BOSTON LATIN SCHOOL
STUDENT HANDBOOK
2010-2011

Lynne Mooney Teta
Head Master
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Lynne Mooney Teta, Head Master
Assistant Head Masters
Malcolm J. Flynn
Sherry M. Lewis-daPonte
Karen C. Maund
Elizabeth M. McCoy

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INTRODUCTION

Welcome to Boston Latin School, the oldest school in America, founded in 1635 by the citizens of Boston. This booklet contains information that should help you to learn what you may expect from Boston Latin School and what Boston Latin School [BLS] will expect from you.

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

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

In addition to academic subjects, a large number of extracurricular activities, clubs, and interscholastic programs are available to students. Support services are also available for those in need of assistance.

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MISSION STATEMENT

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

* * * * *

Founded in 1635, Boston Latin School is a public six-year college preparatory school that offers a rigorous academic program in the classical tradition and fosters the pursuit of excellence. It is also an institution that lays a foundation for full participation in our society, preparing students to be both productive citizens and responsible adults who have an awareness of global issues. The school welcomes and serves a culturally, socially, and economically diverse population selected from every section of the City of Boston.

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

The Keefe Library is the central academic resource and information access resource at Boston Latin School. Through collaboration with staff, enhancement of learning through technology, the promotion of reading, and the teaching of information skills, the library program promotes information literacy for all. Coordinated comprehensive support services provide a surround care model for our students that is developmental, preventative, and tutorial in delivering services to students. Varied extracurricular activities afford opportunities for pursuing intellectual, social, artistic, civic, and athletic goals. The school honors and celebrates the achievements of its students in all their endeavors.

Growing and evolving since 1635, Boston Latin School provides significant opportunities for young people to recognize and appreciate the importance of education as a means to grow in scholarship, civility, and self-knowledge.

ACADEMIC EXPECTATIONS

- CRITICAL THINKING AND THE PURSUIT OF KNOWLEDGE: to evaluate information with logic and discernment.
- RESEARCHING AND PRESENTING: to research information and present it in written, visual, and/or spoken format comprehensible to an audience.
- READING: to read and comprehend unabridged, authentic material that will facilitate higher education and beyond.
- WRITING: to write competently and creatively, having mastered rhetorical structures and having developed a personal voice and style.
- SPEAKING: to articulate comfortably in prepared and extemporaneous speech in school, work, and social situations.
- LISTENING: to hear and comprehend unabridged, authentic discourse that will promote success in higher education and later life.
EARLY MORNING/AFTER SCHOOL

The school building opens at 6:55 a.m. All students must report to the dining hall until 7:25 a.m. when they will be released. Students will then proceed directly to their lockers and homerooms. Early morning time is meant for studying. Students must not congregate in the corridors between 7:30 a.m. and 7:45 a.m. The bell at 7:40 a.m. is a signal to students to report to their homerooms. No locker visitations are permitted after the 7:45 a.m. tardy bell during the morning homeroom period.

At the end of the school day students must leave the building and school grounds promptly unless they are participating in a school supervised activity.

HOMEROOM

The bell at 7:45 a.m. begins the actual school day. Students not in their seats are marked absent. The bell at 7:51 a.m. is the signal for filing to classes. Students are allowed four minutes to walk to their next class.

DAILY BULLETIN

The Daily Bulletin, which includes notices about events, meetings, competitions, and extracurricular activities, must be read aloud and posted each day during homeroom period. It is the responsibility of every student to be aware of information contained in the bulletin.

ATTENDANCE

All students are required to be present at least 90% of the school year and at least 85% of each marking period [Attendance Standards]. Any student who fails to meet these requirements and who does not receive a waiver from the Head Master must fail all subjects. Waivers will be granted only in extreme circumstances, not for habitual absence, absence for recreational purposes, or truancy. A student who is absent more than 10% of the days in the school year will fail all subjects for the year. A student who is absent more than 15% of the days in a marking period will fail all subjects for the marking period (see page 8 for Attendance Waiver Procedures).

ABSENCE: Parents should call the school (617-635-8895) after 7:45 a.m. when a student is absent. A note detailing the legitimate excuse must be presented to the homeroom Master on the day following the absence. It must be dated, signed by the parent, and include the date of absence as well as the reason. Parents will receive an automated call from the school.
TARDINESS: Students not in their seats at 7:45 a.m. are marked absent and must sign in at the front door. In a weather or transportation emergency the Head Master will excuse tardiness for that morning. Tardiness will be excused only in extreme circumstances. Unexcused tardiness is not a valid excuse for make up work.

ANY STUDENT WHO IS TARDY AFTER 11:00 A.M. OR DISMISSED BEFORE 11:00 A.M. IS ABSENT FOR THE DAY.

No student is allowed in the building without following the proper procedures (see Tardy Procedures, below). Students violating this rule will be treated as trespassers.

TARDY PROCEDURES

1. Tardy students must enter and sign in at the front door, new building. No other door is to be used after the tardy bell has rung. The warning bell is at 7:40 a.m. Students who are not in their seats are tardy at 7:45 a.m. Tardy students must report to detention on the next school day at 7 a.m.

2. Any student arriving AFTER 8:15 a.m. must have a note from a parent or guardian explaining the tardiness. The note must contain a telephone number at which the parent or guardian can be reached, and it must be brought to the tardy desk or guidance office for verification. The note does not excuse the tardiness.

3. If a pattern of tardiness begins to develop, a parental conference will be necessary.

4. Class work missed due to unexcused tardiness cannot be made up.

5. Bypassing the tardy desk will result in disciplinary action.

6. A tardy student must report to class within four minutes of the recorded time.

7. Tardiness is cumulative for each term and for the school year. Class periods missed due to tardiness will be added to class periods missed due to absence in determining whether a student has exceeded the 15% or 10% Attendance Standards.
ATTENDANCE WAIVER PROCEDURES

A waiver of the attendance rule (85% for a term, 90% for the year) may be granted by the Head Master in extreme or unusual circumstances. It is expected that students will be in school every day and that absences will be due to illness or other serious reasons. Absences for recreational purposes will not be waived.

It should be noted that absence from an individual class may differ from overall absence. For example, a student may be tardy and miss the first period. That absence from class may put a student over the limit in that one class while remaining within the limit in others.

It should also be noted that students are not allowed to make up work missed when truant, when cutting classes, or when tardy unexcused.

- Each marking period a list of students absent 15% of the days will be distributed to masters. All students on the list must fail all subjects for the marking period unless granted waivers by the Head Master.
- At the end of the year a list of students absent 10% of the days will be distributed to masters. All students listed must fail all subjects for the year unless granted waivers by the Head Master.
- Any student who is absent more than 15% of the days from a particular class in a marking period must fail in that class unless granted a waiver by the Head Master. Any student absent more than 10% of the days in the school year from a particular class must fail that class for the year unless granted a waiver by the Head Master.
- A waiver granted by the Head Master does not mean that a student must pass any course, but means that the student must be given the opportunity to make up work missed when absent for legitimate reasons.
- Waiver requests from students must include a letter from a parent or guardian listing the dates absent with specific reasons for absences. Letters from physicians or other health care providers should be included with the waiver request.
- If a waiver is granted for a marking period, the student must make up all work within one month. If a waiver is granted for the school year, a student must make up all work before the last day of school.
- Grade changes, if necessary, will be submitted by Masters on a standard form available from the Registrar in room 105.
- Corrected report cards may be obtained from the Registrar in room 105.

The attendance policies detailed in this Student Handbook supersede those printed on the report card.
EARLY DISMISSAL PROCEDURES

- Notes are to be brought in to the Guidance Office (Room 108) at least one (1) full day before the date of dismissal between 7:35 a.m. and 7:45 a.m. The note must contain the following:
  a. A legitimate reason for dismissal
  b. A parent’s (guardian’s) signature
  c. Telephone number where the parent/guardian may be contacted for verification during the day (home and work telephone number).

- No student will be dismissed unless a parent/guardian has been contacted.
- No student under sixteen (16) years of age will be dismissed unless a parent/guardian comes to Boston Latin School at the time of dismissal.
  - Dismissal cards will be issued in Guidance before 7:50 a.m. on the day of dismissal.
  - Students must sign the dismissal book in Guidance at the time of dismissal.
  - All students must sign out in Guidance before leaving the building, even if the nurse has granted the dismissal.
  - Students will return dismissal cards, signed by the parent/guardian, to the homeroom master on the day following the dismissal.
  - Students granted early dismissals must leave BLS promptly via the front door, new building. Homeroom masters will keep dismissal cards on file.

NO STUDENT SHOULD HAVE MORE THAN TWO EARLY DISMISSALS DURING THE SCHOOL YEAR.
IT IS EXPECTED THAT MEDICAL, DENTAL AND OTHER APPOINTMENTS WILL BE MADE OUTSIDE SCHOOL HOURS.

RELIGIOUS HOLIDAYS

Students observing religious holidays will be marked constructively present and will be allowed full make-up and full credit privileges. Typically, no tests or quizzes will be given on religious holidays.

NO SCHOOL ANNOUNCEMENTS

"No School" announcements under the direction of the Boston School Department will be broadcast on all major Boston television and radio stations as well as on the internet. (Please do not call the school.) All Boston Latin School students are to be considered high school students for this purpose.
MAKE-UP WORK

Make-up work necessitated by legitimate absence will be administered at the discretion of the subject master. It is the student's responsibility to make arrangements with the subject master as soon as possible after the date of absence. The student applying for make-up work must bring to the subject master a written verification from the homeroom master that the absence was legitimate on the day or days in question. Homeroom masters will also check the student's tardy record to make sure that he or she has not been avoiding tests by coming late to school.

- A student who is marked CP (Constructively Present) for school related events, or religious holy days, is allowed full make-up and full credit privileges.
- A student who has an excused absence for any other reason granted by the Head Master is allowed full make-up and full credit privileges.

The following procedure is suggested for incorporating make-up test marks in the final grade for the marking period for students who are repeatedly absent from tests or quizzes:

- Students who are passing can at best only maintain their current grades—they cannot improve them.
- In the case of students who are failing and whose make-up test marks incorporated with their current averages would give them a mark of “D” for the marking period, the subject master should strongly consider a passing grade—but certainly not a higher mark than “D.”

DRESS

Students should dress appropriately for the business of education. Students who dress inappropriately will be required to change or may be sent home at the discretion of the Head Master or Assistant Head Masters.

No gang-related clothing or colors may be worn, nor outer wear, nor hats, nor other head coverings, except for religious or approved health reasons.

No clothing may be worn that displays profanity or drugs or alcohol, that is see-through or that contains sexually explicit or suggestive material, or that is determined by the Head Master or designee to be potentially disruptive.

Students must be covered from the shoulders to four inches above the knees. For example, tank tops, short skirts, or short shorts are
unacceptable. Visible underwear or spaghetti strap garments are also unacceptable.

STUDENT IDENTIFICATION CARDS

All students are required to carry a photo ID supplied by the school. ID cards are provided twice: to new students in Classes VI and IVB, and to all members of Class III. Students must present the ID whenever requested by school officials; for example, ID may be required for entry to any school activity, for a tardy slip, for use of the library, or at other times deemed reasonable by a school official. Lost IDs will be replaced for a fee.

FILING

Absolutely no running is permitted in corridors or on stairs. Students should keep to the right during filing time. Students must not congregate during filing, especially at stairwells or lockers.

HALL PASSES

- Students who are not in their assigned rooms must have in their possession passes signed by the Masters whom they are going to see.
- Students who are going to the lavatory or Health Room must have passes signed by the Masters who allow them to go.
- A pass must have the name of the student, the date, the time, the destination, and the Master’s signature (symbol).
- No passes should be issued during the first ten minutes of any period.

STUDY HALLS

Attendance will be checked in all study halls. Any absences will be reported to the homeroom Master. Absolute quiet will be maintained throughout the study period. Study periods are not to be used for locker visitations. Cutting a study hall is the same as cutting a class.

LOCKERS

- The locker is not a student’s personal possession. It is school property and is subject to inspection at any time. School administrators and other school department personnel, including but not limited to Masters, custodians, and school police, have authority to search student lockers, any personal effects found within lockers, and places of concealment within those personal effects. Students will be held accountable for the contents of their lockers and the contents of their personal effects. Any contraband or evidence of a crime found as a
result of a locker search will be turned over to the appropriate authorities.

- Only BLS locks will be allowed. BLS locks are on sale at cost.
- The lock is a personal possession of the student and may be used year after year at BLS.
- Never put valuables in a locker.
- Students are not allowed to store anything in another student's locker.
- The locker should always be clean and neat. It should contain necessary textbooks plus current inexpensive outerwear only.
- Report any locker problems to the Assistant Head Master on your floor.

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

Students may not visit their lockers during R5 daily. No locker visitations are permitted after the tardy bell during the morning homeroom period.

ASSEMBLIES

Students will remain standing by their seats until directed to be seated by the Head Master or the master-in-charge. Absolute silence is to be maintained in the assembly hall. Seats on the ends of each row are to be left vacant.

FIRE DRILL

Filing directions appear at the front of every room. Under the direction of the master, students will file according to this plan and maintain order and silence. If evacuation occurs between periods or during lunch, students must report outside the building to the masters they were with the previous period.

LOST AND FOUND

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

VISITORS

Anyone wishing to visit Boston Latin School must have written authorization by an administrator prior to the date of the visit. No student may have a visitor in school without prior permission from an administrator. Parents or Alumni who wish to meet with a Master or administrator must make an appointment.
PARKING

There is no student parking. All parking spaces are assigned. Visitors who drive must sign the parking log in the Main Office. Anyone else found parking on school grounds shall be towed. Parents and others who drop students off must do so on the street and not stop in the parking lot.

CLASSROOM PROCEDURES

- At the end of a period, students must await dismissal by the master.
- Students will not adjust shades or windows without the master's permission.
- All textbooks must be covered. Any objectionable and permanent markings in books will be reported. Students must pay for lost or damaged textbooks before new books are issued.
- A student tardy to class must have a pass from the master who detained him or her, or the student will be given a misdemeanor mark for the tardiness. Work missed due to unexcused tardiness may not be made up.
- Students may expect a test in each subject weekly.
- A student who misses more than half a class period is considered to have been absent from that class.
- The School Committee policy and state law recognize a student’s right to use textbooks, on loan, without charge. “Students will be required to pay for textbooks and other school-owned materials that they lose or damage.”

HOMEWORK

Consistent with the mission of the school, homework is intended to
- Reinforce learning taught during class;
- Extend learning beyond what is taught;
- Promote team building among students;
- Prepare students for tests and examinations;
- Nurture creativity, responsibility and independence;
- Develop good work and study habits.

Students may expect approximately 30 minutes of homework per subject per day. Since school vacations are intended for rest and family time, it is important that projects and other lengthy assignments be started well before, with time after vacations reserved for finish work.
LIBRARY MEDIA CENTER PROCEDURES

The Keefe Library may be used for specific Library purposes during study periods. To come to the Library all students must follow this procedure:

1. Sign up to use the Library the afternoon before the day of use. Sign up only for yourself.
2. Report directly to the Library at the beginning of the Library period. Students must report promptly to the Library before the period bell rings or they will be considered tardy.
3. Obtain a pass at the circulation desk and complete it at your seat. Library aides will collect the passes.

Library passes are valid only for one study period per day. No passes to the Library will be accepted from substitute Masters.

For attendance purposes, study masters will receive signed Library passes from a library aide during the study period for those students using the Library.

All students using the Library will work quietly enough not to disturb or distract others. Students will not eat, drink, chew gum or use correction fluid in the Library.

Students who do not comply with Library procedures may be banned from the Library and will be disciplined appropriately.

DINING HALL PROCEDURES

- Students must follow the regular lunch bell schedule, which should be posted on the homeroom bulletin board.
- **IMPORTANT:** All students must remain in their seats until the bell rings. There must be no crowding at the classroom doors as this leads to disorder.
- All students must eat their lunches in the dining hall. Eating outside the dining hall is not permitted, and appropriate disciplinary action will be taken. Food or drink will be confiscated.
- All students must remain in the dining hall until the end of the lunch period. They must observe reasonable quiet so as not to disturb classes in session.
- Polite behavior is expected of students at all times in the dining hall. They must be polite to all attendants. They must leave their tables clean; they must place all trash in baskets provided; and they must recycle as required. Students must make sure that tables are left clean for the next lunch.
HEALTH ROOM PROCEDURES

- Passes: Students visiting the Health Room must have a pass, except in an emergency.
- Absences: Students absent three or more days, having a communicable disease, serious illness, accident, or change in health status/condition must report to the school nurse with a doctor's note on the day of return to school.
- Medications: Students taking any medications during school must have written parental consent and a doctor's order on file with the nurses. Students are responsible for picking up their medications at the end of the school year; medications will be discarded otherwise. The school department does not supply medication of any kind.
- Dismissals for illness or accident: See Early Dismissal, p. 9 for procedures. Students are required to sign out in the Guidance Office as well as with the nurse.
- Medical and dental appointments should be scheduled outside school hours, except in emergencies.
- Sports clearances: See page 25 (Eligibility Rules).
- R7: Students should not visit the Health Room during R7 except in emergencies.

School Nurse Phone: 617-635-7881

GUIDANCE SERVICES

Each student is assigned a counselor. Every student should see the counselor at least once a year for a review of records and more often when a personal or academic problem arises. Except for an emergency, a student should obtain a pass before school from the guidance counselor. Since academic time is very important for success at Latin School, guidance appointments should be scheduled for non-academic periods.

No student should delay seeing the counselor when a problem (personal or academic) occurs. Too long a delay often results in a situation in which nothing can be done. A student who starts to fail even one subject should consult with the counselor to discuss possible causes and remedies.

Optional courses should be selected after a counselor interview. Colleges differ in admission requirements. Most engineering schools, for example, require physics, chemistry and four years of math. State colleges and many others require three years of laboratory science.

Tutoring may be available to students who seek it through their guidance counselor. Students who will be absent for an extended period should contact the guidance counselor to request a home instructor.

Guidance Phone: 617-635-8900
STUDENT RECORDS

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

The temporary record contains most of the information maintained by the school about the student. It may include such things as standardized test results, school sponsored extracurricular activities, evaluations, and comments by masters, counselors, and other persons, as well as other relevant information. The temporary record is destroyed five years after the student leaves the system.

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

The parent and student have the right to receive copies of any part of the record, subject to a reasonable fee for duplication of material.

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

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

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

PROMOTIONAL REQUIREMENTS AND ALTERNATIVES

The following list constitutes requirements for promotion and graduation at the Boston Latin School. These requirements are in addition to the minimal promotion and diploma requirements required by the Boston Public Schools.

1. Students must pass a minimum of five (5) MAJOR subjects of their class to gain promotion (four (4) MAJOR subjects for those in Classes
VI and V). Students failing one (1) MAJOR subject should go to summer school, then take and pass a make-up exam and thereby remove the failure.

2. Students passing only four (4) MAJOR subjects of their class will not be promoted (three (3) MAJOR subjects for those in Classes VI and V). Students in this category must go to summer school and then take make-up exam(s) to gain promotion, if they are eligible for summer school. This will enable the students to pass the minimum requirement of five (5) or four (4) MAJOR subjects of their class.

3. Students passing fewer than four (4) MAJOR subjects (three (3) MAJOR subjects for those in Classes VI and V) of their class must repeat the year. They may be able to go to summer school with the permission of the Head Master to gain credit for transfer purposes. Such students should check with the appropriate guidance counselor to see if promotion by transfer is possible.

4. Students who are a year behind in a subject, i.e., reaching back, who fail any subject must go to summer school and take and pass a make-up exam in order to gain promotion. One may not reach back more than one year or in more than one subject.

5. Students who are repeating an entire grade and fail the grade for a second time cannot be promoted; for such students transfer is required.

6. In order to graduate, a student in Class I must pass five (5) MAJOR Class I subjects, including English 12. Seniors who are taking a reach-back course and fail any subject must take and pass the course in summer school in order to receive the diploma.

7. If a Class I student is unable to fulfill the diploma requirements for a June graduation, that student must attend summer school and must complete all work by September 1 of that year. Failure to do so will result in repeating the senior year.

8. A student who receives a grade below 50% (F) in any subject is not eligible for summer school in that subject. Exceptions may be granted by the Head Master in extreme circumstances.

9. A minimum yearly attendance of 90% unless waived by the Head Master.

10. Only BLS courses count for BLS credit.
A student must successfully complete and pass the following course requirements, among others, to be eligible for the Boston Latin School diploma:

Course Requirements:
- 4 years of English (Classes IV to I)
- 4 years of a foreign language
- 1 year of United States History (Class II)
- 2 years of world history
- 3 years of laboratory science (Classes IV to I)
- 4 years of high school mathematics (beginning with Algebra I)
- 4 years of Latin (3 years only if student entered in Class IV)

Additional Requirements
- Physical education and health are also diploma requirements.
- Research Paper/Project—every Class I student must successfully complete a research paper or project in Class I English in order to graduate. Failure successfully to complete the research paper will constitute a failure to meet the requirements for Class I English.
- Passing score on ELA, Math, and Science MCAS.
- A minimum yearly attendance of 90% unless waived by the Head Master.
- Only BLS courses count for BLS credit.
- Community service is required of all graduating seniors.
- Computer competency.

ADVANCED PLACEMENT

Any students accepted into an Advanced Placement Class must take the A.P. test in May or lose A.P. credit. There is a fee to take an A.P. exam.

GRADE CONVERSION TABLE

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<td>90 – 92</td>
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GRADE POINT AVERAGE

Every student will be assigned a GPA reflecting grades earned in all academic courses taken starting in Class IV. GPA will be calculated at the end of each year beginning in Class III and at midpoint of Class I.

The grade point average will be determined by assigning a value to each final grade earned in an academic course. The value of a reachback course or any courses taken while repeating a year will be .5 less than indicated in the chart.

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<td>C</td>
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<td>C-</td>
<td>2.7</td>
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<td>D+</td>
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<td>D</td>
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<td>F+/F</td>
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NOTE:

- A.P. courses will receive Regular credit if the student fails to take the A.P. exam;
- GPA will be calculated at the end of each year beginning in Class III and at midyear of Class I;
- Students are responsible for checking the accuracy of their own GPA; problems, questions, or discrepancies should be directed to the Registrar in room 105.

SCHOLASTIC AWARDS

APPROBATION WITH DISTINCTION
- No grade lower than A-
- Conduct must be A

APPROBATION
- No grade lower than B-, including Conduct

CLASSICAL PRIZE
- To the student in each teaching section whose record for the year is highest in Latin and Greek.
MODERN PRIZE
- To scholars who received at least an A- as the final grade in all major academic subjects and at least a B- in all other subjects.

APPROBATION PRIZE
- To any scholar who received the maximum number of Approbation with Distinction cards during the year.

FIDELITY PRIZE
- To one student in each homeroom selected by the masters as conspicuous for faithful endeavor regardless of mere rank in class. All conduct grades must be B or higher.

Details of these and of the many other awards and scholarships can be found in the Boston Latin School Catalogue.

HONOR CODE

It is the responsibility of all members of the Boston Latin School Community to promote and maintain an educational environment of respect, honor, honesty, and academic integrity. It is unacceptable for Boston Latin School students to lie, cheat, plagiarize, steal, or vandalize any property.

The Honor Code Pledge:

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

Clarification of terms:

Cheating includes, but is not limited to:
- Using materials unauthorized by the Master during a test;
- Sharing test answers or questions with another student;
- Copying someone else’s homework;
- Using unauthorized study aids;
- Making unauthorized grade alterations;
- Turning in work done by others (e.g. parents, other students).

Plagiarism: Taking another person’s ideas, work, or writings and presenting them as your own, including from the Internet, without proper referencing.

Lying: Deliberately misrepresenting or omitting the truth (equivocation);
Stealing: Taking any property that belongs to others without their knowledge or permission, even with the intention of returning it;

Vandalism: Destroying, marred or defacing property.

Consequences for Violating the Honor Code:
If a Master has clear evidence that a student had cheated or otherwise violated the honor code, the Master can take the following steps:
Give the student a zero on the assignment or test (in the case of cheating);
Notify the parents;
Notify the floor master through the homeroom Master.

The floor master can:
- Assign detention
- Notify the Assistant Head Master who can
  - Censure the student;
  - Give the student an F in conduct for the term

NATIONAL HONOR SOCIETY

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

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

SCHOLARSHIP: At the end of the second term, members of Class II with a cumulative grade point average (GPA) of 3.7 or higher and members of Class I with a cumulative GPA of 3.3 or higher are invited to apply. In the spring, members of Class II with a cumulative GPA of 3.5 or higher and members of Class I with a GPA of 3.0 or higher are invited to apply. An applicant's grades for the current year must average at least B and include no D or F and no more than one C per term.

LEADERSHIP: Prospective members demonstrate leadership in promoting school activities; they exercise a positive influence on peers; they maintain a positive attitude and inspire positive behavior in others; they accept leadership positions in organizations inside and outside school.
CHARACTER: Prospective NHS members demonstrate respect for all members of the school community and at all times abide by the regulations outlined in the Student Handbook; they must provide acceptable written explanations for excessive absence or tardiness.

SERVICE: Prospective NHS members demonstrate sustained service to the school by participating in BLS extra-curricular activities (such as athletics, arts, or student publications); they must also demonstrate participation in altruistic endeavors by donating time and energy to activities such as, but not limited to, the following: Key Club, Student Council, Wolfpack Volunteers, After School Tutoring or Saturday Success School, volunteering in the main office, guidance office, nurse’s office, other administrative offices, laboratories, or as hall monitors, as well as volunteering in the community. The faculty committee looks for evidence of sustained service to school and community.

COMMUNITY SERVICE

All BLS students are expected to complete a minimum of 100 hours of verified community service. The 100 community service hours must be completed by Friday before April vacation of the Class I year. Students may begin accumulating hours in Class IV, and must complete at least 50 hours by the beginning of Class II. Students may elect to engage in a single activity or many, over an extended or concentrated period of time, throughout the calendar year. Program details can be found at www.bls.org.

CLASS I OFFICERS

Class officers are elected by the members of the Senior Class during the fall of the senior year. Candidates must have passed five major subjects in the junior year (six if reaching back).

STUDENT COUNCIL

Student Council officers are elected by the members of the council in the spring. The council provides a means of communication among students, faculty, administration, and community, and provides a forum for debate on student interests.

EXTRACURRICULAR ACTIVITIES

Many clubs are offered at Boston Latin School. Students are encouraged to be active members in them. The dates and times of specific club meetings will be announced in the Daily Bulletin. Students are not allowed to remain in the building after school hours unless they are
in the company of the club sponsor or coach. Failure to obey this directive will result in loss of after school privileges. Students engaged in any of these clubs are expected to conduct themselves, at all times, as Boston Latin School students should.

**BOSTON LATIN SCHOOL CLUBS**

Clubs are open to students of all classes. At the Extra-Curricular Fair held on the last Wednesday in September, each club makes a presentation for the benefit of parents and prospective members.

- African Cultural Society
- Amnesty International
- Anime Culture Club
- Argo (school newspaper)
- Art Club
- A.S.I.A (Asian Students in Action)
- Astrology Club
- Badminton
- Ballroom Dance
- Bible Club
- BLSTV
- Blue Line Club
- Break-dancing Club
- Business Society
- Capital Investment Team
- Cape Verdean Club
- Caribbean Club
- Catapult (science publication)
- Chess Club
- Child Corps
- Chinese Arts & Crafts
- Community Development Corps
- Computer Society
- Connecting with Elders
- Cooks Who Care
- Cultural Oriental Dance
- Dance Club
- Economics Club
- Environmental Club
- EPIIC
- Fashion, Modeling, Life
- Fashion Talent Club
- Filipino Club
- F.I.L.M.
- Fitness Club
- French Club
- Future Conservative Leaders of America
- Gay/Straight Alliance
- Gentlemen's Society
- German Club
- Girls Advisory Group
- Great Outdoors Club
- Greek Cultural Society
- Guitar Club
- Haitian Studies Club
- Hope Through Crafts
- International Performing Arts
- Invisible Children
- Irish Historical Society
- Islamic Students Society
- Italian Club
- Japanese Language & Culture Club
- Jewish Language & Culture Club
- Junior Classical League
- Key Club
- Kimchi (Korean Cultural Club)
- Learntoquestion.com
- Liber Adorni (yearbook)
- Mahjong Club
- Martial Arts Club
- MassPep
- Math Team
- Microloan Club
- Mock Trial Team
- Model United Nations
- Mod Squad
- Model United Nations
Musician Society  SEAL (Society, Earth, Animals, Life)  
National Honor Society  Songwriters Club  
National Society of Black Engineers  Speech & Debate Team  
Nu-Trons  Spoken Word  
Operation Smile  STAND  
Parkour Club  Student Council  
Philosophy Club  Table Tennis Society  
Photography Club  TAG (Talented and Gifted Latino Program)  
Pre-Medical Society  Ultimate Frisbee Club  
Project Book-Net, Inc.  Vietnamese Student Society  
Project Dance Crew  Ward Society & Political Forum  
Public Declamation  Writeout Project  
Recycling Committee  Wolfettes  
Red Cross  Writing Club  
Register, The (school literary magazine)  Young Leaders of Color  
Respect Initiative  Youth Can (Climate Action Network)  
Roots and Shoots  Youth Diversity Alliance  
Russian Culture Club  
SAFE  
Sailing Team  
Science Olympiad  
Ski Club  
S.M.I.L.E. (Support Many Individuals to Learn and be Empowered)  
STAND  
Theater Company  
Ultimate Frisbee Club  
Ward Society & Political Forum  
Writeout Project  
Wolfettes  
Writing Club  
Young Leaders of Color  
Youth Can (Climate Action Network)  
Youth Diversity Alliance  

MUSICAL ORGANIZATIONS  
Beginner Band  Football Band  
Beginner Strings  Jazz Combo  
Big Band  Junior Jazz Ensemble  
Chamber Choir  Junior Band  
Class V Band  Philharmonic Strings  
Class VI Choir  Repertory Strings  
Concert Choir  Senior Concert Band  
Concert Strings  Show Choir  

BOSTON LATIN SCHOOL SPORTS  
Many sports activities are available to Boston Latin School students.  
Athletic Director Phone: 617-635-8903.  

INTERSCHOLASTIC ATHLETIC TEAMS  

FALL SPORTS  
Football Varsity, JV, Freshman  Cross Country Varsity  
Girls Swimming Varsity, JV  Girls Volleyball Varsity, JV  
Boys Soccer Varsity, JV  Golf Varsity  
Girls Soccer Varsity, JV  Cheerleading Varsity  

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**WINTER SPORTS**
- Boys Basketball, Varsity, JV, Girls Hockey Varsity
- Freshman, Boys Indoor Track Varsity, JV
- Girls Basketball, Varsity, JV, Girls Indoor Track Varsity, JV
- Freshman, Wrestling Varsity, JV
- Boys Hockey Varsity, JV, Boys Swimming Varsity

**SPRING SPORTS**
- Baseball Varsity, JV, Boys Tennis Varsity, JV
- Softball Varsity, JV, Girls Tennis Varsity, JV
- Boys Volleyball Varsity, JV, Sailing Varsity
- Boys Outdoor Track Varsity, JV, Crew Varsity
- Girls Outdoor Track Varsity, JV

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

**INTERSCHOLASTIC ELIGIBILITY RULES**

**EXTRACURRICULAR ACTIVITY ELIGIBILITY RULES**

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

**YOU ARE NOT ELIGIBLE:**

1. If you are not passing five major subjects of your class (four (4) major subjects for those in Classes VI and V) and if you do not meet the attendance requirements indicated in the Student Handbook. This policy governs all extracurricular activities and competitions, including sports, clubs, academic teams, drama and music.

2. If you were not a member of some secondary school for the two (2) months, exclusive of summer vacation months, preceding the contest.

3. If your 19th birthday came before September 1 of the present school year. (You may no longer participate in the high school sports.)
4. If you are absent the day of a game or practice or activity.

5. If you are participating on a non-school team, unless you qualify for one of the conditions or exceptions listed. (Consult your coach or athletic director.)

6. If you do not have on file with the nurses an up-to-date annual physical examination report stating that you have been cleared by a physician to participate in sports.

7. If you are suspended or censured. (See School-Based Disciplinary Rules, pp. 33-36.)

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

**CODE OF CONDUCT**

The proper atmosphere for learning is developed through application of self-discipline, as well as adherence to the rules and regulations of the school. Striving toward this goal will result in a smoothly functioning school atmosphere conducive to a maximum learning process. Any student causing disruption impedes the learning process.

Discipline problems have been classified as minor and major infractions. In an effort to insure uniformity in the conduct code, the guidelines on the following pages have been developed. Consistent with Massachusetts Law and the Boston Public Schools Code of Conduct, pages 24 through 36 specifically summarize behavioral standards and penalties as required under the Code of Conduct and as adopted for specific Boston Latin School use by the School Site Council.

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

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

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

GENERAL LAWS OF MASSACHUSETTS
CHAPTER 71. PUBLIC SCHOOLS

Section 37H. Student Handbooks.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

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

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

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

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.
STANDARDS OF BEHAVIOR IN THE
BOSTON PUBLIC SCHOOLS

NON-DISCRIMINATION STATEMENT: The Boston Public Schools in accordance with its non-discrimination and zero tolerance policy does not discriminate in its programs, activities, facilities, employment and educational opportunities on the basis of race, color, age, disability, sex, religion, national origin, or sexual orientation and does not tolerate any form of coercion or harassment that insults the dignity of others and interferes with their freedom to learn or work.

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

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

STUDENTS ARE EXPECTED:

- To come to school every day, on time, to learn and to work. They are encouraged to take an active part in all school activities.

- To behave respectfully towards people of all ages, regardless of race, color, disability, sex, religion, national origin, or sexual orientation.

STUDENTS WHO VIOLATE THE FOLLOWING RULES ON SCHOOL PREMISES OR AT SCHOOL-SPONSORED OR SCHOOL-RELATED EVENTS INCLUDING ATHLETIC GAMES, OR ON THE WAY TO OR FROM SCHOOL OR SUCH EVENTS AS NAMED ABOVE, WHETHER ON FOOT, ON SCHOOL-PROVIDED TRANSPORTATION, ON PUBLIC TRANSPORTATION, OR ON PRIVATE TRANSPORTATION, OR WHILE WAITING FOR ANY FORM OF TRANSPORTATION, WILL BE SUSPENDED OR, IN SOME CASES, EXPELLED. EXPULSION IS EXCLUSION FROM SCHOOL FOR UP TO ONE CALENDAR YEAR. EXPULSION MEANS THE LOSS OF A SEAT AT BLS. AT THE END OF THE EXPULSION TERM, A STUDENT MAY ENROLL IN A DIFFERENT BOSTON PUBLIC SCHOOL.
STUDENTS ARE NOT ALLOWED:

To bring to school dangerous objects of no reasonable use to a student in school, such as knives, guns, mock guns, studded belts or bracelets, or other weapons prohibited by state law:
- Possession of firearms will result in expulsion. Possession of a dangerous object will result in suspension. The second possession of any dangerous object will result in expulsion.

To threaten or to harm another person.
- Harming or attempting to harm another person with a weapon will result in expulsion. The use of a mock gun in a threatening manner will result in expulsion.

To bring non-prescribed drugs, marijuana, narcotics or alcohol to school, or to use, sell or distribute such drugs or alcohol in school.
- Possession, selling or distributing drugs may result in expulsion.

SUSPENSION/EXPULSION (SECTION 7)

The Boston Public Schools Code of Conduct lists in Section 7 those school-related offenses for which a student may be expelled, suspended, and referred to the Counseling and Intervention Center. School-related offenses include those occurring:
- on school grounds;
- during a school-sponsored activity;
- on public or private transportation to or from school or a school-sponsored activity;
- while walking or waiting for transportation to or from school or a school-sponsored activity;
- when serious misconduct outside the school will have an adverse effect on the maintenance of discipline in the school.

Following is a summary of the provisions of Section 7:

A student is subject to expulsion (or suspension for some offenses) if he/she
- harms or attempts to harm another person with a weapon or dangerous object;
- commits assault, including sexual assault, or assault and battery on another person;
- causes physical injury to another person;
• endangers the physical safety or mental health of another person by the use of force or threats of force (including hazing or bullying);
• possesses any firearm;
• uses any weapon or object of no reasonable use or any object in a dangerous and/or threatening manner;
• possesses any knife or dangerous weapon prohibited by law, or object of no reasonable use: 1st offense, suspension, 2nd offense, expulsion;
• endangers the safety of others by setting or attempting to set fire;
• fails to attend or consistently to attend the Counseling and Intervention Center or, while attending, violates the Code of Discipline;
• sells, distributes, or possesses with intent to sell or distribute any prescribed or non-prescribed controlled substance;
• possesses or uses any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
• uses tobacco products;
• has been convicted of a felony or felony delinquency (or upon adjudication or admission in court of guilt);
• violates the civil rights of others;
• engages in acts of sexual harassment;
• engages in acts of harassment related to sexual orientation;
• uses racial or ethnic slurs, profanity, or obscene language in a persistent and/or abusive manner;
• substantially disrupts school or classroom activity in a repeated, aggravated, or flagrant manner;
• occupies any school building, school grounds, or part, depriving others of its use;
• blocks the entrance or exit of any school building, corridor, or room, depriving others of lawful access or egress;
• prevents or attempts to prevent by physical act the safe functioning of a substantial part of any school;
• continuously and intentionally makes noise or otherwise seriously prevents the teaching of other students;
• makes a bomb threat or pulls/reports a false alarm;
• attempts by force or threat of force to steal private property;
• causes damage to or steals school or private property;
• makes a bomb threat or pulls/reports a false alarm;
• violates Acceptable Use Policy
• repeatedly violates cell phone policy;
• repeatedly commits one or more of the offenses for which expulsion or suspension may be imposed.

A student is subject to suspension if he/she
• has been charged with a felony or felony delinquency;
• refuses to identify self on the reasonable request of staff or gives false identification;
• is persistently present in a part of the school building or grounds off limit to students;
• leaves the school building without permission;
• engages in excessive cutting of classes.

A student shall be referred to the Counseling and Intervention Center for committing any expellable offense.

Special education staff must be directly involved when exclusionary discipline is being considered for special education students.

In a democracy, everyone has the right to be treated fairly, even when it seems that he or she has violated rules or laws. Students are entitled to a fair hearing with notice of the time and place, under procedures outlined in the Code of Discipline. At the hearing, student and parents must be told what the charge is. They have the right to tell their side of the story.

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

Please note that this agenda went to press over three months before the start of school. Any changes made to the Code of Conduct after that time will be distributed to all students and will be available in the school office.

A copy of the Code of Conduct is available at http://www.bostonpublicschools.org/files/BPS%20Code%20of%20Discipline.pdf or from the school or Family Resource Center.

BULLYING or HARASSMENT

Bullying or harassment is the repeated use by one or more persons of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or the victim’s property; places the victim in reasonable fear of harm to himself or damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of a school.
Cyber-bullying includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by any electronic means. Cyber-bullying also includes, the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the conditions listed in the above definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the conditions listed in the above definition of bullying.

Any student who believes he/she or any other person is being bullied or harassed or unfairly singled out for any reason, including, but not limited to, sex, race, color, creed, religion, disability, or sexual orientation, must report such information immediately to an administrator, guidance counselor, nurse or master. No bullying or harassment of any kind shall be tolerated at the Boston Latin School.

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

**GRAFFITI**

Graffiti is a form of vandalism and may involve bullying.

- Painting, marking etc., of buildings or property by anyone, regardless of age, is illegal, without permission of the owner;
- Those under eighteen are forbidden to possess broad indelible markers or paint in any building without permission of the owner;
- A fine of three hundred dollars has been established, which can be enforced non-criminally.

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

**HAZING**

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

Hazing is a form of bullying. Consent or willingness of a person to undergo hazing is not a defense for those engaged in hazing.

Students will be subject to appropriate sections of the Code of Conduct. In the most serious cases, the Boston School Police, the Boston Police Department and the courts will be involved. In addition, students may be expelled from school.

SCHOOL BUS BEHAVIOR

Students are entitled to ride the buses and trains provided by the Boston Public Schools/MBTA as long as they conduct themselves properly and obey the following regulations:

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

N.B. Pupils who refuse to obey promptly the directions of the driver, or refuse to obey regulations, GIVE UP THEIR RIGHTS TO RIDE ON THE BUS OR TRAIN, usually for three (3) days—first offense, and up to ten (10) days—second offense. Students may be permanently denied transportation after a formal hearing or if an alternate form of transportation is provided.
POLICY FOR NETWORKS & INTERNET

Technology is used to support teaching and learning. Networks, including the Internet, allow people to communicate with others through the use of technology, research information to support education, conduct experiments and scientific research, and produce educational materials and projects. It is the policy of the Boston Public School that all technology used to access the network will be used in a responsible, legal and ethical manner. Remember, the use of the network is a privilege, not an entitlement, and is subject to the conditions outlined in the BPS Acceptable Use Policy, as well as these BLS guidelines.

Since network communication is often public, students and staff are responsible for behaving appropriately on the network, as they are in the school. The network is provided for students and faculty to conduct research and communicate with others concerning schoolwork. Individual users of the network are responsible for their use of the network. The use of the network must be consistent with academic actions of the Boston Public Schools and will be under the supervision of Boston Public School staff. Use of the network for any illegal or commercial activities is prohibited.

A responsible network user will:

- Use language that is considered appropriate.
- Send information that other users will not find offensive.
- Conform to copyright laws.
- Never reveal personal information about themselves or any user such as address, telephone number, credit card numbers, social security number, etc.
- Not tamper with the system or alter, copy, delete or destroy any files or data that are not theirs.
- Not attempt to gain access to any BPS computer, resources or files that are beyond their authorized access.
- Not download or install any programs on BPS computers without written permission from Boston Latin School.
- Report immediately any suspicious activity or suspected security breaches to a Master or administrator.
- Never plagiarize material found on the Internet. Plagiarism is taking someone's words or ideas and presenting them as if they were your own work.
- Not disrupt the network, spread computer viruses or practice computer “hacking” of any kind.

A responsible network user must be aware that:

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

**CELLULAR PHONE USAGE**

Students may carry cell phones for use after school hours. Phones must be turned off upon entering the building and must be carried in pockets or in bags. Phone use is permitted after dismissal, but not in detention or in the library. Any phone seen or heard is assumed to be in use and will be confiscated and given to an Assistant Head Master, who may return the phone at the end of the school day. Phones confiscated a second time will be returned only to a parent. Repeated violations are subject to provisions of the Code of Discipline.

**SCHOOL-BASED DISCIPLINARY RULES AND PROCEDURES**

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

- misdemeanor marks
- suspension
- after school detention
- restitution for stolen, damaged or destroyed property
- contact with parent
- expulsion
- censure
- meeting with parent

1. A misdemeanor mark is the notification by the issuing Master to the student and homeroom Master of a minor infraction of the rules. Accumulation of five (5) misdemeanor marks during a given marking term will result in a failing grade in conduct and further disciplinary action by the Floor master or Assistant Head Master. Misdemeanor marks issued in an academic class will affect the conduct grade for that class, while marks issued in study halls or other non-academic areas will affect the overall conduct grade.
MISDEMEANOR MARK CONVERSION TABLE

<table>
<thead>
<tr>
<th>Score</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>A</td>
</tr>
<tr>
<td>1-2</td>
<td>B</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>4</td>
<td>D</td>
</tr>
<tr>
<td>5 or over</td>
<td>F</td>
</tr>
</tbody>
</table>

2. Detention is held daily before school as a penalty for tardiness and after school for other infractions. Assignment to disciplinary detention will result in the lowering of a student's conduct grade by one letter grade for each day assigned. Detention assigned by an administrator will result in an “F” in conduct. Detention takes precedence over extracurricular activities including sports and work.

3. Censure is the official reprimand by the school and notification to the parents of a major discipline problem. A censure slip sent to the parents must be returned signed. A student who is censured is excluded from all extracurricular activities for a period of one week, and will be assigned three (3) days in detention.

4. Suspension is the exclusion of a student from all classes, from school, and from school activities for a specified time. As part of the process a parent/guardian conference must occur. A student who is suspended is excluded from all extracurricular activities for up to two weeks, as well as from participating in the next regularly scheduled interscholastic activity or competition or extra-curricular performance in which he/she is involved.

5. Expulsion is the permanent removal of a student from the Boston Latin School. While expulsion is exclusion from school for up to one calendar year, the student may not return to the school from which expelled.

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

MINOR INFRACTIONS

The following infractions among others will call for the issuance of one (1) misdemeanor mark:

- Being out of seat
- Boisterousness
- Repeated failure to bring books and/or required materials
• Failure to cover books
• Speaking out of turn
• Running through corridors
• Failure to return required school notes, progress reports, or report cards
• Eating or drinking outside the Dining Hall—food and beverage will be confiscated
• Tardy to class
• Gum chewing
• Littering
• Loitering
• Use of entertainment devices such as radios, MP3 or CD players, or other electronic devices on school property before dismissal. Such devices will be confiscated and returned at the end of the school day. Devices confiscated a second time will be returned only to a parent.
• Playing cards, chess, or other games during school hours—materials will be confiscated.
• Wearing of hats or other head coverings or outerwear in the school building—head coverings will be confiscated.
• Failure to carry school ID card

MAJOR INFRACTIONS

The following infractions among others will be considered major and subject to detention, censure, in-house detention, or suspension. It should be noted that students will be given hearings to guard their substantive and procedural rights in these matters:

• Truancy
• Cutting class*
• Smoking—possession or use of any tobacco products
• Cheating***
• Accumulation of misdemeanor marks
• Deliberate lying
• Harassment of fellow student
• Possession of obscene materials
• Trespassing
• Insolence to Master
• Creating a disturbance of school routine
• Verbal assault of a Master
• Using offensive language
• Leaving class without authority
• In area off limits
• Failure to report to detention
• Serious and repeated violation of school rules
• Gambling
• Use of unauthorized translations or published notes***
• Defacing/destroying school property
• Malicious damage to property of others
• Disruption of classes
• Forgery
• Use of a beeper, portable telephone or other communication device**
• Unauthorized use of the elevator
• Using Master or office computer without permission

NOTE:
* Excessive cutting of class may result in suspension.
** Such devices will be confiscated.
*** These offenses may result in censure, detention, and a grade of “0” on the test, quiz or assignment.

MARKS & GRADE REPORTS

End of Marking Period Report Cards Issued
October 29.......................................................November 9
December 23...................................................January 11
March 4 ............................................................March 15
April 29 (Classes II-VI) ......................................May 5
June 6 (Class I) ..................................................Mailed Home
June 21 or Day 180 (Classes II-VI) .................Mailed Home

PARENT OPEN HOUSE

Class VI only, Wednesday, September 15, 6:00 to 8:00 p.m.
Classes I to V, Wednesday, September 29, 6:00 to 8:00 p.m.
# TIME BELL SCHEDULE FOR STUDENTS

## 7-Period Schedule

**7-Period Day**  
**6-Day Rotation**

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:55 – 7:25</td>
<td>Students may enter building, report to dining hall</td>
</tr>
<tr>
<td>7:00 – 7:25</td>
<td>Tardy detention, Room 115</td>
</tr>
<tr>
<td>7:00 – 7:40</td>
<td>Breakfast</td>
</tr>
<tr>
<td>7:40</td>
<td>Warning bell – students must exit dining hall, report to homeroom</td>
</tr>
<tr>
<td>7:45</td>
<td>Tardy bell</td>
</tr>
<tr>
<td>Homeroom</td>
<td>7:45 – 7:51</td>
</tr>
<tr>
<td>R1</td>
<td>7:55 – 8:55</td>
</tr>
<tr>
<td>R2</td>
<td>8:59 – 9:44</td>
</tr>
<tr>
<td>R3</td>
<td>9:48 – 10:33</td>
</tr>
<tr>
<td>R4</td>
<td>10:37 – 11:22</td>
</tr>
<tr>
<td>L1</td>
<td>11:22 – 11:45</td>
</tr>
<tr>
<td>R5A</td>
<td>11:49 – 12:38</td>
</tr>
<tr>
<td>R5B</td>
<td>11:26 – 11:49</td>
</tr>
<tr>
<td>L2</td>
<td>11:49 – 12:12</td>
</tr>
<tr>
<td>R5B</td>
<td>12:16 – 12:38</td>
</tr>
<tr>
<td>R5C</td>
<td>11:26 – 12:16</td>
</tr>
<tr>
<td>L3</td>
<td>12:16 – 12:38</td>
</tr>
<tr>
<td>R6</td>
<td>12:42 – 1:27</td>
</tr>
<tr>
<td>R7</td>
<td>1:30 – 2:15</td>
</tr>
<tr>
<td>Dismissal</td>
<td>2:15</td>
</tr>
<tr>
<td>Disciplinary detention, Room 120</td>
<td>2:25 – 3:00</td>
</tr>
</tbody>
</table>

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SCHOOL CALENDAR

Tuesday, September 7 ........................................ Masters Report
Wednesday, September 8 ..................................... First Day of School: Full Day
Thu.-Fri., Sept. 9-10 .......................................... Rosh Hashanah
Friday, September 10 .......................................... Eid al-Fitr
Saturday, September 11 ...................................... Yom Kippur
Monday, October 11 .......................................... Columbus Day: No School
Friday, November 5 ........................................... Diwali
Thursday, November 11 ..................................... Veteran's Day: No School
Tuesday, November 16 ...................................... Eid al-Adha
Wednesday, November 24 ................................ Rallies: Early Release
Thursday-Friday, Nov. 25-26 ............................ Thanksgiving Recess: No School
Thur., Dec. 2—Thur., Dec. 9 .......................... Hanukkah
Fri., Dec. 24—Fri., Dec. 31 ............................. Winter Recess: No School
Saturday, December 25 .................................. Christmas Day
Sun., Dec. 26—Sat., Jan. 1 .............................. Kwanzaa
Saturday, January 1 ........................................ New Year's Day
Tuesday, January 4 .......................................... Masters and Students Return
Thursday, January 6 ........................................ Three Kings Day
Monday, January 17 ........................................ Martin Luther King Day: No School
Thursday, February 3 ..................................... Chinese/Vietnamese New Year
Monday, February 21 ...................................... President's Day: No School
Tue.-Fri., February 22-25 ........................... February Recess: No School
Thursday, March 17 ........................................ Evacuation Day: No School
Monday, April 18 ........................................... Patriot's Day: No School
Tue.-Fri., April 19-22 .......................... Spring Recess: No School
Tuesday, April 19 ........................................... Passover begins
Friday, April 22 ............................................. Good Friday: No School
Friday, April 22 ............................................. Orthodox Holy Friday
Sunday, April 24 ............................................ Easter
Sunday, April 24 ............................................ Orthodox Easter
Saturday, April 23 ........................................ BLS 376 Years Old
Sunday, May 8 ................................................ Mother's Day
Monday, May 30 ............................................. Memorial Day: No School
Wednesday, June 6 (or day 170) ...................... Last day for Class I
Sunday, June 12 ............................................. Father's Day
Monday, June 13 ........................................... Graduation Day
Tuesday, June 14 ............................................. Flag Day
Thur., June 9—Tues., June 21 (tentative) .......... Final examinations
Friday, June 17 ............................................. Bunker Hill Day
Monday, June 20 (or day 179) .......................... Early Release
Tuesday, June 21 (or day 180) ........................ Last day of school; Early Release
Thursday, June 30 .......................................... Day 187 (last day if cancellations)
Sunday, July 4 ............................................... Independence Day
Mon.-Fri., August 22-26 ............................... Summer Orientation

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