

## Final to Printer BLS Handbook 2021-2022

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BOSTON LATIN  
SCHOOL  
STUDENT HANDBOOK  
2021-2022



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Webb

Name \_\_\_\_\_ Class \_\_\_\_\_

Homeroom \_\_\_\_\_ Homeroom \_\_\_\_\_  
Teacher \_\_\_\_\_

I acknowledge that I have  
read the school's policies  
and practices outlined in  
the Agenda Book:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

Pertinent and timely  
information regarding the  
2021- 2022 school year will be  
posted on the BLS.org  
website.

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### **WELCOME FROM THE HEAD OF SCHOOL**

Happy New School Year,  
Beautiful People!

What a difference a year makes. Last September, we were trying to figure out how to safely get this agenda book into the hands of all of our students as the nation and the world endured the crisis of a global pandemic. While we must remain vigilant to ensure our collective health and safety, we now put remote learning behind us (and hopefully keep it there!) as we return to BLS fully in-person.

Whether you spent last spring on campus or in your home on Zoom, we are incredibly proud of the persistence you showed with your learning and with keeping our community connections strong. To our new students: we warmly welcome you. Boston Latin School is a place that is full of opportunity to explore your interests and discover new

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working hard, showing dedication, and identifying support when needed are critical, too.

Our distributing these books annually to every student signals our belief in the importance of a physical place to record your assignments, appointments, and obligations. We know that many of these habits have become electronic over the past year, but we urge you to implement the practice of writing down your assignments each night. We also ask that you review our Code of Conduct and protocols with your parent or guardian so that you and your family are fully informed of student expectations on campus and online.

The contents of this Student Handbook, while extremely useful to understanding policies and procedures at BLS, are evolving and will require our providing additional written guidance throughout the school year to help our school community continue to transition effectively to life at BLS.

This is the perfect time for us to launch our BLS Core Values, statements of belief that we have been working on for some time. Over the past year and a half, where we have seen so many examples of long standing inequities in our society and have ourselves engaged in important reflection and discussion about our responsibility to better our local and global communities, we are proud to center our core values around themes that certainly rang true during this difficult time for all of us. The core values, which can be found on page 5 create the acronym THRIVE, which is what we should aspire to as we return and slowly recover from the trauma of the past 18 months. We should do more than just *survive* BLS. We should support one another to grow and flourish over our years as students and staff members here.

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TOWARD MOVING BOSTON LATIN  
School.

Together, we are stronger.

Rachel Skerritt '95

### INTRODUCTION

Welcome to Boston Latin School (BLS), the oldest school in America, founded in 1635 by the citizens of Boston. This Handbook contains information that should help you to learn what you may expect from BLS and what BLS will expect from you. Please be aware that throughout the year there may be updated and timely information regarding protocols, expectations, and events that evolve after this Handbook has gone to press.

Boston Latin School is open to Boston residents who intend to prepare for college in the liberal arts tradition. Students, who are admitted into grades seven and nine, pursue a six- or four-year college preparatory program.

The curriculum of Boston Latin School is diverse and demanding. Besides classroom work, students are expected to complete about three hours of home study every day.

The school supplements academics with robust arts programming, sports, extracurricular activities, clubs, wide-ranging leadership and travel opportunities. Support services are also available for those in need of assistance.

### MISSION STATEMENT

**Boston Latin School seeks to ground its students in a contemporary classical education as preparation for successful college studies, responsible and engaged citizenship, and a rewarding life.**

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**Writing:** Students will write competently and creatively, having mastered language conventions including rhetorical, stylistic, and grammatical structures.

**Speaking and Presenting:** Students will communicate clearly and effectively in prepared and extemporaneous speech.

**Researching:** Students will generate questions and use informed research and technological methodologies to evaluate information and synthesize new and innovative ideas.

**Problem Solving:** Students will develop and exercise sound diagnostic and creative skills in addressing complex challenges.

**Social Responsibility:** Students will be open-minded, respectful, responsible and engaged members of the school community.

**Civic Engagement:** Students will utilize leadership skills through active community involvement and advocacy.

**Global Awareness:** Students will demonstrate their global understanding and growth as engaged global citizens.

**CORE VALUES**

As an engaged, vibrant, and evolving community, we embrace six core values that are reflected in the acronym **T.H.R.I.V.E.**

**T**ogether we are stronger.  
*"We must always attempt to lift as we climb."*- Angela W. Davis  
*"If you want to go quickly, go alone. If you want to go far, go together."*- African Proverb

**H**onor our history, speak truth to the present, and lead into the future.  
*"Those who cannot remember the past are*

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*"When a society allows anyone to be treated as less than equal and therefore less than fully human, we not only rob those people of their full humanity, we also become complicit in their mistreatment. Sometimes people think they can look the other way as long as 'their group' isn't harmed. But that is an illusion because we are all connected by our humanity."*

Helen Zia

**I**mpact the world, locally and globally.

*"An individual has not started living until he can rise above the narrow confines of his individualistic concerns to the broader concerns of all humanity." - Dr. Martin Luther King, Jr.*

*"Small acts, when multiplied by millions of people, can transform the world!"*

Howard Zinn

**V**alue our bodies, minds, and holistic well being.

*"Health is a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity." – World Health Organization*

*"The greatest wealth is health." - Virgil*

**E**mbody excellence through our efforts and deeds.

*"Have no fear of perfection. You'll never reach it." - Salvador Dalí*

*"My hunger is not for success, it is for excellence. Because when you attain excellence, success just naturally follows." - Mike Krzyzewski*

**SCHOOL  
HISTORY**

Since 1635, Boston Latin School has been a free, public,

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sectors. The modular curriculum ensures that pupils do not specialize in a specific course but pursue a broad range of studies and leadership opportunities within and without the school.

The oldest school in America, Boston Latin School is a six or four year college preparatory school that offers a robust academic program in the classical tradition and fosters the pursuit of excellence. BLS lays a foundation for full participation in our society, preparing students to be both productive citizens and responsible adults who are aware of global issues. The school welcomes and serves a culturally, socially, and economically diverse population selected from every section of the city of Boston.

Recognizing the importance of the development of the whole person—the intellect, the body, and the spirit—Boston Latin School combines the contemporary with the traditional. The study of languages, literature, art, music, history, as well as ancient and modern cultures, provides exposure to the ideas and values that have shaped civilizations throughout the world. The study of mathematics, science, and computer and information sciences provides the basis for both an understanding of the natural world and a competency in modern technology. Physical and health education help maintain a sound mind and body. Taken together, these required studies are intended to inspire a love for learning and provide the skills needed to pursue further knowledge in college and throughout life.

The school honors and celebrates the achievements of its students in all their endeavors. Growing and evolving since 1635, Boston

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The library is the central academic and information access resource at Boston Latin School. Through collaboration with staff, enhancement of learning through technology, the promotion of reading, and the teaching of information skills, the library program promotes information literacy for all. The two-story Arts Wing provides multiple opportunities for BLS students to express themselves creatively, during and after school. The Arts Wing boasts a Black Box Theater, expansive spaces for chorus, orchestra and band practice, and small rooms for individual instruction as well as light-filled studios for the visual arts. Coordinated comprehensive support services provide a model that is developmental, preventative, and tutorial in delivering services to students. Varied extracurricular activities afford opportunities for pursuing intellectual, social, artistic, civic, and athletic goals.

### **EARLY MORNING/AFTER SCHOOL**

The school building opens to students at 6:55 a.m. Students arriving before 7:25 a.m. must report to the Dining Hall. Students will be released at 7:25 a.m. and should proceed directly to their lockers and homerooms. Early morning time is meant for studying and quiet socializing in the Dining Hall. Between 7:25-7:45 a.m., students must not congregate in the corridors. The bell at 7:40 a.m. is a signal to students to report to their homerooms. No locker visits are permitted during the morning homeroom period. Students are reminded that the use of personal electronic devices without staff permission is restricted to the Dining Hall before school begins at 7:45 a.m..

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Lobby is a waiting room for a true home.

Except for very specific programming, entrance to the building after school hours will be gained only through the Main Lobby. Once dismissed, students who return to school must re-enter through the front door. Students and staff are asked to direct visitors to this front entrance and to discourage entrance through side or back doors.

### W-DAYS

On most Wednesdays throughout the school year, the daily schedule will be adjusted to accommodate an additional period called the W Block. The W Block creates an opportunity for class and school-wide activities that support community building, social and emotional wellness of students and faculty, and key information for sharing and programming. W Block scheduling may be adjusted during the last week of each marking period.

### HOMEROOM

The bell at 7:45 a.m. begins the actual school day. Students not in their seats are marked absent. The bell at 7:51 a.m. is the signal for filing to classes. On W-Days, students head to their first period class at 7:45 a.m.. On these days, homeroom follows second period.

### DAILY BULLETIN

The Daily Bulletin includes notices about events, meetings, competitions, and extracurricular activities. All new and relevant items should be read aloud and posted each day during homeroom period. So that they may be free to tend to other administrative

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doc bls.org website and emailed to students.

## ATTENDANCE

Improving and maintaining consistently high, on-time student attendance is an essential priority. Students cannot take full advantage of academic and extra-curricular opportunities unless they are in school on a consistent basis.

Per the Boston Public Schools attendance policy (Superintendent's Circular ACA-18), a student must be at school, at a school related activity, or receiving academic instruction for at least half of the school day to be counted as present. Students who are not physically present at school but who are receiving academic instruction from the district for at least half of the school day should be counted as present.

**Absence:** The district initiates an automated phone call to the home telephone number of record for any student who is absent. If a student needs to be out of school, **the parent or guardian must complete the "Student Absence, Early Dismissal, and Late Arrival Reporting Form"** on the BLS.org website under the Families tab.

### Medical

**Documentation:** If an illness or hospitalization results in a student's absence for three or more consecutive days, a note from a health care provider documenting the health problem or hospitalization should be attached to the absence request. Parents/caregivers are not expected to have a note from a health care provider for an illness of fewer than three days.

All accompanying medical documentation should be uploaded on the absence request form and, if necessary, forwarded to the Nurses'

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IN ACCORDANCE WITH BOSTON  
Public Schools policy, the  
following are reasons for  
absences to be excused:

- An illness or injury that prevents the student from attending school. The illness or injury must be verified by a health care provider, school nurse, or parent;
- A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin) or other significant personal or family crisis;
- Court appearances (must bring a note from court);
- Medical or psychological tests during the school day. The parent or guardian must show evidence (such as a note from the health care provider) that the tests could not be scheduled after school; or
- Visits to special education schools in some cases for students with disabilities.
- Other situations: From time to time, situations over which the school, parent/caregiver, 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 Head of School or her designee may determine that the students impacted shall be marked with an excused absence.

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days which schools are in session, such absences will be marked excused, with the reason code "Religious Holiday" upon submitting a valid note signed by a parent or guardian. Please see Superintendent's Circular ACA-18 for more information.

Absences outside of these reasons are not excused without application and the Head of School's approval. A link to the online application can be found on bls.org under the "Families" tab. Any supporting documentation must be submitted by a parent or guardian to the Assistant Head of School overseeing attendance at least one week in advance for review.

Family obligations should be planned around the published dates of the BPS school calendar. Students will not be granted more than **five (5) days** of excused absences due to obligations such as travel **per BLS career**. This does not include school activities when a student is marked constructively present (CP). Approval through the aforementioned process of online application along with any relevant documentation (both submitted at least one week in advance) will allow students makeup privileges for missed work. Work must be completed by the regularly scheduled due date unless arrangements are made with the teacher, extending the deadline to a maximum of the equivalent number of school days the student was out. Students must communicate with each teacher who assigned an assessment during the absence to establish an appropriate and mutually agreeable time to complete the assignment. Make-up privileges will be reflected in SIS.

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emergency, the tardiness may be excused for that morning. Tardiness will be excused only in extreme circumstances, and traffic does not constitute such a circumstance.

**Unexcused tardiness is not a valid excuse for make up work.**

**Any student tardy after 11:00 a.m. will be marked absent for the day.**

- Tardy students must enter at the front door, present their student ID to the doorbell camera or to a staff member in the lobby, and sign in at the Registrar's Office. **No other door** is to be used after the tardy bell has rung. The warning bell is at 7:40 a.m. Students who are not in their seats at 7:45 a.m. are considered tardy.
- Any student arriving AFTER 8:15 a.m. must have a note from a parent or guardian explaining the tardiness. The note must contain a telephone number at which the parent or guardian can be reached, and it must be brought to the Registrar's Office for verification. **The note does not automatically signify that the tardy is excused.**
- Any student tardy unexcused must report to detention the next school day at 7:00 a.m.
- **Class work missed due to unexcused tardiness cannot be made up.**
- Bypassing the tardy procedure will result in disciplinary action.
- A tardy student must report to class within four minutes of the recorded time.

**EARLY DISMISSAL PROCEDURES**

- To be excused early from school, **students and**

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Reporting Form” on the BLS.org website under the Families tab.

- 2) Students must obtain a paper pass from The Guidance Office in Room 107 before 7:45 on the day of their early dismissal.
- 3) Students must report to Room 107 at the time of their dismissal.

\*Please note that students under the age of 16 must be accompanied by a parent in order to sign out.

- Students granted early dismissals must leave BLS promptly via the main door. Any student dismissed before 11:00 a.m. is absent for the day.
- It is expected that medical, dental, and other appointments will be made outside school hours.
- With some exceptions for unique circumstances, students should not have more than two early dismissals during the school year.

#### CULTURAL AND RELIGIOUS HOLIDAYS

No tests or quizzes will be given on cultural/religious holidays designated by the BPS calendar. These specific dates will be shared at the beginning of the school year.

Students observing religious or cultural holidays will be marked with the code

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Students are responsible for completing the "Student Absence, Early Dismissal, and Late Arrival Reporting Form" on the BLS.org website under the Families tab.

**NO SCHOOL ANNOUNCEMENTS**

"No School" announcements are under the direction of the Boston Public Schools and will be broadcast on all major Boston television and radio stations as well as online at [www.bostonpublicschools.org](http://www.bostonpublicschools.org). Please do not call the school for information about cancellations.

**MAKE-UP WORK**

Make-up work necessitated by legitimate absence will be administered at the discretion of the subject teacher. It is the student's responsibility to make arrangements with the subject teacher as soon as possible after the date of absence. It is also expected that students communicate with teachers in advance of the absence if the absence is known ahead of time. The student applying for make-up work must have an excused absence as verified on SIS.

- A student who is marked CP (Constructively Present) for school related events, or for cultural/religious holiday(s), is allowed full make-up and full credit privileges.
- A student who has an excused absence for any other reason is allowed full make-up and full credit privileges.

**DRESS**

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Suitable for school. As part of these commitments, our students must adhere to the following standards for dress.

- Students may dress casually and comfortably for school, while wearing clothing that is well suited for the purpose of education and within the bounds of decency as appropriate for school.
- **Clothing must cover a student's full torso from the shoulder blade down, including midriff, and have sleeves or shoulder straps of at least three fingers width.** Strapless garments or spaghetti straps are not permitted without outer or under layers that follow school guidelines.
- Students may wear shorts, dresses, or skirts that cover from the waist to at least the uppermost quarter of their thighs, even while seated.
- 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; obscenities, put-downs, stereotypes, sexual innuendos, or offensive words or graphics.
- Heads and faces must be uncovered indoors except for religious, cultural, or health reasons. Specific guidance regarding allowable types of masks in light of the COVID-19 pandemic will be included in

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- ~~clothing does not~~  
constitute appropriate coverage.
- The waistbands of shorts, pants, or skirts must be worn above the hips. No visible underwear is permitted.
  - Teachers may require professional dress for in-class oral presentations with the same rules for all students.

A violation of the dress code may require a change of clothing and may result in parent or guardian contact. Misdemeanor marks and/or detention may be administered by Class Supervisors or administrators for flagrant and/or repeated violations.

Sound judgment and reasonableness will be applied in interpreting the dress code. Special circumstances will be considered on a case-by-case basis.

Enforcement by all faculty and staff will be conducted without editorial comments. The Assistant Head of School serving as the Equity Officer will be the final arbiter as to interpretation and enforcement of dress code violations if there are concerns.

**STUDENT  
IDENTIFICATION  
CARDS/OneCards**

All students are required to carry their OneCard which serves their identification card as well as an MBTA pass.

The school will supply OneCards to students at the beginning of the academic year. The front of the card displays the student's photo, identification number, the back displays the MBTA Charlie Card. Class VI and Class IVB will not have their photos displayed on their cards. Students must present the ID whenever requested by school officials; for example,

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SCHOOL OFFICIALS, STUDENTS WILL ALSO BE ASKED TO HAVE THEIR ID CARDS SCANNED WHEN VISITING THE GUIDANCE OR NURSES' OFFICE. REPLACEMENT OF A LOST, STOLEN, OR DAMAGED ONECARD PASS WILL COST \$20. THERE IS NO CHARGE IF THE CARD HAS BEEN DEACTIVATED. FAILURE TO PRESENT ID WHEN REQUESTED OR THE USE OF SOMEONE ELSE'S ID CARRIES A DISCIPLINARY RESPONSE.

### FILING

To ensure school safety, running is not permitted in corridors or on stairs. Students should keep to the right during filing time. Students must not congregate during filing, especially at stairwells or lockers.

### HALL PASSES

- Students who are not in their assigned rooms must have in their possession passes signed by the teachers whom they are going to see. Ideally, passes should be written in pen in the student's Agenda Book with all sections of the pass completely filled out.
- Students who are going to the lavatory or the Nurses' Office must have passes signed by the teachers who allow them to go.
- A pass must have the name of the student, the date, the time, the destination, and the teacher's signature (symbol).
- Unless the student expresses it's an emergency, no passes should be issued during the first or last ten minutes of any period.
- It may be requested of students to leave personal devices in the classroom while traveling on a hall pass.

### STUDY HALLS

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used for locker visits. Cutting a Study Hall, including those scheduled for the last period of the day is the same as cutting a class and will be disciplined as such.

**LOCKERS**

- The locker is not a student's personal possession; it is the property of the Boston Public Schools and is subject to inspection at any time. **School administrators and other school department personnel, including but not limited to teachers, custodians, and school resource officers, have the authority to search student lockers, any personal effects found within lockers, and places of concealment within those personal effects.** Students will be held accountable for the contents of their lockers and the contents of their personal effects. Any contraband or evidence of a crime found as a result of a locker search will be turned over to the appropriate authorities. This information serves as prior and ample notice of BPS student locker policy.
- Always lock your locker.
- Only BLS locks will be allowed. BLS locks are on sale at cost for \$7.00 in the fall.
- The lock is a personal possession of the student and may be used year after year at BLS.
- Never put valuables in a locker. The school is not responsible for a student's valuables.
- Students are not allowed to store anything in another student's locker.
- The locker should always be clean and neat. It

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Manager. Always lock your gym locker. Never put anything of value in the gym lockers.

- It is not wise to share your locker combination or to share your locker with others.

Students should plan their day and carry sufficient books and materials to keep locker visits to a minimum. **Going to one's locker does not excuse tardiness to class.**

Students may not visit their lockers during R5. Locker visits are not permitted after the tardy bell during the morning homeroom period.

### ASSEMBLIES

After filing into the Assembly Hall respectfully, students will quietly take their seats. Silence is to be maintained in the Assembly Hall. Depending on the size of the assembly, students will be instructed whether or not to leave the seat at the end of each row empty.

### FIRE DRILLS

Filing directions are posted at the front of every room. Under the direction of the teacher or assigned staff member, students will file according to this plan and maintain order and silence. If evacuation occurs between periods, students must report outside the building to the teachers they were with the previous period. During lunch, students should take direction from the administrators and staff on lunch duty.

### ADDITIONAL SAFETY PROCEDURES

Student safety is a top priority. The school regularly

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procedures. Safe Mode is a protective action to safeguard students, faculty, and staff from a potential threat either within the building or in the immediate area.

Additionally, students are reminded that all outside doors are to be locked during the school day and never opened or propped open.

### **LOST AND FOUND**

All items found are to be brought to the Main Office.

### **ITEMS DROPPED OFF DURING THE SCHOOL DAY**

In the rare situations when parents or guardians must deliver an item during the school day, unless there is an emergency, please note that items will not be delivered to the student until 7<sup>th</sup> period. This policy has been instituted to ensure the security of the items, as well as to minimize classroom disruptions. We hope that with the cooperation of families, this policy will help students remain responsible for bringing all necessary papers, books, homework, lunch, and projects to school with them in the morning.

### **VISITORS**

Upon arrival, all visitors should go directly to the Main Office to sign in and receive an identification badge, indicating name and destination. It is highly recommended that a guest wishing to visit Boston Latin School have written authorization from an administrator or an appointment with a staff member prior to the date of the visit. This will ensure that visitors' time is not wasted, and that the appropriate staff is available. No student may have a visitor in school

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**PARKING**

**There is no student parking.** All parking spaces are assigned. The school maintains two designated visitor spots in the small front lot, as well as handicapped parking near the main entrance. Although parking is limited and never guaranteed, *after 7:40 a.m.*, parents or others who have school business may park in an available space, if there is no cone or sign indicating otherwise. To avoid being towed, visitors must record the space number and car model and make when signing in at the Main Office. Any other cars parked on school grounds will be towed. Parents and others who drop students off must do so on the street and not stop in or drive through the parking lot. Drivers must be careful not to block driveway entrances on either side of the street. Additionally, families are reminded that making a U-turn on the Avenue is not only dangerous, but illegal.

**CLASSROOM PROCEDURES**

- At the end of a period, students must await dismissal by the teacher.
- All textbooks must be covered. Any objectionable and permanent markings in books will be reported. Students must pay for lost or damaged textbooks before new books are issued.
- Students tardy to class must have a pass from the teacher who detained them, or be subject to a misdemeanor mark for tardiness. Work missed due to unexcused tardiness may not be made up.
- A student who misses more than half a class period is considered to

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~~HOMEWORK IS HOME WORK~~  
completed outside the classroom including:

- Daily written assignments, problem sets, reading, and audio/video recordings
- Long term individual or group projects
- Studying for exams or other assessments
- Preparation for declamation

Consistent with the mission of the school, homework is intended to:

- Reinforce learning taught during class
- Extend learning beyond what is taught
- Promote academic collaboration and team building among students
- Prepare students for tests and examinations
- Nurture creativity, responsibility, and independence
- Develop good work and study habits

Students may expect on average 30 minutes of homework per subject per day with up to 15 minutes additional for each Advanced Placement (AP) class. Recognizing the difficulty in calibrating the exact amount of time that each student will require to complete assignments, students should share their concerns with teachers if they find that assignments are consistently exceeding the intended 30 or 45 minutes for a given course.

Preparing presentations, working on projects, and studying should be included in these estimates of daily homework obligations.

Homework must be assigned by the end of class the school day before it is due. For single-night online assignments (i.e. Google

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SCHOOL VACATIONS ARE INTENDED FOR REST AND FAMILY TIME, HOMEWORK MAY NOT BE ASSIGNED DURING THE THANKSGIVING, DECEMBER, FEBRUARY, AND APRIL VACATIONS.

Some exceptions to the vacation policy may be made for AP classes during the April vacation, in preparation for the May AP Exams. Senior classes may also expect a reasonable amount of homework over April vacation to make up for days lost to weather or other school cancellations. For the purpose of assigning homework, weekends and holidays will be considered as one day. This policy will be enforced by the Program Directors and the Head of School; students and families are asked to speak with teachers as a first and foremost step regarding concerns around the policy.

On declared snow days or otherwise unexpected no school days, homework will be due the first day back after the school closure and must be given in class before the snow day(s), provisionally as necessary. Snow day homework should still adhere to the guidelines of an average 30 minutes per subject per day (up to 15 minutes more for AP courses).

### TERM TEST DAYS

For the last six days of term, departments are divided into three groups and assigned two dates for testing. These dates are published in advance on the BLS.org calendar. Teachers may not give tests, quizzes, or other assessments on days assigned to other departments. For final exams in June, the school follows a unique schedule: each department has a two-period window during one of the three days scheduled for exams.

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green screens, iMacs), to complete assignments, to work on group projects, to borrow and return books, and to read and study quietly.

### **Signing Up & Signing In from Study Hall:**

- Students should sign up electronically from SIS any time before the period they want to come.
- Students may sign up for only one slot per day for a study period.
- Students should report directly to the library, not to their study halls.
- All students must present their One Card at the desk upon entering. Attendance is taken and shared with teachers.

**5-minute pass:** Any staff member may send a student to print, check out or return a book, ask a librarian a question, etc. Students must present the pass to a librarian upon entering the library.

### **General Library Information:**

Library website is  
<https://libguides.bl.org/keefelibrary>

- The Keefe Library hours are Monday - Friday; 7:30 a.m.- 4:00 p.m.
- We are closed after school for monthly professional development meetings and occasionally during the day for special events or testing. Any modified hours are announced in advance in the Daily Bulletin, in Staff Announcements, on the Keefe Library LibGuide and signs

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databases and  
ebooks.

- Students should have an up-to-date Boston Public Library card to check out books and access BPL electronic resources. BPL cards can be issued and updated at the main desk of the Keefe Library.
- The Fiction Room is a silent study area for all students.
- Group Study Rooms: Students in grades 10-12 may sign up on the "Reserve Space" tab on the Keefe Library website. Students in grades 7-9 must have permission from a teacher or librarian to sign up for rooms. Testing, teacher sign-up, and students who have video or music production needs are given priority.
- No cell phones are allowed during the school day without librarian permission; cell phones may be used after school.
- No food, gum, or drinks (except water bottles) in the library.
- Office supplies, Chromebooks, text books, equipment, headphones, tripods, etc. are available for borrowing at the front desk. An ID is required to borrow scissors and textbooks.
- R5: No Study Hall sign-up. Students are allowed to come with a 5- minute pass from a teacher during R5.
- W Block: The library is used for W block programming, gatherings, and

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notarans in  
advance.

**Loaning Periods:** Books: 3 weeks; DVDs: 1 week; digital equipment varies by item.

**Borrowing Chromebooks:**

\*All BPS students are eligible to receive a Chromebook for their purposes only while enrolled in a Boston Public school. Students may borrow a Chromebook for the day in emergency situations.

**DINING HALL  
PROCEDURES**

- Students must follow the regular lunch bell schedule, which should be posted on the homeroom bulletin board.
- Respectful behavior is expected of students at all times in the Dining Hall. Students must be respectful to all attendants.
- **Cutting the line is considered disrespectful and will not be tolerated.**
- Because technology use cannot be sufficiently monitored during lunch and because we seek to foster face-to-face student engagement during the brief lunch period, electronic use is prohibited, including laptops.
- **IMPORTANT:** All students must remain in their seats until the bell rings. There must be no crowding at the doors or standing at the tables.
- All students must eat their lunches in the Dining Hall, unless permission has been approved ahead of time. **Eating outside the Dining Hall is not permitted. Food or drink may be confiscated. However, with the Head of**

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dining area clean, wiping tables with napkins to remove all excess food, and properly discarding trays. They must place all trash in baskets provided, and they must recycle whenever possible. Students must make sure that tables are left clean for the next lunch. They should also make custodians or staff aware if there is a mess or spill that needs larger attention.

**NURSES'  
OFFICE PROCEDURES**

Please visit the BLS.ORG website → Support Services → Health Services for the most up-to-date information from the School Nurses;  
**Phone: 617-635-7881; Fax: 617-635-1581**

- **Passes:** Students visiting the Nurses' Office must have a pass, except in an emergency.
- **Absences:** Students absent three or more days, having a communicable disease, serious illness, accident, or change in health status/condition, must report to the school nurse with a health care provider's note on the day of return to school.
- **Medications:** Students taking **any medications** during school must have written parental consent and a doctor's order on file with the nurses. **Students are responsible for picking up their medications at the end of the school year;** medications will be discarded otherwise.
- **Dismissals** for illness or accident: Students are required to sign out in the Guidance Office as well as with the nurse.
- **Medical and dental appointments** should be scheduled outside school

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emergencies.

### GUIDANCE SERVICES

The Boston Latin School Guidance Department offers a comprehensive guidance curriculum as well as college planning, personal growth development, academic and emotional support. Every student is assigned a guidance counselor and is encouraged to meet with this counselor at least once per year (or more during Classes III through I, or if a problem arises).

Meetings with a guidance counselor should be scheduled in advance and should take place during a study period or during a mutually convenient time. Students may make an appointment and obtain a guidance pass in the morning before homeroom.

Partnerships with the Private Industry Council, the Deitch Leadership Institute, and Children's Hospital Neighborhood Partnership help the Guidance Department implement grade-level programming for all students. Guidance programming includes the *Signs of Suicide* prevention workshop for Classes VI and IV, Break Free from Depression for Class V, transition workshops for Classes IV and I, career interest groups and early college planning for Class III, Career Day and Junior Forum for Class II.

Additionally the William Schawbel '57 College Resource Center provides college counseling support and programming to all students in Classes II and I in partnership with the high school guidance team. These programs include after-school visits from colleges/universities, the Junior Forum class for all Class II students, and guidance and support for students with college applications, scholarships, and financial aid applications. The

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### SPECIAL EDUCATION SERVICES

If parents or staff suspect that a student may have a disability that impacts their ability to make progress in school, staff or parents may refer the student for a special education evaluation under the provisions of Mass. Special Education Reg. 603 CMR 28.00. Questions regarding special education services should be addressed to Ms. Daila Davila-Gonzalez, Coordinator of Special Education, at [ddavilagonzalez@bostonpublicschools.org](mailto:ddavilagonzalez@bostonpublicschools.org).

For information regarding 504 Accommodation Plans, contact Ms. Kathleen Linsio, Student Support Services Coordinator, at [kslinso@bostonpublicschools.org](mailto:kslinso@bostonpublicschools.org).

### STUDENT RECORDS

Student records are of two types: the transcript and historical educational record. The transcript includes only the minimum information necessary to reflect the student's educational progress. The transcript includes name, address, course titles, final grades, and grade level completed. It is typically kept by the school system for at least sixty years after the student leaves the system.

The historical educational record includes standardized test scores and other information from previous schools and is destroyed five years after a student has left the school system.

A parent/guardian, or a student who has entered the ninth grade or is at least fourteen years of age, has the right to inspect all portions of the student record upon written request. The record must be made available to the

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records, subject to a reasonable fee for duplication of material.

The parent/guardian and student may request to have parts of the record interpreted by a qualified professional from the school or may invite anyone else of their choosing to inspect or interpret the record with them.

With few exceptions, no individuals or organizations but the parent/guardian, student, and school personnel working directly with the student are allowed access to the student record without the specific informed, written consent of the parent or student. In addition, any person inspecting or releasing information in the historical student record must note which portion was inspected or released and for what purpose in a log that is kept as part of the historical student record.

All employees of the Boston Public Schools must observe the Student Record Regulations and are obliged never to reveal any confidential information concerning a student.

### PROMOTIONAL REQUIREMENTS AND ALTERNATIVES

1. Students must pass a minimum of five (5) MAJOR subjects of their class to gain promotion (four (4) MAJOR subjects for those in Class VI). Students failing one (1) MAJOR subject with an F+ should go to summer school, then take and pass a make-up exam to thereby remove the failure.
2. Students passing only four (4) MAJOR subjects of their class will not be promoted without summer credit recovery [three (3) MAJOR subjects for those in Classes VII]. Students in

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MAJOR subjects of their class.

3. Students passing fewer than four MAJOR subjects (three MAJOR subjects for those in Classes VI) of their class must repeat the year. They may be able to go to summer school with the permission of the Head of School to gain credit for transfer purposes. Such students should check with the appropriate guidance counselor to see if promotion by transfer is possible.
4. Students in Classes III, II, and I who are a year behind in a subject, i.e., reaching back, who fail any subject must go to summer school and take and pass a make-up exam in order to gain promotion. An F+ is required for summer school. One may not reach back more than one year or in more than one subject.
5. Students who are repeating an entire grade and fail the grade for a second time cannot be promoted; for such students, transfer is required.
6. In order to graduate, a student in Class I must pass five (5) MAJOR subjects, including English 12, and meet all curricular graduation requirements as outlined below. Seniors who are taking a reach-back course and fail any subject must take and pass the course in summer school in order to receive a diploma. An F+ is required for summer school.
7. If a Class I student is unable to fulfill the diploma requirements for a June graduation, that student must attend summer school if eligible,

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any subject is not eligible for summer school in that subject. Exceptions may be granted by the Head of School in extreme circumstances.

**9. Only BLS courses count for BLS credit.**

A student must successfully complete and pass the following course requirements, among others, to be eligible for the Boston Latin School diploma:

**Course Requirements:**

- 4 years of English (Classes IV to I)
- 4 years of a modern language
- 1 year of United States History (Class II or I)
- 2 years of World History
- 3 years of laboratory science (Classes IV to I)
- 4 years of high school mathematics (beginning with Algebra I) including mathematics in Class I
- 4 years of Latin (3 years only if student entered in Class IV)

**Additional Requirements**

- Physical education and health are also diploma requirements.
- Research paper: every Class II student must successfully complete a research paper in English; every Class I student must successfully demonstrate proficiency in scholarship by achieving a passing average on four papers of literary analysis in English.

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**ADVANCED PLACEMENT (AP)**

Students taking an Advanced Placement class must take the AP test when administered or lose AP credit. There is a fee to take an AP exam. For those who qualify for financial assistance, there is a process to receive a fee waiver.

**GRADE POINT AVERAGE**

- Every student will be assigned a GPA reflecting grades earned in all academic courses taken starting in Class IV.
- GPA will be calculated at the end of Class III and Class II and at midpoint of Class I.
- Weighting is given only to AP courses. No weighting is added to any other advanced non-AP courses.
- AP courses will receive regular credit if the student fails to take the AP exam.
- Students are responsible for checking the accuracy of their own GPA; problems, questions, or discrepancies should be directed to the Registrar in Room 105.

**GRADE CONVERSION CHART/Grade Point Value**

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97 - 100	A	4.0	5.0
93 - 96	A	4.0	5.0
90 - 92	A-	3.7	4.7
87 - 89	B+	3.3	4.3
83 - 86	B	3.0	4.0
80 - 82	B-	2.7	3.7
77 - 79	C+	2.3	3.3
73 - 76	C	2.0	3.0
70 - 72	C-	1.7	2.7
67 - 69	D+	1.3	2.3
63 - 66	D	1.0	2.0
60 - 62	D-	0.7	1.7
50 - 59	F+	0	0
0 - 49	F	0	0

**MARKS AND GRADE  
REPORTS: 2021-2022**

Term	Start	End	Progress Rep. Distribution	Report Card Distribution
1	9/9/21	11/12/21	10/8/21	11/19/21
2	11/15/21	1/28/22	12/17/21	2/4/22
3	1/31/22	4/8/22	3/11/22	4/25/22
4	4/11/22	6/22/22	5/20/22	Last day of school
4 (seniors)	4/11/22	6/7/22		Last day of school

## SCHOLASTIC AWARDS

**APPROBATION WITH  
DISTINCTION**

- No grade lower than A-
- Conduct grades must be As

**APPROBATION**

- No grade lower than B-, including Conduct

Prizes and scholarships are awarded annually by the Boston Latin School Association. The list of the awards given to seniors is included in each year's graduation program.

**HONOR  
CODE**

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Latin School students are expected not to lie, cheat, plagiarize, steal, or vandalize any property.

The Honor Code Pledge:

*I pledge  
to uphold  
the  
Boston  
Latin  
School  
values of  
honor  
and  
integrity.  
I will not  
lie, cheat,  
plagiarize,  
or steal. I  
will not  
vandalize  
any  
school  
property or  
property  
belonging  
to  
members  
of the  
Boston  
Latin  
School  
Community.  
I know  
that if I  
violate  
this  
honor  
code, I  
will be  
disciplined  
according  
to school  
policy.*

Clarification of terms:

**Cheating** includes, but is not limited to:

- Using unauthorized materials during a test.
- Sharing test answers or questions to prepare for a test.
- Copying another student's homework.
- Sharing original work with another student (e.g. lab results, essays).

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- study areas.  
Turning in work done by others (e.g. parents, tutors, other students).

**Plagiarism:** Taking another person's ideas, work, or writings and presenting them as your own without proper referencing is considered plagiarism which falls into three major categories:

- **Verbatim**  
**plagiarism:** using a source's language without quoting.
- **Paraphrasing without citation:** using information from a source without attribution.
- **Inadequate paraphrasing:** using ideas from a source in a form that stays too close to the original.

*It should be noted that violation of testing conditions, such as talking during an exam, is subject to disciplinary consequences.*

**Teacher responsibility:** The reporting of plagiarism is not discretionary – teachers must report all instances of plagiarism to be addressed by Program Directors and the Assistant Heads of School.

**Academic consequences for plagiarism:** All instances of plagiarism will result in a **zero** on the assignment and an F in overall conduct grade, and may result in an F for the term or the year.

**Lying:** Deliberately misrepresenting or omitting the truth (equivocation).

**Stealing:** Taking any property that belongs to others without their knowledge or permission, even with the intention of returning it.

**Vandalism:** Destroying, marring or defacing property.

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will take the following steps:

- Give the student a zero or an F on the assignment or test (in the case of cheating).
- Notify the parents/guardians.
- Notify the Program Director and Assistant to the Head of School, who will administer an F in conduct for the term and may:
  - Assign detention
  - Issue a censure.

In cases of **plagiarism or egregious cheating on large assignments**, the Program Director will administer an F in conduct for the term and may:

- Assign detention
- Issue a censure
- Schedule a disciplinary hearing

### NATIONAL HONOR SOCIETY

Membership in the National Honor Society is a privilege. Students do not apply for membership; instead, they are invited to provide information to be used by the selection committee to support their candidacy for membership. Membership is granted to those students selected by the Faculty Council. Invitations and membership are not automatically given or conveyed simply because a student has achieved a certain level of academic performance.

The Faculty Council of the chapter selects students who demonstrate exemplary performance in all four criteria of scholarship, leadership, character, and service.

**Scholarship:** At the end of the first term, members of Class II with an official cumulative grade point average (GPA), calculated from Classes III and IV, of 3.7

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from Classes III and IV, of 3.5 or higher and members of Class I with a GPA, calculated from Classes II, III, and IV, of 3.0 or higher are invited to apply. An applicant's grades for the current year must average at least B and not include a D or F and have not more than one C per marking period.

**Leadership:** Prospective members demonstrate leadership in promoting school activities; they exercise a positive influence on peers; they maintain a positive attitude and inspire positive behavior in others; they accept leadership positions in organizations inside and outside of school.

**Character:** Prospective NHS members demonstrate respect for all members of the school community and at all times abide by the regulations outlined in the Student Handbook; they must provide acceptable written explanations for excessive absence or tardiness. An F in conduct automatically disqualifies the candidate for the current application round. More serious conduct violations, such as censure or suspension, may disqualify the candidate from future rounds as well.

**Service:** Prospective NHS members demonstrate sustained service to the school by participating in BLS extracurricular activities (such as athletics, arts, student publications, or service-oriented clubs); they must also demonstrate participation in altruistic endeavors by donating time and energy to activities such as, but not limited to, the following: Student Council, Wolfpack Volunteers, After School Tutoring or Saturday Success School; volunteering in the Main Office, Guidance Office, Nurse's Office, other administrative offices, laboratories, or as hall monitors, as well as

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### COMMUNITY SERVICE

All BLS students must complete a minimum of 100 hours of verified community service, 50 hours of which must be for in-school service and 50 hours for efforts outside of school. The 100 community service hours should be completed by the Friday before April vacation of the Class I year.

Students may begin accumulating hours during the summer after Class VI, and should complete at least 50 hours by the beginning of Class II. Students may elect to engage in a single activity or many, over an extended or concentrated period of time, throughout the calendar year. Further details can be found at [www.bls.org](http://www.bls.org).

### CLASS I OFFICERS

Class I officers are elected by the members of the class during the spring of Class II year or fall of the senior year. Candidates must have passed five major subjects in Class II (six if reaching back).

### STUDENT COUNCIL

The Student Council pledges to maintain an open environment and forum where any student may voice their opinions and ideas, to be the voice of the students of Boston Latin School, to represent them and their needs in its relationship with the school administration and with the School Site Council, and to train and install a network of leaders who cooperate to address the many concerns of the student body. The Council seeks to foster community through the organization of several school-wide events. Officers are elected by the members of the Council in the spring.

Students may view updates on the Student Council tab on the [bls.org](http://bls.org) website or contact the Student Council by email at [blsstudentcouncil@gmail.com](mailto:blsstudentcouncil@gmail.com).

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OFFERS CLUBS FOR ALL INTERESTS.

Students are encouraged to be active members. They may also establish new clubs, with a faculty advisor, if there is a need or interest not met. The dates and times of specific club meetings are posted on SIS. **Students are not allowed to remain in the building after school hours unless they are in the company of the club sponsor or coach.** Failure to obey this directive will result in loss of after-school privileges. Students engaged in any of these clubs are expected to conduct themselves at all times as Boston Latin School students should.

Clubs are open to students of all classes. Each fall, the school hosts two Extra-Curricular Fairs, one for new students, the other for returning students. At the Fairs, each active club makes a presentation for the benefit of prospective members. Students are advised to check the BLS.org website and SIS for the most updated listing.

### MUSICAL ORGANIZATIONS

The school offers many varied opportunities for beginning and experienced musicians, including:

- Class VI Band
- Class V Band
- Purple Concert Band
- White Concert Band
- Symphonic Band
- Wind Ensemble
- Jazz Combo
- Thursday Dues Band
- Big Band
- Football Band
- Class VI Choir
- Class V Choir
- Chamber Choir
- Treble Choir
- Gospel Choir
- Show Choir
- Concert Choir
- Wolfettes
- Wolftones

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Concert Band Orchestra

**VISUAL ARTS****AFTER-SCHOOL****OPPORTUNITIES**

Boston Latin currently runs these visual arts programs during after-school hours:

Ceramics

Open Studio

Photography

**BOSTON LATIN  
SCHOOL SPORTS**

Athletics play an important part in the lives of many BLS students. Student athletes learn about teamwork, responsibility, leadership, fitness, hard work, and commitment. BLS supports these and the many other benefits of athletic participation and has 60 Wolfpack teams competing in 31 different sports.

**INTERSCHOLASTIC  
ATHLETIC  
TEAMS**

Key: Varsity - V, Junior Varsity - JV, Freshman - F, Middle School - MS, Novice - N

**FALL SPORTS**

Cheerleading- Co-Ed (V, JV)  
Cross Country - Boys/Girls (V, JV)  
Football (V, JV, F)  
Golf - Co-Ed (V)  
Soccer - Boys/Girls (V, JV, F)

Swimming – Girls (V)

Volleyball - Girls (V, JV, F)

**WINTER SPORTS**

Basketball- Boys(V, JV, F)/Girls (V, JV, F)  
Cheerleading - Coed (V, JV)  
Fencing - Co-Ed (V)  
Hockey - Boys/Girls (V, JV)  
Indoor Track - Boys/Girls (V, JV)  
Swimming - Boys (V)  
Wrestling - Co-Ed (V, JV)

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Outdoor Track - Boys/Girls  
(V, JV)  
Sailing - Co-Ed (V)  
Softball - (V, JV)  
Tennis - Boys/Girls (V, JV)  
Volleyball - Boys (V, JV)

**Starting Dates:**

**Fall**, Football: Friday August 20, 2021; All other Fall Sports: Monday August 23, 2021; **Winter**, Monday, November 29, 2021 ; **Spring**, Monday, March 14, 2022 (Dates are subject to change).

Members of athletic teams and other organizations are to be supervised while on school grounds by the appropriate coach or advisor. Students are not allowed to remain in the building after school hours unless they are in the company of the club advisor or coach. Failure to obey this directive will result in loss of after school privileges. Students attending any athletic or other event must conduct themselves properly. School rules apply and are enforceable at all school events.

**INTERSCHOLASTIC  
ELIGIBILITY RULES  
EXTRACURRICULAR  
ACTIVITY ELIGIBILITY  
RULES**

The violation of any eligibility rule may result in forfeiture of a game or competition won. A mistake could spoil a good season's record. If there is any doubt concerning your eligibility, consult the Athletic Director. The rules apply to all teams, including varsity, junior varsity, and freshman, to all classes and to both girls and boys sports and extracurricular activities and competitions. The Committee on Athletics of the Massachusetts Interscholastic Athletic Association is the final arbiter in sports.

**You are not eligible:**

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requirements indicated in the Student Handbook. This policy governs all extracurricular activities and competitions, including sports, clubs, academic teams, drama and music.

2. If you have not completed the online concussion education and submitted the document signed by student and parent to the coach.
3. If your 19th birthday came before September 1 of the present school year.
4. If you are absent the day of a game or practice or activity. Students who are absent from school but marked constructively present (CP) are eligible to play.
5. If you are participating on a non-school team, unless you qualify for one of the conditions or exceptions listed. Consult your coach or Athletic Director.
6. If you do not have on file with the nurses an up-to-date annual physical examination report stating that you have been cleared by a physician to participate in sports.
7. If you are suspended or censured.(See School-Based Disciplinary Rules - below.)
8. If you are found guilty of a chemical violation, you are considered ineligible.

There are many other rules and regulations. Those listed above are most important and must be understood. Consult the Head of School or Athletic Director if there is any possible doubt.

**SCHOOL-BASED  
DISCIPLINARY/RULES  
AND PROCEDURES**

Infractions of the Boston Latin School Discipline Code may result in:

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- reflective assignments or tasks
- censure
- suspension
- long-term suspension or expulsion

1. A **misdemeanor mark** is the notification by the issuing teacher to the student and homeroom teacher of a minor infraction of the rules. Accumulation of seven (7) misdemeanor marks during a marking term will result in a failing grade in conduct and further disciplinary action by the Class Supervisor or Assistant Head of School. Misdemeanor marks issued in an academic class will affect the conduct grade for that class, while marks issued in Study Halls or other non-academic areas will affect the overall conduct grade.

**MISDEMEANOR  
MARK  
CONVERSION  
TABLE**

0	A
1-	
2	B
3-	
4	C
5-	
6	D
7	
or	
over	F

2. **Detention** is held daily before school as a penalty for tardiness and after school for other infractions. Assignment to disciplinary detention will result in the lowering of a student's conduct grade by one letter grade for each day assigned. Disciplinary detention will result in one misdemeanor mark for each day assigned and

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major discipline problem. A censure form sent to parents/guardians must be returned signed. A student who is censured is excluded from all extracurricular activities for a period of five (5) school days, may not participate in a regularly scheduled interscholastic activity or competition or extra-curricular performance during that time, and will be assigned three (3) days in detention.

4. **Suspension** is the exclusion of a student from all classes, from school, and from school activities for a specified time. As part of the process, the student will be given a hearing to which the parent/guardian will be invited. A student who is suspended is excluded from all extracurricular activities for up to two (2) weeks, as well as from participating in the next regularly scheduled interscholastic activity or competition or extra-curricular performance in which they are involved.

5. **Long-term suspension** is the exclusion of a student for a period longer than ten days.

Censure or suspension will result in "F" in conduct for the marking period. Students may appeal the outcome of a disciplinary action, in writing, to the Head of School. Flagrant or repeated violations may result in the loss of any or all privileges and exclusion from all extra-curricular activities at the discretion of the Head of School.

**MINOR INFRACTIONS**

The following infractions, among others, will call for the issuance of one (1) misdemeanor mark. An accumulation of seven (7)

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**Materials**

- Failure to cover books
- Speaking out of turn
- Running through corridors
- Failure to return required school notes, progress reports, or report cards within the prescribed period
- Eating or drinking outside the Dining Hall (food and beverage will be confiscated)
- Tardy to class
- Gum chewing
- Littering
- Unauthorized use of entertainment devices or other electronic devices on school property before dismissal. Such devices will be confiscated and returned at the end of the school day.
- Playing cards or other games during school hours—materials will be confiscated.
- Wearing of hats in the school building—hats will be confiscated.
- Failure to carry school ID card

**MAJOR INFRACTIONS**

The following infractions, among others, will be considered major and subject to detention, censure, or suspension. It should be noted that students will be given hearings to guard their substantive and procedural rights in these matters; parents/guardians will be invited to the hearing when suspension may result.

- Truancy
- Cutting class\*
- Smoking—possession or use of any tobacco products, paraphernalia, e-cigarettes (vaping devices), or any product containing nicotine
- Cheating\*\*\*
- Accumulation of misdemeanor marks
- Deliberate lying

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- Creating a disturbance or school routine
- Verbal assault of a teacher
- Using offensive language
- Leaving class without authority
- In area off limits
- Failure to report to detention
- Serious and repeated violation of school rules
- Gambling
- Use of unauthorized translations or published notes\*\*\*
- Defacing/destroying school property
- Malicious damage to property of others
- Disruption of classes
- Forgery
- Unauthorized use of a cellular telephone or other communication device\*\*
- Unauthorized use of the elevator
- Repeated dress code violations
- Using teacher or office computer without permission

**NOTE:**

\* This includes cutting R7 or the last class of the day, which may result in a censure. Excessive cutting of any classes may result in a disciplinary hearing.

\*\* Such devices will be confiscated.

\*\*\* These offenses may result in censure, detention, and a grade of "O" on the test, quiz or assignment.

**CODE OF CONDUCT**

The following is an excerpt from the Boston Public Schools Code of Conduct. BLS adheres to the BPS Code of Conduct which can be found in its entirety: [www.bostonpublicschools.org/cms/lib/MA01906464/Centricity/Domain/203/Code%20of%20Conduct%202011](http://www.bostonpublicschools.org/cms/lib/MA01906464/Centricity/Domain/203/Code%20of%20Conduct%202011). The proper atmosphere for learning is developed through application of self-discipline,

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~~any student causing disruption impedes the learning process.~~

Discipline problems have been classified as minor and major infractions. To ensure uniformity in the conduct code, the guidelines on the following pages have been developed. Consistent with Massachusetts Law and the Boston Public Schools Code of Conduct, summarize behavioral standards and penalties as required under the Code of Conduct and as adopted for specific BLS use by the School Site Council.

The Code of Conduct applies whenever a student is on school grounds, is at a school-sponsored activity/trip, is on public or private transportation to or from school or a school-sponsored activity, is walking or waiting for transportation to or from school or a school-sponsored activity, or engages in serious misconduct outside the school that will have an adverse effect on the maintenance of discipline in the school.

Throughout the discipline procedure, the substantive and procedural rights of the students, as well as the teachers, will be observed.

The handling of major disciplinary infractions, including but not limited to weapons violations and assault cases, is the responsibility of the Head of School in each school. Within the established guidelines, hearings must be held with the Head of School or designee as Hearing Officer. The Head of School may impose a long-term suspension or an expulsion depending upon testimony presented on the record and preserved on tape.

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

Students have the right to an education and to all rights guaranteed by the Constitution, including the right to personal safety. In return, they must respect the rights of other students, teachers, and staff. To protect these rights, rules have been written for all students in Boston's public schools.

Learning and teaching can take place only when everyone behaves with care and respect for everyone else. Students and teachers cannot work together where there is fear, disorder or violence. The rules below will be enforced in all public schools.

### STUDENTS ARE EXPECTED:

- To come to school every day, on time, to learn and to work. They are encouraged to take an active part in all school activities.
- To behave respectfully towards people of all ages, regardless of race, color, disability, sex/gender, religion, national origin, or sexual orientation.

Students who violate the following rules on school premises or at school-sponsored or school-related events including athletic games, or on the way to or

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~~suspended or, in some cases, expelled. Expulsion means exclusion from school for up to one calendar year.~~

**STUDENTS ARE NOT ALLOWED:**

To bring to school dangerous objects of no reasonable use to a student in school, such as knives, guns or anything resembling a gun, including a water gun, studded belts or bracelets, or other weapons prohibited by state law,

- Possession of a dangerous weapon, including, but not limited to, a gun or knife may result in expulsion.
- Possession of an object of no reasonable use may result in suspension or long-term suspension. The second possession of any dangerous object may result in expulsion.

To threaten or to harm another person.

- Harming or attempting to harm or threatening to harm another person with a weapon or dangerous object or mock gun may result in long-term suspension or expulsion.

To bring non-prescribed drugs, vaping materials or devices, marijuana, narcotics or alcohol to school, or to use, sell or distribute such drugs or alcohol in school.

- Possession of a controlled substance, including, but not

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**SUSPENSION/EXPULSION  
(SECTION 7)**

The Boston Public Schools Code of Conduct lists in Section 7 those school-related offenses for which, after a hearing, a student may be expelled, suspended, and referred to Succeed Boston (the Counseling and Intervention Center). School-related offenses include those occurring:

- on school grounds;
- during a school-sponsored activity or trip;
- on public or private transportation to or from school or a school-sponsored activity;
- while walking or waiting for transportation to or from school or a school-sponsored activity;
- when serious misconduct outside the school will have an adverse effect on the maintenance of discipline in the school.

The following is a summary of the provisions of Section 7. Please note that this is not an exhaustive list of infractions.

A student is subject to suspension (or expulsion for some offenses) if the student:

- possesses a dangerous weapon, including, but not limited to, a gun or a knife;
- harms or attempts to harm another person with a weapon or dangerous object;
- possesses any knife or dangerous weapon prohibited by law, or object of no reasonable use;
- uses any weapon or object of no reasonable use or

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- prescribed or non-prescribed controlled substance, including vaping materials and devices;
- possesses or uses any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
  - uses tobacco products or e-cigarettes or the equivalent;
  - commits assault, including sexual assault, or assault and battery on another person;
  - causes physical injury to another person;
  - endangers the physical safety or mental health of another person by the use of force or threats of force expressed by any means (including hazing or bullying);
  - endangers the safety of others by setting or attempting to set fire;
  - bullies any person;
  - retaliates against any person who reports or is a witness to bullying;
  - fails to attend or consistently fails to attend Succeed Boston (the Counseling and Intervention Center) or while attending, violates the Code of Conduct;
  - has been convicted of a felony or felony delinquency (or upon adjudication or admission in court of guilt);
  - violates the civil rights of others;

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- obscene language in a persistent and/or abusive manner;
- substantially disrupts school or classroom activity in a repeated, aggravated, or flagrant manner;
  - occupies any school building, school grounds, or part, depriving others of its use;
  - blocks the entrance or exit of any school building, corridor, or room, depriving others of lawful access or egress;
  - prevents or attempts to prevent by physical act the safe functioning of a substantial part of any school;
  - continuously and intentionally makes noise or otherwise seriously prevents the teaching of other students;
  - makes a bomb threat or pulls/reports a false alarm;
  - attempts by force or threat of force to steal private property;
  - causes damage to or steals school or private property;
  - violates Acceptable Use Policy for technology;
  - engages in sexting or any other offensive electronic communication;
  - violates copyright laws;
  - repeatedly violates cell phone policy;
  - repeatedly commits one or more of the offenses for which expulsion or suspension may be imposed.
  - has been charged with a felony or felony delinquency;
  - refuses to identify self on the

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- leaves the school building without permission;
- engages in excessive cutting of classes.

A student shall be referred to the Succeed Boston (the Counseling and Intervention Center) for committing any expellable offense. The Center may also be used in conjunction with a suspension, or as an intervention when a suspension/expulsion are not imposed.

Special education staff will be consulted when exclusionary discipline is being considered for special education students.

In a democracy, everyone has the right to be treated fairly, even when it seems that they have violated rules or laws. Any student facing a charge that could result in suspension or expulsion is entitled to a fair hearing with notice of the time and place, under procedures outlined in the Code of Conduct. At the hearing, the student and parents must be told what the charge is. They have the right to tell their side of the story.

The purpose of these standards and rules is to develop self-discipline, to prevent trouble from arising, and to make our schools safe and wholesome places in which to learn.

Please note that this agenda went to press months before the start of school. Any changes made to the Code of Conduct would be reflected in the online version with BPS.

A copy of the Code of Conduct is available in multiple languages on the Boston Public Schools website.

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on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his

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determination or whether the student has violated any provisions of this section.

(c) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

**BULLYING or HARASSMENT**

Bullying or harassment is the repeated use by one or more persons of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or the victim's property; places the victim in reasonable fear of harm to himself or damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of a school.

Cyber-bullying includes but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by any electronic means. Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the conditions listed in the above definition of bullying.

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by one or more persons in the distribution or posting creates any of the conditions listed in the above definition of bullying.

Students who believe that they or any other person are being bullied or harassed or unfairly singled out for any reason, including, but not limited to, sex, race, color, creed, religion, disability, or sexual orientation, must report such information immediately to an administrator, guidance counselor, nurse, or teacher. No bullying or harassment of any kind will be tolerated at the Boston Latin School.

Bullying or harassment could result in loss of computer and other privileges in the school as well as disciplinary and/or legal action.

### **SEXUAL MISCONDUCT**

The Boston Latin School takes any form of sexual misconduct toward students seriously, whether it involves comments, touching, or any other unwelcome conduct of a sexual nature. Sexual misconduct of any type will not be tolerated -- nor will any act of retaliation against a student, employee, or family member who reports an allegation.

The Boston Public Schools defines sexual misconduct as "any sexually inappropriate comments and/or behaviors of any kind." BPS employees are required to report any possible instances of or concerns regarding sexual misconduct toward a student. As a community, we all have an obligation to ensure the health and safety of our young people. To this end, students, parents, and staff should report any allegations of sexual wrongdoing, in school or out of school, in person or online, to the Head of School

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SCHOOL POLICE: School Police will in turn contact the Boston Police Department, as appropriate. The allegations will be kept as confidential as practicable.

If the alleged victim ("reporter") is a minor, the school will notify the parents or legal guardians unless such information will create a risk to the student's well-being or safety. Similarly, if the alleged perpetrator is a minor, the school will notify the alleged perpetrator's parent or guardian.

Depending on the nature of the allegations, an investigation may occur, led by the school, the Office of Equity, and/or the Boston Police Department. If it is determined one or both of the district's internal policies regarding sexual misconduct has been violated, the school will take appropriate disciplinary action. Such action may include training/education, restorative practices, censure, suspension, and/or expulsion in accordance with BPS Code of Conduct.

Further details on how sexual misconduct is defined, the reporting process, and available resources for families can be found in the Superintendent's circular EQT-3 at <https://drive.google.com/drive/folders/0B3uV5Tndvx1zYUxWR0pOVjJwYXM>.

## GRAFFITI

Graffiti is a form of vandalism and may constitute bullying and includes:

- Painting, marking, etc. of buildings or property by anyone, regardless of age, is illegal without permission of the owner;
- Those under eighteen are

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has been established, which can be enforced non-criminally.

Additionally, restitution in the amount of actual damage will be required.

**HAZING**

Hazing means any conduct or method of initiation into any student organization or requirement for acceptance to any group, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or any other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**Hazing is a form of bullying.** Consent or willingness of a person to undergo hazing is not a defense for those engaged in hazing. Students who participate in all clubs and sports are required to sign a non-hazing agreement at the time they enroll in such activities. Students will be subject to appropriate sections of the Code of Conduct. In the most serious cases, the Boston School Police, the Boston Police Department and the courts will be involved. In addition, students may be expelled from school.

**SCHOOL  
TRANSPORTATION  
EXPECTATIONS**

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*following regulations.*

- Remain seated while bus or train is in motion.
- Keep hands, feet and head inside the bus or train.
- Do not open and close windows or doors (only the driver may do this).
- Do not damage or deface the bus or train or any of its equipment.
- Engage in quiet talk.
- Keep books, packages, coats and objects out of the aisles.
- Be courteous to other passengers.
- Do not throw anything out of the bus windows or within the bus.
- In case of road emergency, remain on the bus or train unless requested to leave by the driver or other official.
- Do not smoke on the bus or train.

All school rules apply and are enforceable on the bus or train and on any other form of transportation to or from school or any school-related event.

**N.B.** Pupils who refuse to promptly obey the directions of the driver, or refuse to obey regulations, give up their rights to ride on the bus or train, usually for three (3) days —first offense, and up to ten (10) days—second offense. Students may be permanently denied transportation after a formal hearing or if an alternate form of transportation is provided, and may be subject to further disciplinary action.

**POLICY FOR  
NETWORKS  
AND INTERNET**

The use of the network must be consistent with

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in a clear and non-commercial manner. The use of the network is a privilege, not an entitlement, and is subject to the conditions outlined in the BPS Acceptable Use Policy, as well as these BLS guidelines.

Students and staff are responsible for behaving appropriately on the network. Technology is provided to support teaching and learning by allowing students, faculty, and staff to communicate with others, research information to support education, conduct experiments and scientific research, and produce educational materials and projects.

A responsible network user will:

- Not send information or use language that other users will find offensive.
- Never reveal personal information about themselves or any user such as address, telephone number, credit card numbers, social security number, etc.
- Not tamper with the system or alter, copy, delete or destroy any files or data that are not theirs.
- Not attempt to gain access to any BPS computer, resources or files that are beyond their authorized access.
- Not download or install any programs on BPS computers without written permission from Boston Latin School.
- Not disrupt the network, spread computer viruses or practice computer “hacking” of any kind.

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administrator.

A responsible network user must be aware that:

- Use of the network is a privilege, not a right.
- Electronic communication is not guaranteed to be private.
- Persons issued an account are responsible for its use at all times, and should take reasonable precautions to safeguard access to their account.
- The Boston Public School maintains an Internet filtering system to restrict access to certain web sites beyond the City of Boston's computer system. Requests to gain access to blocked sites must be put in writing to an administrator, outlining the purpose for this access. Any attempts to bypass this filtering system and access blocked sites will be considered a violation of the Acceptable Use Policy. The BPS monitors Internet use and regularly supplies the administration with reports of unauthorized attempted access.
- Violation of this policy will result in the possible loss of Internet privileges or, where appropriate, disciplinary action pursuant to the Code of Discipline.

**PERSONAL  
ELECTRONIC DEVICES**

(Laptops, Tablets, Cell  
Phones, Gaming Devices,

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~~SCHOOL IS RESTRICTED TO THE~~  
Dining Hall only, except with the express permission of the teacher or staff member present; otherwise phones should remain off and out of sight. Students may use personal electronic devices (with permission) during school hours only to work on academics. Video games are not allowed at any time during the school day. During lunch periods, electronics of any kind are prohibited (including laptops). Family members are also reminded to refrain from texting or calling their students during the school day. To relay urgent messages, families should call the Guidance Department.

Violation of this policy will result in confiscation and/or possible disciplinary action pursuant of the Code of Discipline.

**EMAIL  
COMMUNICATION**

Email is often the most expedient way for students, faculty, and families to communicate. In order to ensure that BLS email correspondence remains confidential and productive, we offer the following suggestions:

Faculty members are not always able or expected to check their school email accounts during out-of-school hours. Please understand that an email sent at night, during the weekend, or over vacation, may not be addressed until school resumes.

Faculty will make every effort to reply to parent/student emails within two (2) school days, even if it is to say that they need more time to respond.

While email is one means of communication, there may be other more effective

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Boston Latin School is part of the City of Boston and as such, is subject to public meeting and compliance laws. Accordingly, school email accounts should not be used for business unrelated to the work of the school (e.g. fundraising, advertising or soliciting non-school events, etc.). Please note that there are legal implications for emails that reside on the district's server. School email messages are not confidential and may be requested by the public under the Right-to-Know law and may be open to public inspection.

**END**

**OF  
SCHOOL  
YEAR**

All students and faculty are required to be in school until the end of the school year. Students will not be dismissed before final exams are completed unless there are extenuating circumstances, and then only with the permission of the Assistant of School over attendance.

Please add five (5) days to the school calendar before making summer plans for camp or vacation, as inclement weather can often push the school year back as noted on the district's calendar.

**FINAL  
EXAMINATIONS**

Final examinations are scheduled tentatively for sometime during the week of Monday, June 13 - June 17, 2022. Students and families, however, should not make irrevocable plans that begin June 17 or earlier, as students run the risk of missing final examinations and incurring an academic penalty.

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	School Responsibilities	Student Responsibilities	Family Responsibilities
	Foster & uphold high expectations for all community members.	Foster & uphold high expectations for all community members.	Foster & uphold high expectations for all community members.
	Provide high-quality curriculum and instruction, driven by the school's Quality School Plan, supported by an experienced, professional, & caring staff.	Arrive at school and for every class each day on time, prepared to learn and engage, appropriately dressed, with homework completed & materials needed to be successful.	Convey the importance of education and learning. Ensure student attends school on time, appropriately dressed, with materials & completed homework
	Ensure a safe, inclusive learning environment in culturally responsive classrooms where all feel welcomed, respected, & connected to adults & peers	Work with classmates and staff to maintain a respectful, welcoming learning environment through speech, action, & adherence to the Code of Conduct.	Model a collaborative mindset and guide students to foster a respectful and welcoming learning environment & to adhere to the Code of Conduct.
	Celebrate a school community that is diverse in race, ethnicity, sex, gender identity, ability, religion, national origin, & sexual orientation to maintain a positive learning environment for all.	Commit to learning in a school community that embraces diversity in race, ethnicity, sex, gender identity, ability, religion, national origin, & sexual orientation to maintain a positive learning environment for all.	Support the school's commitment to celebrating diversity in race, ethnicity, sex, gender identity, religion, ability, national origin, & sexual orientation to maintain a positive learning environment for all.
	Assign work in accordance with BLS homework policies. Monitor progress by	Monitor academic progress by reviewing assignments and checking	Keep track of academic progress by communicating with student about

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	needed.	reaching out for assistance whenever needed.	teachers and staff when needed.	
	Foster integrity & academic honesty as a shared value.	Ensure a commitment to academic honesty & integrity in every assignment.	Ensure student has space to work, free from social media; encourage student to use screen time in a healthy & balanced way; stress academic integrity.	
	Communicate regularly with families through Open Houses, newsletters, online meetings, email, or phone. Provide reasonable access to staff, sharing contact information; prioritize timely response, mostly within two school days.	Communicate often with caregivers, sharing all notices and information from the school in a timely manner.	Respond promptly to requests by the school for meetings, in most instances within two school days. Encourage student to seek help when needed & to self-advocate.	
	Offer families & students varied volunteer opportunities; promote school activities and programs for students, families, faculty, and staff to attend.	Pursue extracurricular activities that deepen interests; support school activities. Serve as an active member of the community through service & outside opportunities.	Encourage student to pursue extracurricular activities that deepen their interests, to attend school activities, & to volunteer services when possible.	
	Recognize stressors that students, families, faculty face; work toward creating programming & supports that are sensitive to these needs & challenges. Regularly revisit & assess policies & practices based on collective feedback.	Keep one's health a priority, balancing academic, extra-curricular activities, and screen time to ensure time for rest & rejuvenation, & seeking support as needed.	Support student's social-emotional health by helping them balance academic & extra-curricular activities and ensure time for rest and rejuvenation. Connect with in- and out-of-school support when appropriate.	

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	to keep the campus clean & safe.	to keep the campus clean & safe.
Promote the importance of internet safety & maximize conditions for secure online learning spaces.	Help keep the school's online presence secure by not sharing links or engaging in any other activity that jeopardizes internet safety. Inform the school of any violation of school policy.	Promote the importance of internet safety. Inform the school of any violation of school policy.

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**CALENDAR: *Subject to change***

Mon, Sept. 6 Labor

Day: No School

Tues-Wed., Sept. 7-

8 Teachers Report

Tues-Wed., Sept.

7\*-8 Rosh Hashanah

Thurs, Sept. 9 First

Day of School: Full Day

**Fall TBD** Open

House Class VI

(Parents/Guardians)

**Fall TBD**

Open

House Classes I-

V(Parents/Guardians)

Thurs, Sept. 16\* Yom

Kippur

Mon, Oct. 11

No school

Thurs, Nov 4 Diwali begins

Thurs, Nov.

11 Veterans' Day observed: No School

Wed, Nov. 24 Pep

Rallies: Early Release

Thurs,-Fri, Nov. 25-

26 Thanksgiving

Recess: No School

Mon, Nov 29-Mon, Dec.

6 Hanukkah

Fri., Dec 24-Sat, Jan.

1 Winter Recess: No

School

Sat, Dec.

25 Christmas Day: No

School

Sun, Dec. 26-Sat, Jan.

1 Kwanzaa

Mon, Jan.

3 Professional Day:

No School

Tues, Jan. 4 Students

Return to School

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**winter**  
**TBD** Parent/Teacher Conferences  
**Winter TBD** Course Selection Night (Classes IV, III, II)  
Mon, Feb.  
21 President's Day: No School  
Tues-Fri., Feb. 22-  
25 February Recess: No School  
Wed, March 2 Ash Wednesday  
Sun, April 3 Ramadan (estimated)  
Fri, April 15 Good Friday: No School  
Sat\* -Fri, April 16-  
22 Passover  
Sun, April 17 Easter  
Mon, April 18 Patriots' Day: No School  
Tues- Fri, April 19-  
22 Spring Recess: No School  
Fri, April 22 Earth Day  
Sat, April 23 BLS 385 Years  
Sun, April 24 Orthodox Easter  
Tues, May 3 Eid al-fitr  
Mon, May 30 Memorial Day  
Tues, June 7 Last Day of Classes for Seniors  
Mon, June 13 (tentative) Graduation Week of June 13 (tentative)  
Final Exams  
Mon, June 20 Juneteenth  
Tues-Wed, June 21-22 Early Release  
Wed, June 22 (or day 180) Last day of school; Early Release\*\*  
**\*Begins night before at sunset    \*\* Snow days may extend the BPS calendar**

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