of any kind in or outside of the locker.
- Students should notify the office if there is a locker problem by filling out the necessary form to correct the issue.
- Students are responsible for their school issued lock until graduation or pay \$5.00.

WHEELCHAIR ACCESS TO BOSTON LATIN ACADEMY

The entrance for wheelchair access is located at 205 Townsend Street. To the right of the main stairway is an entrance equipped with a camera, intercom and doorbell. An elevator is located on the same level inside the building. To gain entrance into the building, ring the doorbell and request assistance. Office personnel will buzz the individual into the building and send the elevator to the ground floor.

Take the elevator to the first floor and sign-in at the front desk. If additional assistance is required, please inform the person on duty at the front desk.

ELEVATOR POLICY

The school elevator is not intended or designed for regular student use. It is provided for staff, individuals with disabilities, and for movement of supplies and equipment. Student use without specific permission from the school nurse or principal is prohibited. Students who are in legitimate need of the elevator may be accompanied by one other student only. The elevator should not be used in emergency evacuation procedures, except if necessary for disabled or injured persons. To obtain a keycard, you must provide a doctor's note as well as a \$20.00 cash refundable deposit. If you do not have \$20.00 cash, you may pick up a key every morning and drop it off at the end of the day using a cell phone as collateral.

DRESS CODE POLICY

Philosophy

The Boston Latin Academy student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

BLA believes...

- all students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming
- all students and staff should understand that they are responsible for managing their own personal distractions without regulating individual students' clothing/self expression.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.

Boston Latin Academy is committed to creating a respectful, welcoming learning environment for all students. As part of that commitment, our students must adhere to the following standards for dress. While we encourage student's self-expression and individuality, these standards help foster a secure, appropriate setting where all students can focus on their educational goals and flourish.

- Students may wear shoes or sandals that do not present a safety concern, except during physical education classes, science labs, while participating in school-related athletic competitions, events or activities, or while participating in other activities where safety is a concern.
- Students should dress casually and comfortably for school, while wearing clothing that is well suited for a professional environment. All clothing should be within the bounds of decency.
- Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. Clothing must cover a student's torso, midriff and backside, and have sleeves or straps.
- Bottoms (i.e. pants, shorts, skirts, dresses, etc.) must be an appropriate length (no shorter than fist length).
- Waistlines of bottoms (i.e. pants, shorts, skirts, dresses, etc.) must be on or above the hips or waist, with

- no undergarments or other clothing showing under the pants, shorts, dresses, or skirts. Clothing, drawings, tattoos and accessories that display or promote hurtful, violent, or bias-based messages are not permitted. These could include gang insignia or weapons; drug, alcohol or tobacco-related information; and obscenities, put-downs, stereotypes, sexual innuendos, or offensive words or graphics.
- Face masks must be worn over the mouth and nose, unless the student is eating lunch.
- Headgear is allowed as long as the student can be identified.

If a student does not follow the suggested dress code:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents/guardians may be called during the school day to bring alternative clothing for the students to wear for the remainder of the day.

EXTERNAL ACADEMIC PROGRAM

Boston Latin Academy encourages students to take advantage of full-time external educational opportunities that enhance and enrich the education that they receive at BLA. In order to ensure that students are able to meet the graduation requirements of BLA, students must meet the following criteria:

- Students may participate in an external academic program during sophomore or junior year for the full year or during the second half of the year for a semester. Students should finish the year at the external academic program.
- The course of study that the student takes must meet the course objectives set by BLA and, as much as possible, follow the curriculum at BLA. Students attending an external academic program for the second half of the year should select classes at BLA that will mirror the classes that the student will take in the program.
- Students must receive grades or grade equivalents (based on standards) from the program. A copy of the transcript from the program must be sent directly to BLA's registrar in a sealed envelope.
- Grades received while at an external academic program will not be counted toward the student's Boston Latin Academy GPA, but will be reflected on the transcript as non-BPS
- Students must submit a proposal of study to the guidance program director by May 15 of the year prior to attending the program for yearlong programs and by October 15 of the same school year for spring semester programs. The proposal must include detailed course descriptions and must be approved by the academic program directors and the headmaster.
- Sophomores who miss the 10th grade MCAS are required to make it up. Juniors should plan to take PSAT, SAT or ACT exams before and/or after the program if it is not possible to take them during the program.
- All costs associated with the external academic program must be incurred by the family of the student.

IMPORTANT SUPERINTENDENT’S CIRCULARS

All BLA faculty are considered mandatory reporters, therefore any information that is shared is required to be reported to the proper authorities. Please refer to these superintendent’s circulars for the following serious matters.

CHILD ABUSE AND NEGLECT

URL: <https://drive.google.com/drive/folders/0b3uv5tndvx1zuuhpnc0tnmxyegs>
(TAKEN FROM SUPERINTENDENT’S CIRCULAR)

SUICIDE PREVENTION AND INTERVENTION

URL: [HTTPS://DRIVE.GOOGLE.COM/DRIVE/FOLDERS/0B3UV5TNDVX1ZOUPEEXHCZTNPRDA](https://drive.google.com/drive/folders/0b3uv5tndvx1zoupeexhcztmprda)
(TAKEN FROM SUPERINTENDENT’S CIRCULAR)

SEXUAL MISCONDUCT TOWARD STUDENTS

URL: [HTTPS://DRIVE.GOOGLE.COM/DRIVE/FOLDERS/0B3UV5TNDVX1ZYUXWR0POVJJWYXM](https://drive.google.com/drive/folders/0b3uv5tndvx1zyuxwr0povjjwyxm)
(TAKEN FROM SUPERINTENDENT’S CIRCULAR)

BULLYING PREVENTION AND INTERVENTION PLAN

URL: [HTTPS://DRIVE.GOOGLE.COM/DRIVE/FOLDERS/0B3UV5TNDVX1ZOUPEEXHCZTNPRDA](https://drive.google.com/drive/folders/0b3uv5tndvx1zoupeexhcztmprda)
(TAKEN FROM SUPERINTENDENT’S CIRCULAR)

AFTER SCHOOL CLUBS AND ACTIVITIES

During remote learning, clubs and activities can be a fun and important way for students to meet each other and interact in meaningful ways. Any student can start (or restart) a club. Students need to find a faculty advisor, who agrees to attend each meeting (even virtually). In order for a club to be approved, the [Student Club Request Form](#) must be submitted. All guests must be approved in advance [using this form](#). After school clubs must conclude by 3:30.

If a group wishes to post signs, posters or fliers in the school they must get approval first by . All signs must adhere to the following rules:

- Posted on bulletin boards or classroom doors (no fire or Exit doors)
- Have contact information (name, email and room number)
- Approved by an administrator

Areas where a group may **not** put up signs include:

- Glass windows
- Brick walls (unless it is part of the indented space made for a bulletin board)
- Stairwells (in case of a fire the stairwell should not have anything flammable)

Please make sure students remove all signs and the TAPE after the event is over. Failing to do so will prevent a group from being able to post signs in the future.

BELL SCHEDULE

6:55 AM Breakfast is served in the cafeteria.

7:10 AM Students may leave cafeteria.

7:15 AM All students should be moving towards first period classroom.

7:20 AM	Attendance
7:25 AM	Period 1
8:20 AM	

8:23 AM	
	Period 2
9:18 AM	

9:21 AM	
	Period 3
10:16 AM	

Period 4 with First Lunch	Period 4 with Second Lunch	Period 4 with Third Lunch
10:19 AM First 10:43 AM Lunch	10:19 AM Class	10:19 AM
10:46 AM Class	10:46 AM	 Class
	10:49 AM Second 11:14 AM Lunch	
	11:17 AM Class	11:17 AM
11:44 AM	11:44 PM	11:20 AM Third 11:44 AM Lunch

11:47 AM	
	Period 5
12:42 PM	

12:45 PM	Period 6
1:40 PM	

1:50 PM All students remaining in the building must be with a teacher.

2:30 PM