### 2018-2019 District Calendar

**June 25 is the 185th day required for calendar purposes.**

**All BPS offices and Welcome Centers closed.**

#### Major Religious & Cultural Holidays

- **Aug. 22…… Eid al-Adha**
- **Sept. 10-11…… Rosh Hashanah**
- **Sept. 19…… Yom Kippur**
- **Nov. 7…… Diwali begins**
- **Nov. 22…… Thanksgiving**
- **Dec. 25…… Christmas**
- **Dec. 3-10…… Hanukkah**
- **Dec. 26 - Jan. 1…… Kwanzaa**
- **Jan. 1…… New Year’s Day**
- **Jan. 6…… Three Kings Day**
- **Jan. 16…… Father’s Day**
- **Jan. 21…… M.L. King Jr. Day**
- **Jan. 22…… Martin Luther King Jr. Day**
- **Feb. 5…… Lunar New Year**
- **Feb. 16…… Valentine’s Day**
- **March 17…… St. Patrick’s Day**
- **April 19…… Good Friday**
- **April 20-27…… Passover**
- **April 21…… Easter**
- **April 23…… Eastern Orthodox Easter**
- **May 5…… Ramadan begins**
- **May 12…… Mother’s Day**
- **May 14…… Cinco De Mayo**
- **May 25…… Memorial Day**
- **May 26-27…… Memorial Day Weekend**
- **June 16…… Father’s Day**
- **June 18…… Father’s Day**
- **June 20…… Independence Day**

**Observance of Jewish and Islamic holidays begins at sundown of the preceding day.**

Extenuating circumstances and/or inclement weather may necessitate changes to the calendar during the year.

Visit [www.bostonpublicschools.org/calendar](http://www.bostonpublicschools.org/calendar) for current information.

### Extensive Calendar

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This publication summarizes many laws, policies, regulations, and practices that are important to Boston Public Schools (BPS) students and their parents and guardians. It is not intended to be a complete directory of all laws and policies concerning students and parents. Federal and state laws, BPS policies, regulations, and practices at the district and school building levels are subject to change. Some information may have changed since this was printed in July 2018.
Communications Policy

The Boston Public Schools, Boston School Committee, Superintendent, and all central and school-based staff have a responsibility to communicate accurately and in a timely manner with families, students, colleagues, partners, and the community. Ongoing communication is essential to developing and sustaining effective home/school/community partnerships for improving student achievement.

The Boston School Committee affirms these principles:

☐ Families and citizens have a right to know what is happening in their public schools.

☐ All BPS employees have an obligation to ensure that the public is kept systematically and adequately informed.

☐ Boston Public Schools staff and families benefit from improved sharing of information—positive and negative.

☐ Written and verbal communication from schools and employees should reflect the BPS commitment to supporting all children and families, with a focus on student achievement through high-quality teaching and learning.

☐ Effective communication must be two-way: schools and the central office must find ways to listen to and garner input from families, students, and the community, and respond in clear, concise language.

☐ All communications must reflect and be sensitive to the diversity of BPS families and staff, and be free of bias with respect to race, ethnicity, language, education, income, gender, religion, sexual orientation, or disability.

More Information about the Communications Policy:
bostonpublicschools.org/domain/1884, “Policies & Procedure: Superintendent’s Circulars,” then click the Communications category.

☎ 617-635-9265

The Boston Public Schools, in accordance with its nondiscrimination policies, does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, criminal record (inquiries only), disability, 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.
A Message from Interim Superintendent Perille

Dear Parents, Guardians, and Students:

Welcome to an exciting new school year. I am honored to serve as your interim superintendent. I look forward to partnering with you in educating and supporting our young people to cultivate an even stronger Boston Public Schools for all students.

We live in a city with a proud history, regarded as the Cradle of Liberty and the birthplace of public education. We are home to the nation’s first public school and its oldest public elementary school – institutions that have continuously educated Boston’s children for nearly 400 years.

Boston is also known as a hub of innovation, propelled by world-class universities, top-notch teaching hospitals, and a booming biotech industry that are reshaping our world today and into the future. Our aim is to prepare our students to embrace this future.

I have made equity in education my life’s work. Our mission at the Boston Public Schools is to ensure that all of our students receive a high-quality education, in a school that builds on their assets and supports their aspirations. We must ensure that every child who walks through our doors has the opportunity to develop the skills and knowledge necessary to fulfill their dreams and succeed in college, career, and life.

Please read the complete Guide to the Boston Public Schools at bostonpublicschools.org/domain/2171

Why is the Guide important? For one thing, it explains many of the policies that affect students: for example, what they must do to be promoted to the next grade, and our expectations for maintaining a safe, healthy and welcoming learning environment for students and staff. It further explains how we help students when they don’t meet these expectations.

Second, it describes the many ways families can support their children’s learning at school and home.

Third, it describes the many rights that are guaranteed by law to students and their parents: for example, the right to be treated equally regardless of race or disability, the right to participate in school decision-making, the right to know the qualifications of the child’s teacher, and the right to privacy regarding student records. It also advises parents and students about what to do if they think their rights may have been violated.

Fourth, the Guide gives helpful information on many topics, from testing to transportation to health services to school cancellations.

Finally, it has directories of BPS schools and offices, a checklist for solving problems, education resources for families, and the school-year calendar (inside the front cover).

In addition to state and federal laws and the district’s Code of Conduct, each school has its own set of policies, approved by the School Site Council. Your principal or headmaster should give you a copy of the school-based rules.

All our policies and rules have only one goal: to help prepare every student for success in college, career, and life in a safe, healthy, and welcoming learning environment. With your support and involvement, we can reach that goal together.

Laura Perille
Interim Superintendent
Boston Public Schools (BPS) provides a wide array of technology resources for use by students and staff. These resources are to be used only for educational purposes. The BPS Acceptable Use Policy outlines responsible use and prohibited activities when using all technology, including networks, electronic devices, and online resources. The policy was developed with input from BPS administrators, teachers, students, parents, community partners, school police, and the BPS legal advisor. It applies to all users of the BPS network, including staff, students, and guests. The School Committee adopted a new AUP in spring 2014 to cover many of the new technologies that our schools are using or would like to use in their classrooms.

Every student is expected to follow all of the rules and conditions listed below, as well as those given verbally by BPS teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

Acceptable Use Policy for Technology, Including the Internet: Student Responsible Use

1. I am responsible for my computer account and e-mail account. I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person’s password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.

2. I am responsible for my language. I will use appropriate language in my e-mail messages, online postings, and other digital communications. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.

3. I am responsible for how I treat other people. I will use e-mail and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.

4. I am responsible for my use of the Boston Public Schools network. I will use BPS technology resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any BPS technology resources unless authorized by school administrator/teacher as part of a school assignment.

5. I am responsible for my conduct on all online sites. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.

6. I am responsible for being honest while I am online. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else’s name.

7. I am responsible for protecting the security of the Boston Public Schools network. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, including file sharing, shareware, or freeware, on school computers.

8. I am responsible for protecting school property. I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resource. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including but not limited to memory storage devices (i.e. USB drives).

9. I am responsible for respecting other people’s property online. I will obey copyright laws. I will not plagiarize or use others’ work without proper citation and permission. I will not illegally download materials protected by copyright, including but not limited to music and movies.

10. I am responsible for following school rules whenever I publish anything online. I will follow all guidelines set forth by the BPS and my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including but not limited to websites, social networks, blogs, wikis, and discussions forums, without the permission of the parent/guardian or student (age 18 and older).

Learn More about BPS Internet Safety

For more information for students and families about the Acceptable Use Policy: bostonpublicschools.org/technology (see the Acceptable Use Policy section)
We have reviewed the online Guide to the Boston Public Schools for Families and Students and the School-Based Rules for the school my child attends.

We understand that the Guide contains important information on home-school partnership, the Promotion Policy, school attendance, the Code of Conduct, the Boston residency requirement, the policy on student use of the Internet, discrimination laws, student records, the care and return of textbooks and library books, and other school rules and policies.

We understand that the school’s School Site Council has approved the School-Based Rules, and that students who violate them may lose certain privileges.

We agree to work with school staff to be sure my child attends school every day (except for excused absences) and completes homework.

We have read the summary of the Code of Conduct on pages 9-11 of this booklet. We agree to work with school staff to make sure that my child follows the Code of Conduct.
Military Families

☐ Please check if this student is (1) the child of active duty members of the uniformed services, National Guard and Reserve on active duty orders, or (2) the child of members or veterans who are medically discharged or retired.

Release of Information to Military and Higher Education Recruiters

Public school districts must release the names, addresses, and telephone numbers of SECONDARY SCHOOL (HIGH SCHOOL) STUDENTS to U.S. military and higher education recruiters. The student OR parent has the right to request in writing that this information NOT be released. If you DO NOT want this information released, please check one or both boxes and sign below:

☐ DO NOT release information to MILITARY RECRUITERS.
☐ DO NOT release information to HIGHER EDUCATION RECRUITERS.

Signature __________________________________________________________ Date ______________________________
Parent OR Student (age 14 or older)

Release of Information to Charter Schools

As required by the Massachusetts Education Reform Law, public school districts must give charter schools the names and addresses of their students for recruiting purposes. If you DO NOT want this information released, please check the box and sign below:

☐ DO NOT release information to CHARTER SCHOOLS.

Signature __________________________________________________________ Date ______________________________
Parent OR Student (age 18 or older)

Release of Student Directory Information

The district may release student “directory information” without written consent, unless you have indicated by checking the box below that you do not want the information released. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Its primary purpose is to allow the district to include this type of information in certain school publications, such as a yearbook, newsletter, playbill, or honor roll. Directory information includes the following: student’s name, age, state unique student identification number, neighborhood of residence, class or grade, dates of enrollment, participation in officially recognized activities, membership on athletic teams, degrees, honors, and awards, and post-high school plans.

Unless you indicate otherwise, the district may release directory information under limited circumstances. The district reserves the right to withhold any information if the district believes it is in the best interest of our students. However, the district will disclose information as required by law.

Please check the box below if you do not wish the district to release your student’s directory information.

☐ I DO NOT want my child’s directory information released. By selecting this option, I understand that my child’s name and/or photograph will NOT be included in the yearbook, newsletters, programs, and other district and school publications; and directory information will NOT be released to partner organizations who may provide services to students.

Signature __________________________________________________________ Date ______________________________
Parent OR Student (age 18 or older)
Media Appearances

☐ I give permission for Boston Public Schools to record, film, photograph, interview and/or publicly exhibit, distribute, or publish in print and in electronic media my son/daughter’s name, appearance, spoken words and works during the 2018-2019 school year, whether undertaken by school staff, students, or anyone outside the school, including the media. I agree that Boston Public Schools may use, or allow others to use, those works without limitation or compensation. I release my child’s school and Boston Public Schools staff from any claims arising out of my child’s appearance or participation in these works.

☐ I DO NOT give permission for my son/daughter’s name, appearance, spoken words and works to appear in the media as described above.

Signature __________________________________________________________ Date ______________________________
Parent OR Student (age 18 or older)

Acceptable Use Policy for Technology, Including the Internet

☐ As the parent or guardian of this student, I have read the Acceptable Use Policy on page 4 of this booklet and have discussed it with my child. I understand that computer access is provided in Boston Public Schools for educational purposes in keeping with the academic goals of BPS, and that student use for any other purpose is inappropriate. I recognize that it is impossible for BPS to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children’s computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use computer resources in the Boston Public Schools.

☐ I DO NOT give permission for my child to use computer resources, including Google Apps for Education, in the Boston Public Schools.

Parent Signature _____________________________________________________ Date ______________________________

STUDENTS MUST SIGN THE STATEMENT BELOW REGARDING TECHNOLOGY USE:

As a Boston Public School student, I understand that the use of the school network and e-mail is a privilege, not a right. I understand that my school network and e-mail accounts are owned by the BPS and are not private. BPS has the right to access my information at any time. I understand that BPS administrators will decide what conduct is inappropriate use if such conduct is not specified in this agreement. I will use technology in a manner that complies with laws of the United States and the Commonwealth of Massachusetts. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.

I understand and will abide by the Acceptable Use Policy on page 4 of this booklet. I will use BPS technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users. I understand that consequences of my actions could include possible loss of technology privileges and/or school disciplinary action as stated in the Code of Conduct and/or prosecution under state and federal law.

Student Signature (age 5 and older) _______________________________ Date ______________________________
Health Screening

As part of each student’s school health record, the Boston Public Schools (BPS) performs state mandated screenings. Students are screened for height, weight, posture, vision, and hearing periodically from K1 to 10th grade. Starting in 2017, all Massachusetts school districts are required to include a substance use preventive screening for students in 7th and 9th grade. The screening tool is called Screening, Brief Intervention, and Referral to Treatment (SBIRT) protocol. The SBIRT protocol facilitates a one-on-one conversation between each student and a school nurse or counselor in an effort to prevent or at least delay the start of using harmful substances, such as alcohol or marijuana. This program focuses on reinforcing healthy decisions and addressing concerning behaviors around substance use with the goal of improving health, safety, and success in school. Check the box below and sign if you DO NOT want BPS to screen your child. Circle all screenings you do not want performed.

☐ I DO NOT give permission for the Boston Public Schools to screen my child for height, weight, posture, vision, hearing, and substance use (SBIRT).

Important Medical Information

I understand the procedures that the school will follow if my child needs medical treatment and/or takes medications while in school. I understand that it is extremely important for the school to be able to reach me in case there is a medical emergency.

If emergency medical attention is necessary and we cannot reach you, do you authorize school staff to seek medical treatment?

☐ YES ☐ NO

Insurance Provider: ☐ BCBS ☐ Tufts ☐ HPHC ☐ Medicaid ☐ Mass Health ☐ Other ______________________

Policy Number __________________________________________________________

Doctor’s Name ___________________________________ Tel. # ______________________

Hospital/Health Center where you take your child if he/she is ill: ________________________________________________________________

Address ___________________________________________________ Tel. # _____________________________

Does your child have any health problems of which the school should be aware? If yes, please state below.

___________________________________________________________________________________________

___________________________________________________________________________________________

Does your child take daily medication? ☐ YES ☐ NO

All students taking medication of any kind must present a doctor’s order and parent/guardian signature to the school nurse.

Name of medication (s) ___________________________________ Time(s) taken: ______________________________

Allergies: Food ___________________________________ Medication ______________________________

Known vision problem? ☐ YES ☐ NO Glasses all times ☐ Part time ☐ For what activities? ______________________

Known hearing problem? ☐ YES ☐ NO Hearing aid: ☐ YES ☐ NO

Has the child had surgery, illness, or injuries in the last year? If so, please describe:

______________________________________________________________________________________________

______________________________________________________________________________________________

Thank you for filling out this form.

Please return to your child’s school by Friday, September 28, 2018.
The Code of Conduct

Students deserve a safe, healthy, and welcoming learning environment in which to learn. To ensure this, all Boston public schools follow the BPS Code of Conduct. At each school, teachers and parents also develop and follow School-Based Rules (see sidebar). A summary of the Code of Conduct follows in the next few pages of this Guide. You should receive a copy of the School-Based Rules for your child’s school along with the Guide. They are both very important. Access to the Code of Conduct can be found on our website. Check out “Where to Find the Code of Conduct” on page 11.

The BPS Code of Conduct

In addition to following its own School-Based Rules, every school must also follow the Boston Public Schools Code of Conduct. The Code lists rules that all students are expected to follow. If a School-Based rule conflicts with the Code of Conduct, the Code applies.

The 2016 Code of Conduct emphasizes preventive and positive approaches that include instructive and restorative approaches to behavior. Every school has a multi-tiered system of support for student’s social, emotional and behavioral needs. Students receive instruction in social and emotional skills and clear expectations through the Positive Behavior Interventions and Support process.

All progressive interactions and consequences are aimed at addressing the causes of misbehavior, resolving conflicts, meeting students’ needs, and keeping students in school. The spirit of the revised code emphasizes non-exclusionary practices before considering exclusion, whenever possible. In accordance with the Code of Conduct, all disciplinary responses must be applied respectfully, fairly, consistently, and protect students’ rights to instructional time whenever possible.

School-Based Rules and the Code of Conduct apply to the behavior of students while they are in school, at school-sponsored activities, and on their way to and from school (on the school bus, at the bus stop, on the MBTA, and walking).

If there are any questions or concerns around the Code of Conduct, specifically emergency removal, due process, or suspension/expulsion appeals, contact the Operational Superintendent’s Office at 617-635-9057.

Don’t Miss Out on School Privileges!

Students have the opportunity to participate in many special school functions and activities, such as field trips, celebrations, performances, class days, proms, and graduation ceremonies, among others. Participation in such activities is a privilege to be earned—not a “right.” By violating school rules or the Code of Conduct, or by engaging in unlawful activities outside of school, a student may lose these privileges. The principal or headmaster has the authority to limit or deny a student’s participation in such special functions and activities.

Denial of Transportation

If a student endangers his or her safety or the safety of others while on a school bus or public transit, the principal or headmaster may deny school-provided transportation to the student. The student will be suspended only from the bus route on which the incident occurred.

Transportation may be denied for up to three days without a hearing. Denial of transportation for four or more days in a row, or more than six days in a marking period, requires a hearing. In all cases, the principal or headmaster must inform the parent before keeping the student off the bus. The student is expected to come to school on the days when he or she is not allowed on the bus unless the student also has been suspended from school. A student who has door-to-door service in their IEP cannot be denied transportation for more than ten days unless a Manifestation Determination Meeting has been held.

Suspension

Suspension means not being allowed to attend school for a limited number of school days. For a student 15 years old or younger, short-term suspension can be up to three school days in a row. For a student 16 years old or older, the suspension can be up to five consecutive school days. Long-term suspension is an exclusion for more than ten consecutive or cumulative school days.

The Suspension Process and Due Process. Before a principal or headmaster can suspend a student, he or she must hold a hearing at the school and invite the student and the student’s parent/guardian. The school must give the parent/guardian written notice of the hearing in English and the language spoken in the home. At the hearing, the principal or headmaster hears the evidence and decides whether the student should be suspended. If the student and the parent/guardian disagree with the suspension, they may appeal the decision to the Superintendent’s Hearing Officer within 10 school days.
The Code of Conduct (cont.)

In some instances, a student may be suspended before a hearing. This emergency removal can be imposed only when a student is alleged to have committed a suspendable offense where the student's presence poses a continuing danger to persons or property or seriously disrupts teaching and learning, and only for the rest of that school day. Before an emergency removal, the principal or headmaster must try to notify the parent. A hearing must be held at a later date.

Expulsion

Expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety school days, indefinitely, or permanently. Students may be expelled for possession of a dangerous weapon, possession of a controlled substance, or a felony charge or conviction.

The Expulsion Process, Step by Step

1. In some cases, when a student commits an expellable offense, the principal or headmaster may order an emergency suspension for safety reasons.

2. Next, in most cases, the principal/headmaster or another administrator holds a suspension hearing and suspends the student. The purpose of the suspension is to remove the student from school while the principal/headmaster prepares for the possible expulsion hearing. Therefore, a suspension hearing does not need to take place if the student is already out of school for legal or medical reasons.

3. During the suspension, the principal/headmaster begins procedures to hold a formal expulsion hearing. He or she also schedules the student for assignment to the BPS Succeed Boston Center (described below). The parent must receive notice of the expulsion hearing in writing, in the language spoken in the home. If the parent is not able to attend, he or she may request one postponement.

4. At the expulsion hearing, the principal or headmaster listens to witnesses and examines the evidence. The student or parent/guardian may bring an advocate or lawyer to the hearing. If needed, the school will provide an interpreter for parents who have limited English-speaking skills. The school must make a recording of the hearing and make the recording available to the parent or student upon request.

5. Following the hearing, the principal or headmaster sends the written recommendation to the appropriate Administrator of Operations for review of due process. If the principal or headmaster decides to expel a student, the student and parent/guardian must be notified in writing.

Appealing a Suspension or Expulsion. If the student and the parent/guardian disagree with the expulsion, they may appeal the decision to the superintendent (617-635-9057), or someone named by the superintendent, within ten school days.

Offenses for Which Students May Be Suspended or Expelled

A student may be expelled for up to one calendar year only for these serious offenses:
- possession of a dangerous weapon, including but not limited to, a gun or a knife
- possession of a controlled substance, including but not limited to marijuana, cocaine, and heroin
- assault on school staff
- felony charge or conviction

A student may be suspended for these serious offenses:
- sexual assault
- assault and battery on any person causing physical injury unless necessary for self-defense
- Endangering the physical safety or mental/emotional health of another by use of threats of force communicated by any means, including by technology. This includes hazing, graffiti, bullying and cyberbullying.
- Possession of a dangerous weapon prohibited by law, or of an object of no reasonable use
- use of any object in a dangerous or threatening manner
- setting or attempting to set a fire on school property, at school-sponsored activities, or on school-provided transportation
- damaging or stealing private property or school property
- making a bomb threat or pulling/reporting a false fire alarm
- violating the civil rights of others
- sexually harassing another person
- using racial or ethnic slurs or obscene language
- breaking the rules for acceptable use of e-mail and the Internet
- disrupting school or classroom activity, including unauthorized use of cell phones
- being in an area of the school building that is off limits to students
- refusing to identify himself or herself
- tampering with school records
- leaving the school without permission or cutting classes excessively
- failing to attend or to consistently attend the BPS Succeed Boston program without a reasonable excuse, or violating Section 7 of the Code of Conduct while attending the program.

In certain circumstances, a student may be indefinitely suspended or expelled for conduct unrelated to school or school activities, such as when the student is charged with or convicted of a felony, and the principal or headmaster determines the student's continued presence would disrupt the school.

NOTE: The list above is meant as a guide only. Please refer to the Code of Conduct, Section 7, for a complete list of offenses and penalties.
Corporal Punishment

Under state law and School Committee policy, school staff may not punish a student by hitting, pushing, or any use of physical force. School staff may use reasonable physical force to restrain a student only if (1) non-physical intervention would be ineffective or has been ineffective, and/or (2) they believe the student’s actions may result in physical injury to the student or other people. Use of any restraint must be documented and forwarded (within 24 hours) to the principal/headmaster. Any school employee who uses unreasonable force will be subject to discipline.

Students with Disabilities

The Code of Conduct applies to all students. There is a specific procedure, however, for disciplining students with disabilities. You can find this procedure on the BPS website. It is described in Superintendent’s Circular SPE-15. This can be downloaded and printed. If you prefer, your child’s school can give you a copy of this document upon request. This procedure is also included in the Parent’s Rights brochure that you receive with your child’s Individualized Education Program (IEP).

No student with disabilities may be suspended for more than ten cumulative school days in the school year except as provided by federal laws and regulations. This includes a meeting to determine whether the student’s disability may be the cause of the behavior.

How Parents Can Help

As a parent, you can help your child obey the rules and help keep the school safe by:
- sharing the responsibility for the behavior of your child in school, at school-sponsored activities, and on the way to and from school
- preparing your child to take responsibility for attending school and for his or her own behavior
- fostering in your child positive attitudes toward himself or herself, others, the school, and the community
- communicating with school staff about your child
- attending individual or group conferences
- recognizing that school staff members have the right to enforce the policies of the Boston School Committee
- behaving in a civil and non-disruptive manner when visiting the school
- being sure your child brings to school only those things that are appropriate in a school setting.

Where to Find the Code of Conduct

- Visit the BPS website: bostonpublicschools.org. Select “Students and Families,” then “Code of Conduct.”
- Visit bostonstudentrights.org and download the mobile app. Developed by students, it presents the Code of Conduct in a condensed, simplified format, plus information on student rights and responsibilities and legal aid resources.
- Contact any BPS Welcome Center (page 12) or the Superintendent’s Office (617-635-9050 or superintendent@bostonpublicschools.org) to request a printed copy.

The Code of Conduct is available in English, Arabic, Cape Verdean Creole, Chinese, French, Haitian Creole, Portuguese, Somali, Spanish, and Vietnamese.
Directory of Services for Families

Boston Public Schools (BPS) Offices

MAIN NUMBER ............................................... 617-635-9000
Adult Education and Evening High School ........................................... 617-635-9300
Boston Student Advisory Council (BSAC) ........................................... 617-635-9660
Communications (media, website and publications) ....................... 617-635-9265
Counseling Services ........................................................................ 617-635-8030
Countdown to Kindergarten .............................................................. 617-635-6816
Data and Accountability (testing) ...................................................... 617-635-9450
Early Childhood Education ............................................................... 617-635-9701
Educational Options (Alternative Education) .................................. 617-635-8035
Employment Permits, Students ....................................................... 617-635-8030
Engagement (school and family support) ......................................... 617-635-7750
Engagement (central office) .............................................................. 617-635-9660
English Learners ............................................................................. 617-635-9435
District EL Advisory Committee ....................................................... 617-635-9435
Enrollment Planning & Support (school assignments) ................. 617-635-9516
Equity (discrimination and civil rights issues) .................................. 617-635-9650
Exam Schools and Advanced Work Class (AWC) ......................... 617-635-9512
Family Literacy Center .................................................................... 617-635-9300
Food and Nutrition Services ............................................................ 617-635-9144
Guidance Services ........................................................................... 617-635-8030
Health and Wellness ....................................................................... 617-635-6643
Hearings and Appeals (disciplinary issues) ..................................... 617-635-1577
High School Support ........................................................................ 617-635-8079
Homeless Students ......................................................................... 617-635-8037
Human Capital (personnel) ............................................................... 617-635-9600
Instructional and Information Technology (OIIT) ......................... 617-635-9199
Medical Services ............................................................................. 617-635-6788
Newcomers Assessment and Counseling Center (language testing) .................................................. 617-635-1565
Ombudsperson ............................................................................... 617-635-9054
Parent University ............................................................................. 617-635-7750
Re-engagement Center .................................................................... 617-635-2273
Safety Services ................................................................................ 617-635-8000
School Committee ........................................................................... 617-635-9014
Special Education and Student Services ....................................... 617-635-8599
Special Education Parent Advisory Council ................................ 617-297-7335
Student Records ............................................................................... 617-635-9507
Summer School ............................................................................... 617-635-9336
Superintendent's Office ................................................................... 617-635-9050
Title I Training Center ....................................................................... 617-635-7750
Transportation .................................................................................. 617-635-9520

BPS Welcome Centers

Dorchester

 617-635-8015
Campbell Resource Center
1216 Dorchester Ave.

Roslindale

 617-635-8040
Jennie Barron Building
515 Hyde Park Ave.

Roxbury

 617-635-9010
Bolling Municipal Building
2300 Washington St., 2nd Fl.

East Boston

 617-635-9597
Mario Umana Academy
312 Border St.

2018-2019 Hours of Service:
School Year: Monday, Tuesday, Thursday and Friday:
8:30 a.m.–5 p.m. / Wednesday: Noon–7 p.m. +

July 2019: Only the Roxbury Welcome Center is open. Monday-Thursday, closed Fridays, at the hours above.
Visit our website for details, bostonpublicschools.org/ welcomecenters

Closed:
Federal, state, and city holidays
+ These hours do not apply to the East Boston center.

Safe Space & Bullying Prevention Hotline
617-592-2378 (call or text)
For students and parents/guardians to report bullying at school, out of school, online, and via electronic devices; and for students or parents/guardians to report safety concerns in or out of school. Staffed 24/7 by trained counselors.

Residency Tip Line 617-635-9609
Leave anonymous tips about students attending the Boston Public Schools who do not live in the City of Boston.

Additional Services

Boston: City Services (9 a.m.–5 p.m.) .......... www.boston.gov | 617-635-4000
Mayor’s 24-Hour Line .................................................. 311
Boston Centers for Youth & Families (BCYF) .................. 617-635-4920
Mayor’s Health Line ................................................... 800-847-0710
Mayor’s Office of New Bosonians (multilingual) ............. 617-635-2980
Mayor’s Youthline ....................................................... 617-635-2240
Massachusetts Department of Elementary & Secondary Education (DESE) .......... www.doe.mass.edu | 781-338-3300
Charter School Information ........................................ 781-338-3227
# 2018-2019 Report Card Schedule

**Kindergarten–Grade 5**

<table>
<thead>
<tr>
<th></th>
<th>Fall (Grades 1-5 only)</th>
<th>Winter (K-Grade 5)</th>
<th>Spring (K-Grade 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>September 6, 2018 - November 30, 2018</td>
<td>December 3, 2018 - March 15, 2019</td>
<td>March 18, 2019 - June 18, 2019</td>
</tr>
<tr>
<td>Distribute Report Cards</td>
<td>Week of December 10</td>
<td>Week of March 25</td>
<td>Week of June 17 ★</td>
</tr>
</tbody>
</table>

★ Includes kindergarten–grade 5 in K–8 schools.

**EXCEPTIONS:**
- Kindergarten students do not receive a Fall report card.
- Boston Teachers Union, Curley, King, and Young Achievers Math & Science schools grade on three marking terms for grades 1-8.

**Grades 6–12**

<table>
<thead>
<tr>
<th></th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4 Grapes 6–11</th>
<th>Period 4 Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Reports</td>
<td>October 10</td>
<td>December 19</td>
<td>March 13</td>
<td>May 21 ★</td>
<td></td>
</tr>
<tr>
<td>Distribute Report Cards</td>
<td>November 15</td>
<td>February 7</td>
<td>April 25</td>
<td>Last day of school</td>
<td>Last day of school</td>
</tr>
</tbody>
</table>

★ Includes grades 6-8 in K-8 schools except Boston Teachers Union, Curley, King, and Young Achievers.

**EXCEPTION:**
- Greater Egleston High School grades on three marking terms.

★ The last marking period will be adjusted in Spring 2019 after the last day of school is established.