### 2019-2020 District Calendar

#### 2019
- **August 6-7**️ New Leader Development
- **August 13-16**️ August Leadership Institute
- **August 19-21**️ Teacher Summer Institute
- **August 19**️ Dever Elem.: New teachers report
- **August 21**️ Dever Elem.: Returning teachers report
- **August 21**️ Up Academies: Boston, Dorchester, and Holland, all grades – first day of school
- **August 22-23**️ English Learner Summer Symposium
- **September 2**️ Labor Day: No school
- **September 3-4**️ All teachers and paras report
- **September 5**️ Students in grades 1-12 report
- **September 9**️ Kindergarten students report
- **September 11**️ Teachers and paras report
- **September 13-16**️ August Leadership Institute
- **September 19**️ Dever Elem.: New teachers report
- **September 21**️ Dever Elem.: Returning teachers report
- **September 22-23**️ English Learner Summer Symposium
- **September 30-31**️ All BPS offices and Welcome Centers closed.

#### 2020
- **January 2**️ All teachers and paras PD day
- **January 6**️ Students return from recess
- **January 8**️ Students in grades 1-12 report
- **January 10**️ Good Friday: No school
- **January 15**️ Presidents’ Day: No school
- **January 20**️ Patriots’ Day: No school
- **January 21-24**️ Spring Recess: No school
- **January 27**️ Students return from recess
- **February 17**️ Memorial Day: No school
- **February 21**️ Early release for students and staff
- **February 24**️ Students return from recess
- **March 25**️ Students return from recess
- **April 15**️ Deep South: No school
- **April 16-20**️ Patriots’ Day: No school
- **April 20-24**️ Early release for students and staff
- **April 27**️ Students return from recess
- **May 25**️ Memorial Day: No school
- **June 9**️ Students return from recess
- **June 18**️ Early release for students
- **June 26**️ Last day for seniors

#### Major Religious & Cultural Holidays
- **2019**
  - **Aug. 10**️ Eid al-Adha (observed)
  - **Sep. 29-Oct. 1**️ Yom Kippur
  - **Dec. 25**️ Christmas
  - **Dec. 26-Jan. 1**️ Kwanzaa
- **2020**
  - **Jan. 1**️ New Year’s Day
  - **Jan. 6**️ Three Kings Day
  - **Jan. 25**️ Lunar New Year
  - **Oct. 9**️ Yom Kippur
  - **Oct. 27-31**️ Diwali
  - **Nov. 28**️ Thanksgiving
  - **Dec. 22-30**️ Hanukkah
  - **Dec. 25**️ Christmas
  - **Dec. 26-Jan. 1**️ Kwanzaa

#### 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.
2019-2020
Boston Public Schools
Student Forms and Information

City of Boston
Martin J. Walsh, Mayor

Boston School Committee
Michael Loconto, Chair
Alexandra Oliver-Dávila, Vice-Chair
Dr. Hardin Coleman
Michael O’Neill
Dr. Lorna Rivera
Jeri Robinson
Quoc Tran

Boston Public Schools
Brenda Cassellius, Superintendent

September 2019

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The Boston Public Schools Communications Office
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Cover Artwork
Artists: Annabelle Ahearn, Elainny Guzman, Shanice Milfort, Alexandra Nguyen. Under the direction of Jessica Pietrowicz. The Collaborative Crayons project was designed to have students demonstrate their understanding of value, the element of art that describes the range of dark to light within hues. Students were challenged to show lowlights and highlights within the crayons to make them appear three-dimensional. Teamwork was essential and this was the first group project this class tackled this year. The students were proud of the outcome.

This booklet is available in Arabic, Cape Verdean Creole, Chinese, English, French, Haitian Creole, Portuguese, Somali, Spanish, and Vietnamese.

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 2019.
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.
- Media inquiries concerning BPS should be sent to the Communications Office.

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

617-635-9265
Please sign and return the Student Information Update Form!

The Student Information Update Form on pages 5-8 is a legal document that we keep on file at the school. Please remove these pages from the booklet, read, and sign each section, and return the form to your child’s school right away. We also need the signature of a parent or guardian so their children can take part in certain school activities.

This form is also available at www.bostonpublicschools.org/contact.

You only need to fill out one of these forms. We ask parents to review the 2019-2020 Guide to BPS for Students and Families, which can be found at www.bostonpublicschools.org/domain/2171

A Message from Superintendent Cassellius,

Dear Parents, Guardians, and Students:

Welcome to an exciting new school year! I am honored to serve as your superintendent and look forward to partnering with you to support each and every one of our students.

Our mission at the Boston Public Schools is simple: we focus on children first. They are at the center of every decision we make and every conversation we have. We believe every child should receive a high-quality education in a school that recognizes their assets and supports their aspirations. And we’re committed to the vision that every child who walks through our doors will graduate with the skills and knowledge necessary to fulfill their dreams in college, career, and life.

To deliver on this promise, we must ensure everyone has the tools to participate in the decisions that affect our students. This guide is one tool we hope will make that a little easier. It contains useful information designed to help you understand more about our expectations for students and to help you find opportunities that allow you to participate more in decisions that impact your child, your family, and our community. The information is provided in simple, easy to understand text, and can be accessed in multiple languages and formats.

We want to make sure everyone with a vested interest in our schools feels heard, valued and respected. To help make that happen, we will communicate often and transparently, celebrating our successes and honestly sharing our challenges. That’s my commitment to you, and it’s our roadmap for moving forward together to make the vision of a great education for every Boston Public Schools student a reality.

Sincerely,

Brenda Cassellius
Superintendent
Using Technology in School

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 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, vulgurities 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, 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 have discussed the Code of Conduct. We agree to work with school staff to make sure that my child follows the Code of Conduct.

Student Name _____________________________________________________________ Date of Birth ________________________

School Name ___________________________ Grade _____ Homeroom _________________

Address ___________________________________________________________ Apt. # _________ ZIP Code _____________

Parent/Guardian Name __________________________________________________________ Parent/Guardian Date of Birth _________________

Phone#: Home ___________________________ Cell ______________________________ Work ____________________________

Email _____________________________________________________________________________

Primary language spoken at home ________________________________________________________________________________

Parent/Guardian Name __________________________________________________________ Parent/Guardian Date of Birth _________________

Phone#: Home ___________________________ Cell ______________________________ Work ____________________________

Email _____________________________________________________________________________

Primary language spoken at home ________________________________________________________________________________

If a parent cannot be reached in an emergency, or in case of illness, please list two responsible adults to contact:

Name ________________________________________________________ Tel. # (Day or Cell) ______________________________

Name ________________________________________________________ Tel. # (Day or Cell) ______________________________

Are there any other issues of which the school should be aware? If so, explain: _______________________________________________

__________________________________________________________________________________________________________

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 have discussed the Code of Conduct. 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 2019-2020 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 the 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 ______________________________

Boston Saves

Boston Saves is a program run by the City of Boston (EDIC) to help BPS families save for their children’s future by providing each eligible student with a savings account that includes $50 for college or career training. Participation in the program allows families to earn additional monetary incentives by saving in a designated account. Learn more and check eligibility at bostonsavescsa.org.

If you consent to participate in Boston Saves, you agree to allow BPS to share the following data with the Boston Saves program staff: student’s name, state unique student identification number (SASID), school, and grade.

☐ Yes, I consent to participate.

☐ No, I do not wish to participate.
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.

Check the box below and sign if you DO NOT want BPS to screen your child.

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

Parent Signature ____________________________ Date _________________________

Starting in 2017, all Massachusetts school districts are required to include a substance use preventive screening for students in 7th and 10th 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.

☐ I DO NOT give permission for the Boston Public Schools to screen my child for substance use (SBIRT).

Parent Signature ____________________________ Date _________________________

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 ____________________________ Tel. # ____________________________

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? Please circle: ASTHMA, DIABETES, SEIZURES, SICKLE CELL (TRAIT/DISEASE), LIFE THREATENING ALLERGY, G-TUBE FEEDING, ANXIETY, DEPRESSION. Please describe any other: ________________

___________________________________________________________________________________________

Does your child take daily medication?  ☐ YES ☐ NO  If yes, please state below.

Does your child take medication “as needed” at home or school?  ☐ YES ☐ NO  If yes, please state below.

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

Name of medication (s) ____________________________ Time(s) taken: ____________________________

Allergies: Food ____________________________ Medication ____________________________ Latex _________ Bee Sting _________

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: ____________________________

______________________________________________________________________________________________

Has the child been diagnosed with a head injury or concussion in the last year?  If so, please describe: ____________________________

______________________________________________________________________________________________

Parent Signature ____________________________ Date ____________________________
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, and consistently, and must 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 about 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 a student is not 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. Please note that students in grades K-2 cannot be suspended. For a student 16 years old or older, the suspension can be up to five consecutive school days. Long-term suspension is exclusion for more than 10 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, assault on educational staff, 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 Succeed Boston (described below). The parent must receive notice of the expulsion hearing in writing, in the language of 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
- 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.
During and After the Expulsion Period. During a period of long-term suspension or expulsion, BPS assigns the student to an alternative middle school or high school program or another elementary school. When a student’s period of expulsion has ended, the parent/guardian (or student age 18 or older) must go to a BPS Welcome Center and re-enroll the student in the Boston Public Schools. The student will not be reassigned to the school from which he or she was expelled unless the principal or headmaster has recommended this at the time of the expulsion.

Succeed Boston

Succeed Boston in Roslindale serves students who have violated the most serious BPS Code of Conduct infractions. While progressive measures are always recommended, repeated serious violations of the Code result in referral to Succeed Boston. This department provides individual and group-counseling services, and uses restorative and trauma informed practices that allow students to maintain academic progress, provides students with the decision-making and social-emotional skills they need to assess risk, consider potential consequences, and improve decision-making. A student is assigned to either the short term program for 3 to 5 days, or the Long Term Middle School program for 11 days until the end of the school year. While attendance at the short term program is now considered a suspension, this program is recommended as an alternative to suspensions at home.

The Saturday Civil Rights Program, a partnership with the BPS Office of Equity, is a one-day alternative to suspension for students who have been involved in bias-based conduct (based upon one’s membership in a protected class, such as ethnicity, gender, race, disability, military status, religion, or sexual orientation). The program, available by referral only, provides group instruction and targeted individualized curricula, counseling and reflection, to assist students in learning about the history of civil rights, the impact of hate speech, and the harm and impact it has on others.

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 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
Alternative Education ................................................................. 617-635-8035
Behavioral Health Services ............................................................ 617-635-9676
Boston Student Advisory Council (BSAC) ........................................ 617-635-9660
Communications (media, website, and publications) ....................... 617-635-9265
Countdown to Kindergarten .......................................................... 617-635-6816
Data and Accountability (testing) ................................................... 617-635-9450
Early Childhood Education ............................................................. 617-635-9063
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
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
Home and Hospital Tutoring ........................................................... 617-635-6633
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
Ombudsman ................................................................................ 617-635-9054
Parent University .......................................................................... 617-635-7750
Re-engagement Center .................................................................. 617-635-2273
Safety Services ............................................................................... 617-635-8000
School Committee .......................................................................... 617-635-9014
School Health Services .................................................................. 617-635-6788
Special Education ........................................................................... 617-635-8599
Special Education Parent Advisory Council ..................................... 617-297-7335
Student Records ............................................................................ 617-635-9507
Succeed Boston ............................................................................ 617-635-8123
Summer School ............................................................................ 617-635-9414
Superintendent’s Office ................................................................. 617-635-9050
Title I Training Center .................................................................... 617-635-7750
Transportation ................................................................................ 617-635-9520
Welcome Services (Registration and Assignment) ......................... 617-635-9046

BPS Welcome Centers

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

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

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

East Boston
617-635-9597
Mario Umana Academy
312 Border St.

2019-2020 Hours of Service:

School Year: Monday, Tuesday, Thursday and Friday:
8:30 a.m.–5 p.m. / Wednesday: Noon–7 p.m. +

July 2020: 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.

Back-to-School & School Registration Hotline
617-635-9046

August-September, 2019 & January, 2020
Monday, Tuesday, Thursday, and Friday: 8:30 a.m. – 5:00 p.m.
Wednesday: Noon - 7:00 a.m.

Safe Schools & Bullying Prevention and Intervention 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 ③ 617-635-9609
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.)............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 for Immigrant Advancement
(multilingual) ............................................................617-635-2980
Mayor’s Youthsline.........................................................617-635-2240
Massachusetts Department of Elementary &
Secondary Education (DESE) .............www.doe.mass.edu | 781-338-3300
Charter School Information .........781-338-3227

12 BPS Student Forms and Information 2019-2020 www.BostonPublicSchools.org
## 2019-2020 Report Card Schedule

### Kindergarten–Grade 5

<table>
<thead>
<tr>
<th>Term</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>Distribute Report Cards</td>
<td>Week of December 9</td>
<td>Week of March 23</td>
<td>Last day of school</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>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4 Grades 6–11</th>
<th>Period 4 Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Reports</td>
<td>October 9</td>
<td>December 18</td>
<td>March 11</td>
<td>May 20*</td>
</tr>
<tr>
<td>Distribute Report Cards</td>
<td>November 14</td>
<td>February 6</td>
<td>April 30</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 2020 after the last day of school is established.