

Student & Family Handbook

**Brighton High School
2019 - 2020**



**25 Warren Street Brighton, MA 02135
617-635-9873**



Table of Contents

Introduction.....	3
General Policies and Expectations.....	8
Academic Policies.....	15
Transportation and Student Travel.....	22
Safety/Emergency Protocols.....	24
Resources to Support Students.....	28
School-Wide Behavior Plan.....	33
Athletics.....	45



Introduction

Our School

Brighton High School has been serving students in Boston since 1841. The present building was constructed in 1929 and opened in 1931. Over its long existence, Brighton High School has provided generations of students with the skills they need to enter post-secondary education or the job market, and that tradition continues today. Students at Brighton High follow a college preparatory curriculum that prepares them for post-secondary life. In addition to academic classes, students at all grade levels participate in our M.A.D.E. (Media, Art, Design, Entrepreneurship) for Social Justice Pathway through a series of courses that allow them to acquire specific skills and knowledge about media, arts, design, and entrepreneurship.

As part of our M.A.D.E for Social Justice pathway experience, Brighton High School students will:

- Participate in internships
- Attend job shadow events
- Take field trips
- Complete career interest inventories
- and much more!

School Mission & Vision

Vision: Students of the M.A.D.E for Social Justice Pathway collaborate, create, and communicate their unique perspectives, while respecting and understanding others, through Media, Arts, Design and Entrepreneurship to influence change within the local and global community. This enables students to own their education to instill a sense of hope and purpose. Brighton High School fosters creative exploration in order to empower students as change agents.

Mission: Brighton High School's M.A.D.E for Social Justice pathway prepares students for college, career, and life readiness by collaborating with our community partners in the media, arts, design, and entrepreneurship industry. Through rigorous coursework design, teachers bring awareness to contemporary issues.



Bell Schedules

1st Lunch Schedule			2nd Lunch Schedule		
Period	Start	End	Period	Start	End
Period 1	7:30	8:23	Period 1	7:30	8:23
Period 2	8:27	9:20	Period 2	8:27	9:20
Period 3	9:24	10:17	Period 3	9:24	10:17
Lunch	10:21	10:46	Period 4	10:21	11:14
Period 4	10:50	11:43	Lunch	11:18	11:43
Period 5	11:47	12:29	Period 5	11:47	12:29
Period 6	12:33	1:26	Period 6	12:33	1:26
Period 7 (CREW)	1:30	2:23	Period 7 (CREW)	1:30	2:23

Vacations and Holidays

Date (s)	Vacation/Holiday
Monday, October 14, 2019	Columbus Day
Monday, November 11, 2019	Veterans Day
Wednesday, November 27, 2019	Early Release: 12:25 PM
Thursday, November 28-Friday, November 29	Thanksgiving Recess
Monday, December 23 - Friday, January 3	Winter Recess
Monday, January 6, 2020	School Reopens



Monday, January 20, 2020	Martin Luther King, Jr. Day
Monday, February 17, 2020	President's Day
Tuesday, February 18-Friday, February 21, 2020	February Recess
Monday, April 20, 2020	Patriot's Day
Tuesday, April 21-Friday, April 24, 2020	Spring Recess
Monday, May 25, 2020	Memorial Day
Friday, June 19, 2020	Last Day of School - Early Release:12:25 PM

Core Values

Brighton High School staff and students are expected to exemplify our core values every day:

- Rigor
- Respect
- Inclusivity

Behavior matrices further defining what these values look like in action are posted around the building and were developed collaboratively between staff and students.



Who's Who at Brighton High School? Please do not hesitate to contact us at the school for support. You can call the Main Office at 617-635-9873 or email a staff member directly.

School-Wide			
Name	Role	Location	Email
Mr. Rametti	Headmaster	Main Office	rrametti@bostonpublicschools.org
Ms. Neimann	Administrative Assistant	Main Office	aneimann@bostonpublicschools.org
Ms. Castillo	Secretary	Main Office	acastillo4@bostonpublicschools.org
Ms. Gordon	Assistant Headmaster	First Floor Office Suite	ngordon@bostonpublicschools.org
Ms. King	Nurse	2nd Floor	issa2king@gmail.com
Mr. Gianquitti	Work-Based Learning Coordinator	2nd Floor	sgianquitti@bostonpublicschools.org
Mr. Zides	Director of Special Education	125	azides@bostonpublicschools.org
Ms. Berchesi	Family Engagement Coordinator	FECenter	agusberch@gmail.com
Ms. Mendez	Engagement Counselor	220A	smendez2@bostonpublicschools.org

Lower House Grades 9 and 10			
Name	Role	Location	Email
Mr. Kelton	Asst. Headmaster	323A	dkelton@bostonpublicschools.org
Ms. Moreau	Guidance Counselor	305	bmoreau@bostonpublicschools.org
Ms. Shachmut	Psychologist	Counseling Suite	lshachmut@bostonpublicschools.org
Mr. Martin	Dean of Students	329A	kgrant@bostonpublicschools.org
Mr. Canzater	Engagement Counselor	220A	gcanzater@bostonpublicschools.org



Upper House Grades 11 and 12

Name	Role	Location	Email
Ms. Johnson	Asst. Headmaster	211A	ajohnson@bostonpublicschools.org
Ms. Brewster	Guidance Counselor	CCC	mhallbrewster@bostonpublicschools.org
Dr. Cohen	Psychologist	Counseling Suite	acohen@bostonpublicschools.org
Mr. Abraham	Dean of Students	227A	rabraham@bostonpublicschools.org
Mr. Ambroise	Engagement Counselor	220A	nambroise@bostonpublicschools.org

SEI Academy

Name	Role	Location	Email
Ms. Boisselle	Academy Leader	218	mboisselle@bostonpublicschools.org
Ms. Wagner	Guidance Counselor	CCC	gwagner@bostonpublicschools.org
Ms. Guzman	Psychologist	321	vguzman@bostonpublicschools.org
Mr. Abraham	Dean of Students	227A	rabraham@bostonpublicschools.org
Ms. Limon	Engagement Counselor	220 A	climon@bostonpublicschools.org

ACES Program

Name	Role	Location	Email
Ms. Bouvier	Program Director	103	sbouvier@bostonpublicschools.org
Ms. Roby	Social Worker	126	mroby@bostonpublicschools.org
Ms. Reid	Dean of Students	Counseling Suite	dreid@bostonpublicschools.org



Student Learning Outcomes

All BHS courses are aligned to the student learning objectives below. Through interactive, project-based learning units, students will have opportunities to develop and refine these skills throughout their BHS career.

Academics

1. Analyze a real-world problem and use multiple means of expression to design and defend innovative solutions.
2. Express ideas clearly and persuasively orally and in writing.
3. Write effectively across content areas for a variety of purposes and audiences.
4. Read, analyze, and evaluate written and non-written texts across content areas.

Agency

5. Practice growth mindset by reflecting on critical feedback to improve in growth areas without fear of failure.
6. Demonstrate ownership of work through attention to detail, ongoing revision, and appropriate presentation suitable for various audiences.
7. Cooperate to accomplish a common goal by valuing all contributions and assuming shared responsibility for collaborative work.

General Policies and Expectations

Acceptable use policy for networks, including the internet: Boston Public Schools policy says that all technology used to access the network will be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of network and e-mail privileges for the user and/or other disciplinary action. Individual users of the network – students and adults – are responsible for their use of the network. Use of the network must support education and research and must be consistent with the academic actions of the Boston Public Schools. Its use will be supervised by Boston Public Schools staff. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Use of the network for illegal or commercial activities is prohibited.

A responsible network user will:

- Use language that is considered appropriate
- Be polite
- Send information that other users will not find harmful or offensive



- Conform with copyright laws and always give credit to the author of the material used
- Never reveal personal information about yourself or any user, such as address, telephone number, credit card numbers, social security number, etc.
- Neither tamper with the system nor alter, delete, or destroy anyone else's files, data, or images
- Not share their username and password with others; you are responsible for all activities done through your account.

A responsible network user must be aware that:

- Use of the network and e-mail is a PRIVILEGE not a RIGHT
- The BPS network is to be used only for educational purposes
- E-mail is not guaranteed to be private
- It is important to log off the computer at the end of every session so another user cannot use your password
- Identifying photos of students with their first and last names may not be used on a website
- Violation of this policy will result in the possible loss of Internet privileges and/or disciplinary action pursuant to Section 7.8 of the *Code of Conduct* and/or prosecution under state and federal law
- Persons issued an account are responsible for its use at all times

Attendance

Students are expected to attend school every day unless excused from doing so (see *Excused/Unexcused Absences* below).

Length of time: Students must attend school for at least a half-day (3 hours and 25 minutes) to be marked "present." For example, if they arrive at 7:30 a.m., they must attend classes to at least 10:55 a.m. to be marked "present" for the day. They must arrive no later than 10:55 a.m to earn any credit for the day.

Excused/Unexcused Absences: Students must bring in a note after each day they are absent. The note must include the date absent, the reason for the absence, a phone number where a parent or guardian can be reached, and the parent or guardian's signature.

- a) The note must be received within five (5) school days after the absence



(preferably sooner).

b) Parent/guardian should call the Main Office and ask to be transferred to the Registrar's Office if a student will be absent for three (3) days or longer.

Excused Absences: Students who are absent for doctor/dentist/court appointment MUST return to school with an ORIGINAL copy of the note for the absence to be excused. Please give all ORIGINAL copies of the notes to the homeroom teacher. All notes MUST be brought in immediately following the absence.

Up to four (4) absences per term may be excused by parent/guardian note. Any absences in excess of four (4) per term will be considered unexcused unless a doctor's note or court documentation are provided. Students who accumulate 4 unexcused absences in one term will be referred to the attendance team.

Attendance Team and may be scheduled for a home visit. In addition, a meeting will be scheduled with the student and appropriate support staff to discuss attendance concerns and to create an action plan.

Excused absences may include:

- a) An illness or injury that prevents the student from attending school. If the illness or hospitalization results in absence of five (5) or more consecutive days, a note from a health care provider documenting the health problem or hospitalization should be attached to the parents' note. Parents are not expected to have a note from a health care provider for an illness of fewer than five (5) days.
- b) A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin) or other significant personal or family crisis.
- c) Suspension from school is an absence and should be coded as a "Z" on the automated attendance reporting system.
- d) Students assigned to the Counseling and Intervention Center will be marked "AEZ" – suspension
- e) Court appearances: Students should present evidence of the requirement of the court appearance.
- f) Medical or psychological tests during the school day: The parent must show evidence (such as a note from a health center) that the tests could not be scheduled after school.
- g) Religious holy days: In order to accommodate the religious beliefs of students, such absences will be marked "CP" upon submitting a valid note



signed by a parent or guardian.

h) Visits to special education schools in some cases for students with disabilities.

i) Other situations: From time to time, situations over which the school, parent, and student have little or no control may cause absences (e.g., transportation that does not operate during inclement weather). These absences are excusable. The headmaster may determine that the students so impacted shall be marked “constructively present.”

Unexcused absences may include:

a) Family vacations. School vacations and holiday periods allow ample time for family vacations. Each day of absence for this reason unexcused.

b) Babysitting

c) Cutting class (see policy below)

d) Other situations: From time to time, situations such as “illness of members of an extended family,” or “conflicts with parents’ work schedule” may develop. These are viewed as unacceptable excuses for absences.

**See No Credit Policy (page 20).*

Before School Expectations of Students: After entering the building and going to their lockers, students should proceed directly to the cafeteria. Students should report to the cafeteria. Students may not be in a teacher’s classroom unsupervised. Students may not leave the building for any reason after they have entered.

All students are eligible for breakfast.

Students are responsible for properly disposing of their breakfast trays, milk cartons, and trash from their tables. In addition, they are expected to conduct themselves in an orderly fashion in accordance with all school/district rules.

Between Classes Student Expectations: The school day is short and time must be used carefully. When the bell sounds, signaling the end of a class, and when the teacher signals dismissal, students are to transition to the next class in an orderly manner. When the next bell sounds, students are expected to be in their seats.

Students are not permitted in unauthorized areas of the building unless they are



accompanied by a member of the faculty or staff. These areas include, but are not limited to: teachers' planning areas/lounges, elevators, auditorium, classrooms (not supervised by a member of the faculty or staff), supply room, utility or storage closets, etc.

Students must have permission to leave the building.

Cafeteria – Lunch Period: Each student is assigned to one lunch period according to what floor their Period 4 class takes place. All students scheduled for lunch are expected to promptly report to the cafeteria as they would to any other scheduled period of the day.

Once in the cafeteria, students should remain there until the bell sounds signifying the end of the period, unless they already have a signed pass to a specific location (e.g., library, guidance, College and Career Center etc.). Students who wish to leave the cafeteria to use the restroom must use a **restroom pass**.

Students should form a single line to obtain their lunches. “Cutting” in the line and saving places in the line are prohibited and may result in the offending students being sent to the back of the line.

Students are responsible for properly disposing of their lunch trays, milk cartons, and trash from their tables. In addition, they are expected to conduct themselves in an orderly fashion in accordance with all school/district rules.

Dismissal/After School Supervision: Students are dismissed at 2:25 p.m. All students must promptly exit the school building by 2:30pm. The only exceptions are for students involved in supervised extracurricular activities or who have made arrangements with teachers to receive extra help after school. Students may not congregate in the cafeterias, locker areas or hallways after dismissal.

Early Dismissal Policy: We strongly urge parents and students to schedule appointments for after school hours. According to BPS/state policies, students will be marked absent if they leave school three or more hours before the end of the school day. If a student is to be released from school before school dismissal, the following procedures must be followed:

- The student must bring a note from the parent/guardian to the Registrar's Office before school starts. The note must contain the home, work, or cell phone number where the parent/guardian can be reached.
- In the event of an emergency, a parent/guardian should notify



the school.

- If the dismissal is for a medical appointment, the note must be brought to the nurse.
- The Registrar or the nurse will call a parent or guardian for verification of the note.
- The note will be confirmed and initialed by the Registrar or nurse.
- After all steps have been completed, the note must be brought to the main office at the time of dismissal, and the student must sign-out on the early dismissal log.

All students under age 16 must be picked up for early dismissal in the main office by a parent/guardian or other adult designee.

All students regardless of age need to have parental/guardian (as listed in ASPEN) permission to be dismissed.

Hall Passes: Any student outside of a classroom during class time must have a Hall Pass from his/her teacher. Teachers will not issue passes during class time unless it is absolutely necessary (i.e., restroom, main office, school nurse, student support services). Teachers should not issue locker passes during class time.

Students who have appointments with guidance or other student support services will receive pre-arranged passes. Students must obtain prior approval from the librarian to go to the library or the Zone Facilitator to go to the Bengal Zone.

Locker Policy All students may use their lockers before school (starting at **7:00 a.m.**); however, they are expected to be in homeroom by **7:25 a.m.** Students are also allowed to use their lockers between classes and before and after lunch.

All students may use their lockers after school at **2:30 p.m.**

Students who lose their lock will need to pay a **\$10.00** replacement fee.

All students are assigned lockers to store their textbooks, school materials/supplies and personal belongings at the start of the school year. **Students are not to share lockers.** The school will provide each student with a lock. Students may not use their own locks. Any unauthorized locks will be removed immediately, and the locker and its' contents



immediately searched by the headmaster (or his designee).

It should be understood that lockers are the property of the Boston Public Schools/Brighton High School and remain the property of the Boston Public Schools/Brighton High School while being used by students. It should also be understood that school administrators, other school department personnel, including but not limited to teachers, custodians, and school police have authority to search student lockers; any personal effects found within lockers; and places of concealment within those personal effects (see *Search and Seizure Policy* below).

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 proper authorities. The information contained in this paragraph shall constitute “*prior and ample notice*” of the student locker policy of the Boston Public Schools and Brighton High School.

Consequences for violating the *Locker Policy* (misuse/not content) include the possibility of one or more of the *Alternative Solutions to Disciplinary Problems* outlined below. In addition, students who repeatedly violate the locker policy (misuse/not content) will be subject to the formal consequence mandated by Section 7.8.2 of the [BPS Code of Conduct](#) suspension. Students whose lockers contain contraband or evidence of a crime will be subject to the applicable provisions of the [BPS Code of Conduct](#).

Student Charlie/OneCards: All students will receive an M7 on the first day of school. Students must take responsibility for the safekeeping of these cards. Students who lose their card must obtain a replacement from the Main Office for a fee of \$10

Tardy Policy

- All students are expected to arrive to school on time and to be in their first period classes no later than **7:30 a.m.**
- All first period classes will begin promptly at **7:30 a.m.**
- Tardy students will be permitted into the school building and not excluded from their classes; first period teachers may, however, assign consequences such as detention for tardiness.
- Students who enter the building between 7:30-7:59 will enter through the basement chute and report directly to class to be marked tardy.
- Students who enter the building after 8:00AM will enter through the main



entrance and will sign in with an Engagement Counselor at the desk to be marked tardy.

Tardy to Class (periods 2–7)

- All students are expected to arrive to all of their classes (including CREW) on time.
- All classes will begin promptly.
- Students who are tardy to periods 2-7 will fill out a Tardy Slip located on the front of the classroom door and give it to the teacher upon entry. Students must attend a 10 minute restoration period with the classroom teacher at the end of the school day. Students who do not attend the teacher-held restoration period will be required to attend CityYear tutoring after school for at least 30 minutes.

Telephone Calls: Students are not allowed to make or receive telephone calls during the school day unless there is an emergency. If there is an emergency, students should go (with a pass) to the main office or to their guidance counselor's office to place the phone call. Parents should not call their children on their cellular phones during school hours. If there is an emergency, parents should call the main office (617) 635-9873.

Academic Policies

Graduation Requirements Only students who have completed all state, district and the requirements of Brighton High School, including passing English, Mathematics and Science & Technology/Engineering sections of the MCAS, are permitted to graduate* (see below). Brighton High offers a challenging twenty-first century curriculum focused on preparing graduates for college and career. To receive a high school diploma from Brighton High, students must **Take and Pass**:

- 4 English or ESL Credits, and must enroll in an English or ESL course every school year
- 4 Math credits, including one (1) credit for Advanced Algebra, and must enroll in a math course every school year
- 3 Science credits in laboratory science courses
- 3 History credits, including at least one (1) credit in US History and one (1) credit in World History
- 2 credits in World Language courses
- 1 Arts credit as part of the Media, Arts, Design and Entrepreneurship (M.A.D.E)



for Social Justice Pathway

- 2 additional credits as part of the Media, Arts, Design and Entrepreneurship (M.A.D.E) for Social Justice Pathway
- 1 credit in Physical Education, Health, or Wellness

In addition, students must...

- Take and pass the Grade 10 ELA, Math, and Science MCAS exams

Note: Brighton High School students meet the Boston Public Schools' **Technology** requirement through computer and technology education embedded in all courses

Minimum Promotion Requirements

In order to earn a diploma, students must earn 20 credits during their high school career. To ensure students understand their current status as measured against the graduation requirements, students will be coded by grade level according to their cumulative credits.

- In order to be promoted from grade 9 to grade 10, students must pass both Math and English and have accrued at least 5 credits
- In order to be promoted from grade 10 to grade 11, students must pass both Math and ELA and have accrued at least 10 credits.
- In order to be promoted from grade 11 to grade 12, students must pass both Math and English and have accrued at least 15 credits

Students who do not possess the required number of credits to be promoted to the next grade level will need to repeat failed courses. Guidance Counselors will work with students and families to create the most appropriate schedule for each student.

Advanced Placement Classes

In order to experience the rigor of a college course before actual college enrollment, it is the policy of Brighton High School that all eligible students be encouraged to take at least one Advanced Placement (AP) course before high school graduation.

The following Advanced Placement classes are offered: Calculus AB, Environmental Science, Biology, Human Geography, Literature & Composition, Language and Composition, Psychology, and Studio Art.

Students who want to take an Advanced Placement course must select the course on their registration form during the spring of the preceding school year.



Alternative Routes to Meeting Brighton High Graduation Requirements

Dual Enrollment: Students may participate in **headmaster approved** dual enrollment programs through local colleges and receive high school credit for courses of equal or greater rigor. In addition to possible enrichment opportunities, dual enrollment may provide opportunities for some students planning to graduate in the current school year, who have not yet met certain graduation requirements. Please note: students may not enroll in courses in which they are currently enrolled in at Brighton.

Summer Review School: Summer School affords students the opportunity to re-take one or two courses in which they have earned course grade of F. Though some may not be available, most major courses are offered. A student may attend Summer Review as allowed by BPS policy. In order to receive credit towards promotion and/or graduation, students must adhere to Summer School attendance requirements and earn a passing grade.

Twilight School: Twilight School affords **seniors** the opportunity to re-take courses which they have failed. Generally, Twilight School classes meet twice a week and run for one semester each. Students must adhere to Twilight School attendance requirements and earn a passing grade in order to receive credit towards graduation. Students must have in fact, failed the course in order to enroll in an equivalent course in Twilight School. Students may be assigned additional academic work by department administrators in order to complete Brighton requirements. Students are registered for Twilight School by their guidance counselors.

Online Credit Recovery: Seniors may enroll in Credit Recovery for courses that they have previously taken and failed, and in some *very* limited cases, courses they have not taken. Please note:

- Students may not enroll in courses in which they are currently registered at BHS
- Students who have failed courses, (prior to senior year), which are not available through Summer Review School, may be permitted, as seniors, to take courses through Online Credit Recovery and if successful, graduate in June
- Seniors who fail a course during Senior year, may sign up for Online Credit Recovery *after senior sign out* and, if successful, participate in the district's August graduation.



AIMS Program: Students who failed Term 1 and/or Term 2 will have the opportunity to recover their grade by reporting to a designated location (TBD) and completing assigned work by June 1st. Students must report to the designated location until the work is completed and the content teacher, guidance counselor, and AIMS administrator has signed-off on the work. Students must earn at least a D- on the assigned work in order to receive a D- for the term. Students who miss 3 days of AIMS before completing the work will not be able to continue with the AIMS program. There will not be a credit recovery intervention for Term 3 or Term 4.

WIT Program: WIT (Whatever It Takes) Academy will provide a select group of seniors (approximately 19) with a final opportunity to meet the requirements for June graduation. This initiative embodies the spirit of pushing students to do “whatever it takes” to graduate.

We do not “give” students the right to graduate; they earn it. With that said, we will give students as many opportunities as possible, until the very end, to show what they know and earn credit for coursework.

In order to participate in WIT Academy, students must:

- Have no fewer than two outstanding credits for graduation.
- Complete a total of 28 hours of WIT Academy by attending school from 7:30 AM to 2:25 PM every day Monday through Thursday next week.
- Complete modules on Acellus and/or other credit recovery assignments.
- Turn over their cell phone upon entry to the classroom.
- Forego the Senior Cookout.

Students will be notified of their eligibility to attend WIT Academy by the end of day today. Students who complete the requirements to demonstrate competency in their outstanding courses will earn the right to graduate in June 2020.

BAM Program: Students who failed Term 1 and/or Term 2 will have the opportunity to recover their grade by reporting to a designated location (TBD) and completing assigned work by June 1st. Students must report to the designated location until the work is completed and the content teacher, guidance counselor, and AIMS administrator has signed-off on the work. Students must earn at least a D- on the assigned work in order to receive a D- for the term. Students who miss 3 days of AIMS before completing the work will not be able to continue with the AIMS program. There will not be a credit recovery intervention for Term 3 or Term 4.

CityYear: AmeriCorps members serve as tutors, mentors, and role models to help students stay in school and on track to graduate high school ready for college and career success. City Year tutors are present in classrooms and are in charge of the after school



tutoring.

Completion of Student Work: All work for each term must be completed by the last day of that term unless students have an excused absence at the end of the term. Any student that receives an incomplete must make up their work by the midterm progress report of the following term.

Early Administration of Final Exams: Final exams are administered only during the official Final Exam period. Students who are not at school during the Final Exam period must take their finals during the summer or upon their return to school in the fall.

GPA Calculation

Students earn grades in all courses according to the numerical/letter grade scale below. For the purposes of GPA calculation, letter grades on report cards are converted to a number on a 0-4 scale. Honors and AP courses earn extra credit in the GPA calculation.

Grades & GPA Calculation				
Numerical	Letter	GPA	Honors	AP
97-100	A+	4.3	4.8	5.3
93-96	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
63-66	D	1.0	1.5	2.0
60-62	D-	.7	1.2	1.7
0-59	F	0	0	0



No Credit Policy

A student with more than three (middle and high school) unexcused absences in a marking term, or more than 12 unexcused absences for the year, will receive a grade of NC (no credit) if the student otherwise earned a passing grade.

If the student has not earned a passing grade, he or she will receive an “F”. If a student receives an NC for one or more marking terms but does not exceed 12 unexcused absences for the year, the NC will be changed at the end of the school year to the grade the student would have otherwise received.

A student may change an NC for the year to a letter/number grade, and earn credit for the course, by passing the final exam at the end of the year.

Students may “earn back” unexcused absences by attending after school tutoring in the library with City Year, in the Zone with BSA, or in a classroom with a teacher. For every two (2) hours that students spend at tutoring, one (1) unexcused absence will be excused in Aspen with a note that reads: “After School Tutoring.”

Progress Report and Report Card Schedule: Brighton High School operates on a quarter system. Students receive progress reports at the midpoint of each quarter and report cards at the end of each quarter. See below for a schedule of progress reports and report cards.

Grades 6–12¹

	Period 1	Period 2	Period 3	Period 4 Grades 6–11	Period 4 Grade 12
Term	Sept. 5, 2019 - Nov. 8, 2019	Nov. 12, 2019 - Jan. 31, 2020	Feb. 3, 2020 - April 17, 2020	April 27, 2020 - June 19*, 2020	April 27, 2020 - June 5, 2020
Progress Reports	October 9	December 18	March 11	May 20*	
Distribute Report Cards	November 14	February 6	April 30	Last day of school	Last day of school

¹ Includes grades 6-8 in K-8 schools except Boston Teachers Union, Curley, King, and Young Achievers.

EXCEPTION:

- ▶ Greater Eggleston 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.



Schedules Students are expected to make several copies of their schedule once their schedule has been issued. Copies should be kept in notebooks, agendas, and the school locker. Students can also use the Aspen/SIS app on their phone to view their schedule.

Standardized Testing Students can expect several standardized tests during their four years at Brighton High School. Standardized tests are usually administered in the spring.

The major standardized exam that students take is the MCAS exam. The Math and English Language Arts MCAS exams are administered to students in grade 10. Science MCAS exams are administered in grade 9 and grade 10 at the conclusion of each science course. Each test takes several days to complete and may take place in a student's regular classroom or in a special testing room. Students must complete the MCAS successfully to ensure themselves of a high school diploma.

All Advanced Placement students *must* participate in the AP Competency Exam. If a student does not participate in the AP Competency Exam, the student will be responsible to reimburse Brighton High for the \$93.00 exam fee.

Students who do not pass the MCAS exam on their first attempt have the opportunity to retake the test in November and March of their 11th and 12th grade years. These retests are administered here at Brighton High School during the school day. Special after-school sessions are available to help students prepare for the retest, as well as additional support offered during regular academic courses.

School Cancellations

On occasion, the BPS may need to close school or delay school opening because of bad weather or an emergency situation. BPS communicates cancellation/delayed opening information in these ways:

- Automated telephone call to faculty/staff members' home phones
- Major radio and television stations, beginning at 5:30 a.m.
- City Storm Center (617) 635 – 3050
- BPS Central Office (617) 635 – 9000
- BPS website www.bostonpublicschools.org
- City of Boston website www.cityofboston.gov/snow*

*Sign-up at the City of Boston website to be notified of snow emergencies, parking bans, and school cancellations by phone or by e-mail.



If schools are closed: the day will be made up at the end of the school year.

If bad weather develops during the school day: dismissal will be at the regular time.

After school programs: When school is cancelled, all after-school programs in the BPS, BPS athletic events, and evening classes and events are also cancelled.

Lost/Stolen Items A lost and found box for students and faculty is located behind the counter in the main office. If identifiable, lost textbooks and notebooks will be returned to the appropriate teacher. All found items should be brought to a floor administrator or the main office.

Please do not bring large quantities of money, expensive electronic devices or other valuables to school. The school will not be responsible if these items are lost or stolen. If an item is lost or stolen, promptly report the same to an administrator and school police.

Student Transportation and Travel

The [BPS Code of Conduct](#) and the *School-Based Rules* apply to students on their way to and from school and/or while participating in and going to and from school-sponsored activities. The [BPS Code of Conduct](#) and the *School-Based Rules* apply to all students, that is, those who are “walkers,” passengers on school buses/vans and those who ride on public transportation (i.e., the MBTA).

All students are expected to conduct themselves in accordance with the [BPS Code of Conduct](#) and the *School-Based-Rules* and the laws of the Commonwealth of Massachusetts. Violation of these rules and/or laws shall result in appropriate disciplinary consequences.

Students have a responsibility to respect the rights of others with whom they are riding /walking. Students must not engage in any form of harassment, including verbal or physical behavior, which threatens, demeans, annoys or torments another student or person (harassment includes unwarranted activities of comments based on race, gender, personal attributes and/or handicapping condition). Students have a responsibility to respect the authority of those who supervise, instruct and monitor their activity on the way to and from school.



Student Charlie/One Cards During the first week of the school year, all students will receive Student Charlie/One Cards (T-passes with One Card stickers affixed to the back containing the student's name, ID number age and various bar codes for use on the MBTA, and for the library, attendance, lunch, and community centers) in homerooms.

Students in grades **9 – 12** who live more than two (2) miles from the school receive Student Charlie/One Cards (M7) that allow them to ride the MBTA for free.

The BPS Transportation Department determines who qualifies for free MBTA service. Students who do not qualify for free MBTA service will receive Student Charlie/One Cards (S) that allow them to ride the MBTA for 1/2 fare.

Students who need to replace their Student Charlie/One Cards may sign-up for a replacement with Ms. Neimann (Main Office) before school, during lunch periods, or after school, not during class time. Students may also contact Ms. Neimann about replacement of their Student Charlie/One Cards via e-mail aneimann@bostonpublicschools.org.

Students must provide their name, student identification number and a brief description of what happened to their Student Charlie/One Cards (e.g., lost, stolen, damaged, etc.). Thereafter, the Student Charlie Card will be de-activated and a replacement card will be activated. A replacement One Card sticker will be printed to affix to the back of the Student Charlie Card. If the request is made prior to homeroom, students will receive their replacement card/sticker after school that same day. If the request is made after homeroom, they will receive their replacement card/sticker the following day.

Replacement Student Charlie/One Cards may be picked-up from Ms. Neimann after school.

There is a \$10.00 replacement fee payable upon receipt of the new card/sticker

Inappropriate Conduct on MBTA Video cameras have been installed in some school vehicles and in MBTA stations to monitor activity. The videotape may be used as evidence in a student disciplinary procedures as a supplement to the reports of school administrators, bus drivers, subway operators and MBTA personnel (monitors and other public officials.)

Students who violate the [BPS Code of Conduct](#) and/or the *School-Based Rules* while riding on public transportation and while on MBTA property will be subject to the applicable



consequences outlined therein and may also be subject to the loss of their monthly MBTA pass. It shall be the responsibility of the parent/guardian to provide transportation for their child, if school transportation is denied.

Safety/Emergency Protocols

Fire Alarms

Upon exiting the building, teachers should keep their students together in the area identified in their evacuation plan and take attendance. No one is allowed to wander or leave his/her assigned area.

Safe Mode and Internal Threat Procedures **Safe Mode (External Threat)** is a protective action used to safeguard faculty, staff, and students from an EXTERNAL THREAT as a result of law enforcement near the school or a potentially dangerous situation near the school. Schools will typically be placed into Safe Mode by the Boston Police Department or BPS Safety Services, but each school can enter Safe Mode on its own.

Examples of reasons why school go into Safe Mode:

- Police activity around or near our building
- Shooting outside our building
- Fire or accident near your building

How will know when we are in Safe Mode? The headmaster or other designee will announce the following via intercom: ***“Attention faculty and students: we are now in SAFE Mode. Remain in your classroom. If you are in the hallway, stairs, or restroom, move into the nearest classroom. Do not leave the room until told to do so, even if an alarm sounds.”***

What general guidelines should be followed during Safe Mode?

1. Stay out of hallways.
2. Stay out of restrooms.
3. Restrict student cell phone use.
4. Only an announcement by the headmaster or designee ends Safe Mode, silence over the intercom does not end Safe Mode.



What are the differences between a Safe Mode drill and a real Safe Mode?

Safe Mode Drill	Real Safe Mode
Administrators in the hallways	Hallways will be clear.
Parents, faculty, and staff are sometimes warned of the event.	No warning.
Relatively short duration (approximately 1 hour)	Unknown duration
No press, clear phone lines	Press, busy phone lines

Internal Threat (Interior): will be announced if there is any person in the building who is looking to cause harm to people. If an Internal Threat is in the building all occupants use the RUN,HIDE, FIGHT model to protect themselves and anyone in their care. During the situation occupants should use their own judgement to determine what they will do.

Examples of Internal Threat are:

- Unknown young people in our building wandering around
- Out of control parent/family member
- Unknown adult wandering the building
- Person with a weapon in the building
- Person shooting in our building

How will I know when we have an Internal Threat? The headmaster or designee will announce the following via the school intercom (and call 911 if not a drill):

“Attention faculty and students: there is an Internal Threat.”

What will be happening on campus during an Internal Threat situation?

1. No one will be in hallways
2. Anyone with information on the threat should be calling 911 (to alert police of the situation)
3. Occupants will be using the RUN, HIDE, FIGHT protocol to decide their actions:
 - **RUN** if you know it is safe to do so; get as far away from the building as you can (you should not be able to see the building from where you have run to).
 - **HIDE** if you cannot run: barricade where you are (if you can) and stay out of



the site of the threat.

- **FIGHT** is your last resort and the threat is in the space and is going to hurt you or people you are with.

HELPFUL HINTS: “Know Your Space”

- Know all available egress (EXIT) points if you ever need to **RUN**
- Know what you can use to barricade your door(s) and conceal yourself from sight if you ever need to **HIDE**.
- Know what you can use to **FIGHT** if fighting is your only option (fire extinguisher, chair, laptop, etc.).
- Develop a simple way to communicate among staff during a Safe Mode or Internal Threat situation (e.g., group text).

Medical Emergency Protocols: The following guidelines relate to a medical emergency of an *individual* student, which is different from episodes where the entire *School Safety Contingency Plan* is activated. However, the guidelines are complementary.

Emergency Information: Prevention of medical emergencies begins with the knowledge of underlying medical issues. Therefore, *Health/Office Emergency Cards*, containing the basic pertinent data to activate an emergency medical plan for a student, **MUST** be on file in the main office.

Homeroom teachers will be given blank *Health/Office Emergency Cards* to distribute to their homeroom students on the first day of school. These completed cards must be collected from all students and promptly turned-in to the main office.

Routine Illness / Minor Injury: If a faculty or staff member becomes aware of a routine illness or minor injury involving a student, he/she should send the student to the nurse's office with a pass.

It is the responsibility of the Headmaster in consultation with the school nurse to decide whether a routinely ill or slightly injured child should remain in school or be released to his/her home. When it is necessary for a student to leave the school for home, the following procedures **MUST** be followed:

- The parent/guardian, or in those cases where they cannot be contacted, the individual designated on the *Health/Office Emergency Card*, should make necessary arrangements for the student to be picked up at school by a responsible adult.



- The parent/guardian should be informed of any emergency aid administered at the school and advised to seek further medical attention if necessary.
- If the parent of a student who has sustained a minor injury or illness cannot be located, the child *MUST* remain in school until the regular dismissal time.
- Under no circumstances should a student be released without adequate adult supervision. *All* instances where a student is released should be properly *documented* in a log in the Headmaster's Office. The log must indicate all pertinent information including the time the child arrived home.
- NO CHILD IS TO BE RELEASED TO ANYONE OTHER THAN A PARENT WITHOUT THE PARENT'S CONSENT AND PROPER IDENTIFICATION AS THE PARENT'S DESIGNEE.

Medical Emergencies: A medical emergency is defined generally as a potentially life-limiting or life-threatening situation requiring immediate medical attention as well as cases of indecent assault/rape. Protocols for management of specific medical emergencies will be kept on file in the school nurse's office.

If a faculty or staff member becomes aware of a life-limiting or life-threatening situation involving a student or a faculty/staff member, he/she must **immediately** notify the school nurse and an administrator (see below for details).

Science Lab Safety Policy

Any student who takes a lab-based science class must sign a *Student Safety Contract*. To ensure a safe science laboratory/classroom, he/she must agree to follow the oral and written instructions provided by his/her teachers. These laboratory/classroom rules include, but are not limited to, the following topics: general guidelines, clothing, accidents and injuries, handling chemicals, handling glassware and equipment, heating substances, etc.

To ensure that parents/guardians are informed about the school's efforts to create and maintain a safe science laboratory/classroom environment, they are also required to read and sign the *Student Safety Contract*. The intent of this is to have parents/guardians re-enforce the agreement with their children to follow the safety rules and procedures in science laboratories/classrooms. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and the parent/guardian.

Consequences for violating the Science Lab Safety Policy include the possibility of one or more of the *Alternative Solutions to Disciplinary Problems* outlined above and, if applicable,



one of the formal consequences mandated by Section 7.8.6 (“substantial disruptions”) of the *Code of Conduct* including: suspension, long-term suspension, disciplinary transfer/alternative program placement, or expulsion.

Resources to Support Students

Brighton Allston Mental Health Associates The Brighton Allston Mental Health Associates provide personal and mental health counseling services to Brighton High School students. BAMHA counselors work at Brighton High several days each week and meet with students to assist with personal issues and concerns. See a guidance counselor, the school nurse, or a teacher for a referral.

Psychological Services Brighton High School has adopted the Comprehensive Behavioral Health Model (CBHM) which offers a framework of behavioral supports to all students. All students will be universally screened twice a year using the BIMAS (Behavior Intervention Monitoring Assessment System). Parents/guardians may opt out of this screening by contacting a member of the school psychology team. Please contact any school psychologist for more information.

Library and Media Center Students are permitted to use the library before and after school. The library will also remain open during both lunch periods, but to help manage student movement and location, students will need a pass for the library during lunch. Students must have a lunchtime pass from the library staff and attendance will be taken. No other passes will be permitted.

Food is not permitted in the library during lunchtime. Students must eat before entering the library.

Hours:

6:45-2:45 Monday and Friday

6:45-3:00 Tuesday and Thursday

6:45-2:30 Wednesday

BPL Library Cards: All students and staff qualify for a Boston Public Library card. Materials (books, videos and audio resources) can be delivered to Brighton for pickup. Your card allows you to reserve museum passes to be picked up at the branch offering the pass. You can return any BPL materials in the library and they will be sent back to the originating branch via courier. Please come to the library with any account, overdue or access issues.



Registrar's Office The Registrar is the keeper of all records at Brighton High School. The Registrar is responsible for enrollment and withdrawal procedures, attendance records, academic records including transcripts, school verifications, etc. The Registrar's Office is located in the front hall of the building. It is the office on the left when entering the front door to the building.

Letters of Verification for City and State Services and Housing Students in need of verification of enrollment or attendance at school should present such request to their Guidance Counselor and allow three (3) school days for processing and completion. Parents are required to supply the appropriate forms for completion.

Student Records The Grade 11 and 12 Guidance Counselors are located on the second floor across in the College & Career Center. The Guidance Department is responsible for student attendance, personal data, and academic records. The Guidance Counselors can provide confirmation of attendance, updated grade reports, and official transcripts, and can update and correct student phone numbers. The Grade 9 Guidance Counselor is located in Room 123.

Withdrawal Procedures Students who leave Brighton High School during the school year must complete all withdrawal procedures through the Registrar's Office. All books and materials must be returned. All obligations must be cleared before students' records can be forwarded to another school.

Scholar Athlete Program (SA) – Bengal Zone The Scholar Athlete Program (SA) provides regular instruction to the coaching staff to ensure they are properly trained both in their sport and more importantly in the philosophy that a coach is a mentor. In the classroom, the SA strives to improve academic performance and personal growth through mentoring, tutoring, summer job placement assistance, and our College Readiness Initiative (CRI).

These collaborative efforts build skills, confidence, shape character, and enhance opportunities for success.

The SA staff, operates, and funds the Bengal Zone, a school-based learning center for scholar-athletes to receive academic support located in Room 209. Scholar-athletes who are struggling academically are paired with tutors; scholar-athletes who are excelling academically engage in our peer-to-peer tutoring program; scholar-athletes who are aspiring to attend college participate in our CRI program; and all scholar-athletes have access to the latest technology, school materials, and textbooks. They are surrounded by an environment that promotes sustainability and a mindset for academic excellence.



Kris MaGargal, Zone Facilitator, E-Mail: kmagargal@wearesa.org

Student Health Center Brighton High School has a health center that is sponsored by the Boston Public Health Commission. Students may enroll in the center and make appointments for a range of medical services and consultations. The center is staffed by a nurse practitioner who can make referrals to a range of medical services. Stop by the health center after school for more information about this service. Students must complete an enrollment form to become members of the Health Center.

Boston Private Industry Council (PIC)

Boston Private Industry Council (PIC) provides Brighton High School with a PIC counselor who helps students to develop career interests. Assistance is given in finding employment opportunities that align with the career interests of the students. Help in developing resumes, and the PIC counselor explores other job-seeking skills. The PIC office is located in the guidance suite on the 2nd floor. For additional information, please contact:

Mr. Cuddy, Career Specialist, Email: daniel.cuddy@bostonpic.org

School Nurse Ms. King is the full-time school nurse. The nurse's office is open from 7:30 A.M.–2:25 P.M, Monday through Friday. The nurse's office is located on the second floor at the end of the hall next to Stairwell A. The school nurses may be reached at anytime during the school day regarding any health or health-related issues concerning a student.

School Nurse Office Visits The nurse's office is open to all students throughout the school day. Appointments are not required or necessary for an office visit. However, a pass from the teacher is required for a student who may want or need to see the school nurse.

Early Dismissal If a student needs to be dismissed early from school for any medical reason, a note from the parent/guardian must be sent to the school nurse. The note must have a working phone number for the nurse to contact the parent/guardian and verify the child's appointment.

Students under the age of 16 must be picked up from school by the parent/guardian or designated adult.



At the conclusion of the student's appointment, a note must be obtained from the primary care provider or dentist, stating that he/she saw the student on the early release day. Upon the student's return to school, this note should be brought directly to the school nurse. A copy will be given to the guidance department and the registrar's office for attendance purposes. The original note will then be filed in the nurse's office.

Criteria for Early Dismissals

- Students who may become suddenly ill while in school
- Scheduled medical appointment (to include follow-up)
- School physical examination
- School or sports related accidents while in school.
- Conjunctivitis (very contagious; students must seek medical attention promptly)
- Unforeseen medical emergencies (broken arm or other)
- Dental or Orthodontic appointments

Medication Policy All medications must be taken under the supervision of the school nurse. The school nurse does not stock any medications in the health office. For any student having to take a prescription medication on a regular basis that may require a dose during the school day, a doctor's order must be on file in the student's health folder in the school nurse's office.

For students having to take over the counter medications such as Tylenol, ibuprofen, or antacids on an as needed basis during school hours, you must send this medication with your child and complete the school medication form to be filed in your child's school health folder. (Please see the School Nurse for Medication Authorization Form)

Guidance Department The goal of the guidance department is to help meet the academic and emotional needs of all students. Guidance counselors work with students to plan an educational program that will prepare them for their college and career goals. This involves academic, college and career counseling as well as personal counseling.

Students may make an appointment to see their guidance counselors by signing up on the guidance counselor's office door calendar before school, during lunch, and after school. Students will be given an appointment pass for a specific time. Counselors make their best effort to see each student at least once per marking term. Subject teachers must sign-off on all appointment passes.



Students should schedule an appointment to talk to their guidance counselors when:

- They want to talk about their goals for the future.
- They want to discuss a personal problem.
- Someone does something that makes them feel unsafe, or if they see something bad happen to someone else.
- They have a problem in a class, or want to know how to get extra help.
- They need information about summer programs, after school programs, or tutoring.

Guidance counselors will contact parents for attendance, tardiness, academic, and behavioral/personal issues that prevent the student from developing into successful young adults. Parents are encouraged to call their child's guidance counselor to make appointments to come to school and discuss questions or concerns.

Guidance Counselor offices: **Ms. Moreau (Rm 305), Ms. Wagner (College and Career Center), and Ms. Brewster (College and Career Center).**

The College and Career Center can be found on the 2nd floor in the middle of the hall.

SY 2019-2020 Guidance Counselor Assignments are as follows:

Grades 9 & 10 Ms. Moreau bmoreau@bostonpublicschools.org

Grade 11 & 12 Ms. Brewster mhallbrewster@bostonpublicschools.org

SEI Ms. Wagner gwagner@bostonpublicschools.org



School-Wide Behavior Plan

It is the firm conviction of Brighton High that a positive school culture promotes equal educational opportunity and a safe and effective educational environment. The following *School-Based Rules*, which supplement the *BPS Code of Conduct* of the Boston Public Schools, are intended to foster a learning community that encourages academic excellence, the free exchange of ideas, respect for oneself and the rights of others, and maximum personal growth.

It should be understood that on entering a school building, students still have rights (e.g., the rights to due process, freedom of expression, orderly assembly, privacy of person, freedom from discrimination, etc.). It also should be understood that students have the responsibility not to disrupt the educational process or impose upon, endanger, or deprive others of their rights to an education.

Brighton High School believes that a trusting, cooperative, working relationship between the school and families can resolve most problems of discipline that may arise. Nevertheless, there are times when alternative solutions as well as more formal disciplinary action are necessary. Consistent with the concept of progressive discipline, students who violate the *School-Based Rules* and/or the *BPS Code of Conduct* are subject to the following consequences:

A Restorative Approach: Restorative Justice (RJ) is a philosophy and an approach to addressing misbehavior, conflict, and offenses while keeping students in school and making them accountable for their actions. RJ asks three questions: what was the harm caused to both the individual and the community; who is responsible for causing the harm and making things right; and how can the harm be repaired and relationships restored to the greatest extent possible. RJ often involves dialogue between two or more parties or group conferencing – meeting including the victim, the offender, and the affected community. The main goals are to: provide a safe space so that the victim and community have a say in how to fix the problem and help determine appropriate consequences; put a “face” on the problem so that the offender can understand the impact of their actions; and provide an opportunity for those responsible for the problem to fix it. This restores relationships and reduces the chances of future misbehavior.

Positive Behavior Interventions & Supports: PBIS a school-wide effort to effectively teach behavioral expectations to all students. Through PBIS, we acknowledge appropriate behaviors and promote positive methods of correcting problem behavior. Here at Brighton High, we are continuing to support and expand these efforts to create a positive school climate where all students can learn.



Restorative Practices

After School Restoration: After notice to parent, a student may be required to attend after school restoration time with a teacher or with after school partners to receive academic support and complete school work.

After School Tutoring: When students do not complete the classwork or their homework because they are off task during class time or arrived late they are given the opportunity to finish work during after school tutoring with City year. Teachers should engage students in a conversation and determine the deadline for when the work has to be finished.

Restorative Conversation: Restorative conversations allow the teacher to demonstrate empathy, teach students how to resolve conflict, and most importantly, allow students to have voice. Elements of a restorative conversation:

- Send a strong message of care to the student.
- Give the student an opportunity to say “what happened”/give the student a voice.
- Communicate to the student how it made you feel.
- Reiterate your high expectations.
- Create a plan together that sets both the teacher and student up for success (this can include a phone or behavioral contract for example).

Restorative conversations are typically quick conversations when harm is caused that doesn't require formal intervention. They are helpful to rebuild relationships when there has been a conflict between an adult and a student for example. It can be used when a student is upset or after a student was constantly off task and the adult had to engage in a discussion with the student.

Restorative Circle: Circles, bring people together to talk about issues and resolve conflict. A trained facilitator, often called the “circle keeper,” encourages willing participants to share information, points of view, and personal feelings. The facilitator may use a talking piece, an object that allows the person in possession the opportunity to speak without interruption. Others in the circle are encouraged to remain silent and listen to what is being shared.

Circles can be used when there is conflict or a fight between students, or between students and adults. It is used to repair the harm that was made and help students/adults take responsibility for the harm that they caused.

Apology Letter: Through this practice, we give the student the opportunity to apologize for what he or she did by writing an apology letter to the person who was harmed. It is important that students assume the responsibility for the harm they caused. It can be used after a restorative circle or conversation. It can also be done as a reflection letter after a



student disrespects a student, the adult or even the entire class. A student that is constantly interrupting the learning environment might need to apologize to the whole class for example.

Community Service: When students are not able to be inside a classroom, it can be helpful to engage them in community service activities during or after school. Students may be assistants in other classrooms, assist teachers to prepare materials, help organize or move stuff around the building.

Behavior Management Systems: may be designed for individuals, classes, clusters, programs, and/or schools based on progressive levels of privileges and restrictions. (e.g., merit/demerit systems, behavior management contracts, peer counseling/conflict resolution, cell phone contract, etc.)

Phone Contract: A contract between an adult and a student about the use of phones. It can be that the student needs to leave the phone with the adult every morning, or every time they get into their class. This contract can be implemented when a student is constantly using a phone during class and does not respond when redirected by the adult.

Behavior Contract: A contract between an adult and a student that establishes behavior expectations and consequences. The contract should be written in collaboration with the student and must have very specific actions that the student should accomplish. The contract should also include the supports the teacher will provide to help the student accomplish the plan.

Success Plan Meeting: When a student is not meeting academic expectations, teachers can create an academic success plan in collaboration with teachers and the guidance counselors.

Parent Meeting: After having conversations and establishing contracts with students, if students are still not responding it is essential to involve their families. During this meeting, the teacher will work with the student's family to inform what is happening during class and to create a plan so that together they can support the student to succeed.

Participation in the Reflection Room: Students may be assigned to The Reflection Room within the school when the student's actions are causing and will continue to cause substantial disruption of classroom activity, as defined by Section 7.10 of the *Code of Conduct*. Participation in the Reflection Room shall last no more than two (2) class periods or 90 minutes, whichever occurs first. In the Reflection Room, students will complete reflection activities, both in writing and orally, with a designated staff member.



Referral to Student Support Services: A student may be referred to school-based or community-based resources such as the school's student support team or other support staff, as appropriate. The student's participation in any counseling, evaluation, or rehabilitation shall be voluntary and shall include written parental approval and involvement where appropriate.

Restitution: After written notice to the student and parent, or after a conference with the student and parent, a student may be required to repair, restore, replace, or pay for damaged, vandalized, lost or stolen school property. Payment may be required either in cash or in appropriate, agreed-upon services (e.g., helping shelve books in the supply room, helping in the office, helping with routine school clean-up)

Disciplinary Consequences for Violations of *School-Based Rules* In addition to the *Restorative Practices* outlined above, students who violate the [BPS Code of Conduct](#) and/or the *School-Based Rules* are subject to the following consequences:

- **Loss of School Privileges:** After notice to the student and parent, a student may be denied specific school privileges (e.g., participation in field trips, athletics, clubs, etc.), but not in a manner so as permanently to deny the student the right to participate in a continuing school activity. A student may be denied school privileges for no longer than one week at a time, or a total of three (3) weeks in a marking period, unless a hearing is held as required by Section 9.5 of the *Code of Conduct*.
- **Long-Term Adjustment of Class Schedule:** After notice to the student and parent giving the reasons for the proposed class adjustment, or after a conference among the student, parent, and Building Administrator, a student's class schedule may be adjusted, but only to minimize contact between the student and another student where there is evidence of an ongoing conflict between the two. Short-term adjustments up to three (3) days may be made without notice to the parent.
- **Denial of School-Provided Transportation:** School-provided transportation, including free MBTA bus passes, may be denied for violations of the *Code of Conduct* and *School-Based Rules* which occur on school or public transportation. Transportation may be denied when a student's actions endanger or will continue to endanger his/her own safety and/or the safety of others. (see *Student Transportation/Travel Policy* below)
- **Suspension:** means the short-term exclusion of a student from regular school activities. The term "suspension" shall include any "in-school" suspension. Suspensions may not exceed three (3) school days for a student fifteen (15) years of age or younger or five (5) school days for a student sixteen (16) years of age or older.
- **Long-Term Suspension:** means the exclusion of a student from regular school



activities for a longer period of time than a regular (short-term) suspension. Long-term suspension shall include any “in-school” suspension. Long-term suspensions may not exceed six (6) school days for a student fifteen (15) years of age or younger or ten (10) school days for a student sixteen (16) years of age or older.

- **Indefinite Suspension:** means the exclusion of a student from regular school activities for an indefinite period of time when the student has been charged with a felony and, in the judgment of the Building Administrator, the student’s presence is having and will continue to have, a substantial detrimental effect on the school’s general welfare. The suspension will continue until the adjudication of the case.
- **Alternative Program Placement:** the Building Administrator, at the conclusion of a suspension hearing, may recommend to the Superintendent (or designee) a disciplinary transfer to an alternative program for a student when the student has repeatedly violated the *Code of Conduct* despite having been subject to progressive disciplinary action.
- **Referral to Succeed Boston:** students will be referred to the Counseling and Intervention Center for any expellable offense. Middle school student usually attend the Counseling and Intervention Center for five (5) days and high school students usually attend for between five (5) and ten (10). All students completing the program at the Counseling and Intervention Center must participate in a re-entry meeting with school staff and a parent/guardian.
- **Expulsion:** an exclusion from school attendance and school privileges for more than ten (10) consecutive school days and up to one calendar year. Repeated and flagrant violations of the *BPS Code of Conduct* may result in expulsion if they occur in the same school year. Students who have been expelled from the school district shall not be reassigned, upon return, to the school from which they have been expelled without the prior written authorization of the principal or headmaster.

These *School-Based Rules* as well as the *BPS Code of Conduct* govern student behavior on school premises, on school-provided or MBTA vehicles, while walking to or from school, and at all school-sponsored and school-related events

The following Five (5) provisions of the *School-Based Rules* are mandatory for all Boston Public Schools:

I. Possession of a Firearm Any student who is found on school premises, on a school or MBTA vehicle, at school-sponsored or school-related events, in possession of a firearm as defined in Section 20 of the *Code of Conduct* of the Boston Public School shall be subject to expulsion from the school district.



II. Possession of a Dangerous Weapon, Knife or Controlled Substance Any student who is found on school premises, on school or MBTA vehicles; at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, or a knife, or a controlled substance as defined by Chapter 94C of the Massachusetts General Laws, including but not limited to marijuana, cocaine, and heroin, may be subjected to expulsion from the school district by the headmaster.

III. Assault Any student who assaults a headmaster, principal, assistant headmaster, assistant principal, teacher, teacher's aide, or other educational staff or who assaults another student with intent to injure, including but not limited to sexual assault, whether or school premises, on school, or MBTA vehicles or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school district by the headmaster.

IV. Sale, Distribution, Possession with Intent to Distribute Controlled Substances Any student who is found on school premises, on school or MBTA vehicles; at school-sponsored or school-related events, including athletic games, selling, distributing or possessing with intent to sell or distribute any controlled substance, shall be subject to exclusion from the school district.

V. Reassignment of Expelled Students Any student who has been expelled from the school district shall not be reassigned, upon return to the school from which he/she has been expelled without the prior written authorization of the principal or headmaster

All Brighton High Students are expected to adhere to the following rules as well:

Rule 1: Respect for Self and Others (Rudeness and Disrespect – Oppositional Behavior - no use of profanity).

- Students must comply with the directions of all school staff during school and school-related activities.
- Students will refrain from threats, racial slurs, aggressive posturing or aggressive speech.
- Students will refrain from profanity, obscene, and/or inappropriate language in a persistent and/or abusive manner.
- Students will refrain from any and all forms of physical horseplay within the building and on school grounds.



Rule 1 is the golden and driving rule at Brighton High School. Students respecting peers and staff, along with staff respecting students, will align with our healthy community building. This rule will also prevent or alleviate the existence of safety issues that will not be tolerated at BHS.

Examples include:

- Not following directions
- Refusing basic requests of an adult (assigned teacher or not)
- Talking back in an argumentative manner (challenging questions)
- Continuously speaking out of turn – classroom disruption
- Leaving trash/meal scraps on cafeteria tables or common areas
- Mistreating non-teaching support staff (Lunch staff, custodians, etc)
- Teasing others
- Yelling/Shouting/Excessive Screaming
- Excessive talking – non academic side conversations
- Leaving the classroom without permission

Rule 2: Tardiness to Class

Any student who arrives to class after the bell rings will be marked “Tardy” unless he/she/they have a pass marked with date and time from a faculty member that explains their tardiness. Students will not be sent back to their previous class for a pass. Tardiness to class results in a consequence and will have a negative effect on a student's’ grade (due to missing DO NOW and/or other classroom exercises). Students will have the opportunity to rectify this loss when serving classroom or School Wide Detention (SWD).

Rule 3: Cutting Class

Class cutting is prohibited. Students must attend all classes. Cutting (“skipping”) classes will result in parent engagement and referral for disciplinary action.

Rule 4: Passes

Students *must* have a pass at all times, if unaccompanied by a staff member during class time. Students may only request passes to the nurse, bathroom, or library. Academic, medical or clinical staff (Guidance, School Psychologist, Nurses, or other staff) may provide appointment passes to students in advance. Passes may be placed in homeroom teacher mailboxes. Staff members may also pick up/escort students from class for appointments. Students cannot leave class without a pass or staff escort. **Any student in the hallways, during class time, without a pass is subject to Dean referral and disciplinary action.**



Student Leaders may receive passes from advisor/staff to carry out leadership tasks. Ideally, this particular student will be completing advanced work or assisting peers/classmates, unless structured BHS-based internship opportunity.

Rule 5: Portable Electronic Devices (including but not limited to Cellular phones, sidekicks, iPods, portable gaming equipment, headphones, etc...)

Cell phones and other portable electronic devices may not be used during instructional time without expressed permission from the teacher. Unless otherwise expressed by the teacher, cell phones should not be visible or audible during instructional time - this includes music, social media, etc.

- Cell phones and other portable electronic devices may be used during designated non-instructional time.
- Cell phones and other portable electronic may ONLY be used with a classroom teacher's permission for instructional purposes (such as language translation apps, photo of notes, assignments, Linked Learning media options, etc).
- Teachers may use signage, verbal or written prompts designating PED permissible times.
- Portable speakers are not permitted at any time.
- Portable Electronic Devices are a privilege that may be revoked due to inappropriate use (such as random social media usage/communication, status updates, cyber harassment, conflict instigation and disruption of school assembly) and disciplinary action may be sought.

Rule 6: Refreshments and Food

All food and beverages except water are to be consumed in the cafeteria, unless otherwise permitted by classroom teacher or administrator (i.e. potlucks, rewards/planned incentives, celebrations and students with medical/mental health conditions accompanied by Doctor's note).

Rule 7: Dress Code

Student clothing must be professional and appropriate. This means that all attire must meet the following standards:

- Mini skirts, short-shorts, spaghetti strap tank tops, and strapless tops are *not* permitted. Shorts and skirts must reach the student's fingertips when hands are at the student's sides.



- Clothing that exposes the midriff area (including the belly button and back) is prohibited.
- Pants, if beneath a student's waist, should include a belt and must *not* expose any clothing underneath in the midst of movement (walking).
- Undergarments (including boxer briefs and any other forms of underwear) should *not* be visible.
- Clothing that contains obscene, drug related, or violence related messages are prohibited. This includes gang-related/affiliation attire as well.

Rule 8: Identification Cards

Students must have an identification card with them *at all times* when attending school or at school functions. ID cards will be required within BHS in order to use the library and cafeteria services, and for attendance purposes. Students must present their identification card when requested by a staff member (regardless of whether this staff member is a student's assigned teacher, liaison or not).

Rule 9: Library Use/Behavior

Students are expected to maintain proper conduct while in the school library. Library computers are for school and/or academic/work-based research only. Social media, other social mediums, and inappropriate (including weapon related) or lewd searches are prohibited.

Rule 10: Vandalism

Students are expected to keep the school neat and clean by depositing trash in the proper receptacles and treating the property of the school with respect. Vandalism, graffiti and defacement, including tagging, of school property are not acceptable behavior.

Rule 11: No Smoking Policy

State law prohibits smoking in a public building and/or on school grounds. Possession of tobacco products and related paraphernalia (rolling papers, pipes, lighters, vape pens and vape accessories) is prohibited and these items will be confiscated.

- Student (s) who appear to be under the influence of marijuana will be screened by the Medical Team (School RN) and assessed if safe to remain in school or not. Upon involuntary medical dismissal, a parent/legal guardian will need to pick the student up or provide permission for students to leave prior to 2:30pm dismissal.



Rule 12: Academic Dishonesty

Academic dishonesty on tests, quizzes, and other assignments is not allowed. Academic dishonesty is defined as copying another person's work, whether or not permission has been given, either partially or completely, and presenting it as one's own. Academic dishonesty includes plagiarizing material included in formal class assignments. Individual teachers will inform students of the consequences of cheating in their classrooms. Consequences may include an automatic failing grade for any particular assignment where cheating is suspected. Students involved in academic dishonesty incidents put college and job recommendations at risk.

In addition, there are strict regulations for proper behavior during standardized testing, such as the MCAS. Students who violate these rules on an exam will have their scores invalidated, the infraction reported to the Department of Education or the relevant testing agency, and are subject to the BPS Code of Conduct and suspension from school.

Rule 13: Dangerous Objects

The following items are considered dangerous objects because of their potential to create dangerous situations for students or personnel at BHS and to be disruptive to school activity.

- Studded belts/necklaces/bracelets/rings (including rings that cover three fingers or more).
- Walking sticks, canes (unless prescribed by a physician).
- Large link chains, bicycle style or fence-link chains.
- Balls, cards, dice, permanent markers, lighters, firecrackers, and fireworks
- Masks, sunglasses, hoods or any other items that may help to conceal the identity of an individual.

Rule 14: Departure/AWOL from School Building

Leaving or departing the school building without permission will result in parent contact, engagement and referral for disciplinary action.

Rule 15: Possession of Drugs/Illicit Substances of any kind or amount (Class A - Class D) Use or Possession of any weapon or any object that is used as a weapon Verbal, Physical harm and/or threats to any teacher or staff member.

Controlled substances and weapons are prohibited on school premises, at school sponsored or school related events, and on school or MBTA property. We define weapons



as any object or instrument that, due to its nature or use, has the potential to inflict bodily harm or cause serious injury to a person. Laser lights fall into this category. Any student who is found selling, distributing, or possessing with intent to sell or distribute any controlled substance, shall be subject to expulsion from the school district.

Rule 16: Fighting

Fighting is prohibited. Any student who assaults an administrator, teacher, teacher's aide/paraprofessional, or other staff or who assaults another student with intent to injure, including but not limited to sexual assault, whether on school property or MBTA property, or at school sponsored or school related events, including athletic games, is subject to disciplinary action.

Students will refrain from any and all forms of physical horseplay within the building and on school grounds. It is too difficult to differentiate "just playing" versus serious conflictual altercations, so it will be treated as excessive and dealt with accordingly.

Rule 17: Hazing and Sexual/Racial Harassment

Students are expected to maintain proper conduct and refrain from any action or speech that contributes to, promotes, or results in a hostile or discriminatory environment. Accordingly, derisive statements made regarding a person's race, color, national origin, gender, sexual orientation, religious beliefs, disability, or age, including statements made in person or by telephone, postal, or electronic mail, or any other means of communication, if sufficiently severe, passive, or persistent that they (a) interfere with or limit an individual's ability to participate in or benefit from education in the Boston Public Schools or from any Boston Public School program or activity, or (b) create an intimidating, threatening, or abusive educational environment, will not be tolerated by the Boston Public Schools.

No student shall engage in acts of sexual harassment toward fellow peers, classmates or BHS staff. This is defined as sexually related physical contacts or offensive sexual insults or comments. Students must report incidents of this nature immediately to either the Headmaster, Assistant Headmaster (s) or staff. Staff must promptly share this information with an administrator.

Rule 18: Bullying/Cyberbullying

Bullying will not be tolerated at Brighton High School (BHS), to and from school, on the Internet (i.e.: Facebook, Twitter, Instagram, Snapchat, email, or any other social media



sites.) or through any kind of communication or data sharing device.

“Bullying” means the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of: (i) causing physical or emotional harm to the other student or damage to the other student’s property; (ii) placing the other student in reasonable fear of harm to himself or of damage to his property; (iii) creating a hostile environment at school for the other student; (iv) infringing on the rights of the other student at school; or (v) materially and substantially disrupting the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic means. The use of bullying in this section shall include cyber-bullying.

“Hostile environment” means a situation in which bullying causes the school environment to permeate with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education and create an abusive school environment.

“Perpetrator” means the student who engages in bullying or retaliation. **“Target”** means the student who is the victim of bullying or retaliatory aggression.

Rule 19: Assault and/or Battery

The assault and/or battery of a headmaster, assistant headmaster, teacher, teacher’s aide/paraprofessional or any school employee by a student on the school premises or at any school sponsored or related event, including athletic events, is a violation of the Code of Conduct.

All referrals for disciplinary action, which may include restorative circle or processing, community service, restitution, suspension or other consequence deemed appropriate, should be submitted through the conduct tab on ASPEN. This protocol is to assure follow through, school consistency and mandatory BPS/DESE reporting.



Athletics

Introduction: Students have the opportunity to join/tryout for several interscholastic athletic teams as well as participate in many extracurricular activities. Faculty/staff have the opportunity to serve as coaches or advisors to these teams/groups. The headmaster makes the final decisions regarding the hiring of coaches and appointment of advisors.

Athletics: Brighton High School fields very competitive varsity (and junior varsity) athletic teams that consistently win or are in contention for the City Championship in their respective sports and which also qualify for the MIAA state tournament. They include: Football, Soccer (Boys & Girls), Volleyball (Girls), Basketball (Boys & Girls), Indoor Track & Field (Boys & Girls), Outdoor Track & Field (Boys & Girls), Baseball, Softball and Cheerleading, Rowing/Crew.

Athletic Eligibility: Brighton High students who would like to participate on a BHS athletic team, must satisfy the following eligibility requirements:

Consent/Medical Forms to be Completed

1. BPS Student Participation Parental Consent Form

- All sections completed.
- Signed/dated by student.
- Signed/dated by parent/guardian.
- Submitted to coach.

2. BPS Medical Questionnaire

- All sections completed.
- Signed/dated by parent/guardian.
- Submitted to coach (who will give it to the school nurse with *Physical Examination Form*).

3. BPS Physical Examination Form (or substantial equivalent)

- All athletes must have a physical examination within 13 months of athletic participation.
- All sections of this form (or substantial equivalent) completed by physician, nurse



practitioner, or physician's assistant.

- Signed/dated by physician, nurse practitioner, or physician's assistant.
- Submitted to coach (who will give it to the school nurse with **BPS Medical Questionnaire**).

4. Pre-Participation Head Injury Concussion Reporting Form

- All sections completed
- Signed/dated by parent/guardian
- Signed/dated by student
- Submitted to coach (who will give it to the school nurse with **BPS Medical Questionnaire**).

5. Parent/Athlete Concussion Information Sheet

Student and parent/guardian must complete concussion training at one of the free on-line courses: **Centers for Disease Control and Prevention or National Federation of High School Coaches**.

Student and parent/guardian must also read the Parent Athlete Concussion Information Sheet (this sheet does not need to be given to anyone; however, after completing the training and reviewing this sheet, the student and parent/guardian must sign and date the Concussion Awareness section of the Student Participation Parental Consent Form

Academic Requirements Students must earn a 2.0 (or above) weighted GPA for the marking period prior to the athletic season and maintain the 2.0 (or above) weighted GPA throughout the participating athletic season. For fall sports, eligibility shall be determined using final grades from the previous year, including any half year courses which may have ended in January.