



# TECHBOSTON ACADEMY STUDENT HANDBOOK

## WELCOME MESSAGE

The faculty, staff and administration look forward to the challenge of continuing TechBoston Academy's tradition of excellence. Our goal for each student is to maximize academic performance and to develop social competence, responsibility and self-confidence. We believe that the positive development and success of all students are common goals and a collective responsibility shared by parents, students, community and school.

## TBA'S MISSION STATEMENT

*TechBoston Academy's essential belief is that every student can learn and develop into a responsible citizen by providing an environment that is both nurturing and challenging. TBA offers a college preparatory curriculum, which includes interdisciplinary project-based learning where technology is the bridge that connects the student to their learning experience.*

## TBA'S VISION

*Opportunities, Technology, and Education*

## ACADEMIC EXPECTATIONS *We expect our students:*

**To actively engage students in their own educational process and improve their academic performance as measured by MCAS and other assessment tools.**

- All students will read critically and with comprehension.
- All students will communicate and reflect effectively through writing, speaking, and presenting.
- All students will develop critical thinking skills.
- All students will solve problems effectively.
- All students will understand how common themes connect across disciplines and are applied outside the classroom.
- All students will develop the habits of study enabling them to be successful in post-secondary pursuits.



**To integrate state of the art technologies into all learning opportunities and prepare students for higher education and career development.**

- All students will become competent in specific industry technologies.
- All students will demonstrate proficiency in integrating existing and emerging industry technologies that enable communication, problem solving, visual presentation, research and analysis.

**SOCIAL EXPECTATIONS** *We expect students to:*

- Live by the motto, “We rise and fall together” by working collaboratively to achieve goals and to accomplish tasks.
- Respect themselves by assuming responsibility for their own behavior and well being.
- Respect others by being tolerant of individual differences, opinions, and preferences.
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**CIVIC EXPECTATIONS** *We expect students to:*

- Positively represent the TechBoston Academy community at all times by being responsible citizens in the school as well as in the outside community.

### **ATTENDANCE POLICY**

TechBoston Academy believes that the vocation of a young person at this point in his/her life is to be a student. Athletics, extracurricular activities, recreational pursuits and work all play a complementary yet secondary role in this process. We believe that students must be present in school and be an active participant in the educational process. Therefore, TechBoston Academy places a high value on prompt daily attendance. Apart from serious illness, excessive absence, tardiness or early dismissal from school can impair the effectiveness of this process for students and teachers alike. We earnestly ask for parental support and cooperation.

On returning to school, the student must present to their Homeroom Teacher a parental note explaining his/her absence (**All notes must be presented within five school days of the student’s absence to be considered an excused absence**). After the **twelfth absence** for any reason during the school year, every absence thereafter will be considered an unexcused absence. Further disciplinary action, including suspension and probation, will be taken in those cases where absenteeism continues to be an issue. A student with excessive absences jeopardizes his/her academic credit and, as a result, may forfeit promotion or graduation. Students with documented, ongoing medical issues will be treated on a case-by-



case basis. When a student is absent for a prolonged period due to serious illness or other extraordinary circumstances, his/her parents should contact the Student Support Office to arrange for his/her assignments.

Ample time has been built into the school year for vacations. Parents should make every effort to abide by the school calendar. Should parents nevertheless choose to take their child out of school, the Director of Student Leadership must be informed of their intentions prior to doing so. It should also be understood that, prior to their departure, students are to speak to their teachers to get homework assignments and to submit all pre-assigned work due during their absence. Students absent for one or two days should contact other students for homework assignments. Make-up work is the responsibility of the student.

Students who **arrive after 11:00 a.m.** or are **dismissed from school before 11:00a.m.**, will be recorded as absent unexcused. Absent students may not attend any school activities on that day. Any appeal of this rule must be made to the Director of Student Leadership.

### **TARDINESS**

Arriving at school on time, prepared to work is in keeping with the school's attendance policies stated above. Likewise, promptness is a positive character trait. A student arriving late to school must sign in at main office and receive an admission slip to their next class until 8:50am. We recommend that students and parents alike build extra time into their morning commute so that unforeseen delays do not make a student late.

### **TECHBOSTON ACADEMY SCHOOL-WIDE TARDY POLICY**

**Students arriving to school after 8:12am will be marked tardy and be required to serve an administrative detention. Students arriving after 8:50am will report directly to a designated area where they will remain until the start of their next class. During this time, students are expected to contact parents or guardian and begin to gather material for next class, but will not participate in any academic activities until 2nd period (9:15am). Students will be marked absent for their first period class -See attendance policy.**

**Detention for tardiness will be assign and served on the same day as infraction**

**Tardiness is recorded each semester.**

### **TECHNOLOGY ACCEPTABLE COMPUTER USE POLICY**

TechBoston Academy provides computer resources to enhance the educational experiences of its students. Students are expected to exercise their privilege to use these resources in a manner consistent with the Mission of the school, existing school policies and the policies of our Internet service providers, as well as all Federal, State and Local laws. Any activity, which



is unethical, illegal, disruptive, offensive or mischievous, is inappropriate. The student is ultimately responsible for his/her actions while using any facet of the computer system at TechBoston Academy.

### **EQUIPMENT AND FACILITIES**

The computers, local hard drives, network drives, user accounts, personal drive space and their contents are all property of TechBoston Academy. As such, this property may be checked by a member of the Technology Department in the company of a school Administrator without notice, in order to maintain compliance with this acceptable computer use policy. Privacy of information stored on school property should not be expected.

### **USER NAME AND PASSWORD**

All students are issued a user name and a password. Network activity is tracked by user name, therefore, this information must be kept private and confidential. Any violation of this *Acceptable Computer Use Policy* attributed to a student's username will result in disciplinary action being taken against that student.

### **PROHIBITIONS**

*Students are prohibited from doing the following on TechBoston computer equipment:*

- Damaging, changing or tampering with or attempting to tamper with the school's computer system, hardware or software
- Copying copyrighted software
- Using, altering, creating or distributing a password not specifically issued to the student
- Adding, deleting, or altering files or installing programs without the permission of the Technology Department
- Engaging in non-academic uses of the computer system, such as game playing and chatting
- Accessing or storing illegal or explicit material or material that is potentially harmful to the user, the computer system or others
- Using the Internet or e-mail to solicit or conspire about illegal activities
- Making harassing, threatening, prejudicial or discriminatory statements over the computer system
- Accessing, storing, transmitting or distributing offensive, indecent, obscene or pornographic materials in any form
- Storing, transmitting or distributing protected material without the written consent of the holder of the protection rights
- Circumventing or attempting to circumvent the security measures on any school computer
- Introducing any form of computer virus to any school computer
- Using the computer system or the Internet for commercial gain or political purpose.



## **PROCEDURES FOR ALLEGED VIOLATIONS**

Students or faculty members who have discovered a possible violation of the Acceptable Computer Use Policy should report it promptly to the Administration. The administration will follow-up on the situation according to school, district or federal laws as applicable.

## **LIMITATION OF SCHOOL LIABILITY**

TechBoston Academy is not responsible for a student's exposure to inappropriate or unacceptable material, and cannot guarantee the accuracy or quality of any information found on the Internet. The school is not responsible for damages, which may occur as a result of interruption of services or loss of data, or financial obligations, which result from unauthorized or improper use of the network or the Internet.

**\*\*\*\*ALL STUDENTS MUST USE A TBA ISSUED LAPTOP BAG TO CARRY THEIR COMPUTERS . NO STUDENT WILL BE GIVEN A LAPTOP WITHOUT THEIR TBA ISSUED BAG. REPLACEMENT BAGS AND RENTALS ARE AVAILABLE FOR A FEE\*\*\*\***

## **ACADEMICS**

In order to provide for the optimum educational growth of our students, the following academic expectations have been adopted for the following school year.

### **ACADEMIC INTEGRITY**

TechBoston Academy expects all students to adhere to the accepted norms of intellectual honesty in their academic work. Any form of cheating, plagiarism, dishonesty, or collusion in another individual's dishonesty is a fundamental violation of these norms.

Cheating is the use or attempted use of unauthorized aids in any exam or other academic exercise submitted for evaluation. This includes but is not limited to:

- Data falsification
- Fabrication of data
- Deceitful alteration of collected data included in a report
- Copying from another student's work
- Unauthorized cooperation in doing assignments or during an examination
- Submission of the same written work

**PLAGIARISM** is the deliberate act of taking the words, ideas, data, illustrative material, or statements of someone else, without full and proper acknowledgment, and presenting them as one's own.



**COLLUSION** is assisting or attempting to assist another student in an act of academic dishonesty.

### **MARCHING TOWARDS PROFICIENCY**

Students **must** be fully prepared for their classes each day. Homework does not mean written work only. A days assignment may include some written work as well as study and review of class material and preparation for the next class. Ordinarily, a student should expect an average of 1 - 3 hours of homework per night. Parents are encouraged to check-in with their child daily to assure that homework is completed

### **ED-LINE ACCOUNTS**

Stay in touch with your child's academic progress throughout the year. Ed-line provides parents with their own account to assist in their child's educational experience at TBA. Please contact school to get registered.

### **PORTFOLIO DAYS**

One day at the end of each term that allows teachers to discuss, review, assess student work. Students are required to use the time out of school constructively. Students will be marked constructively present for the day after they have completed the portfolio day assignment.

### **EXTRA HELP/OFFICE HOURS**

Students experiencing difficulty in a particular subject are encouraged to seek-out the teacher and to set up a mutually convenient time for a help session. Each teacher has designated office-hours to assist in your child's' academic success

### **PROFICIENCY HALL**

Student referred by teachers and or parents will be required to participate in mandatory after school session, that will assist them to be academically successful at TBA.

### **GRADE REPORTING/INTERIM REPORTS**

Report cards will be issued quarterly. The purpose of the Interim reports is to inform the student and his/her parents of his/her standing to date. It is the responsibility of the student and his/her family to be familiar with the dates for Interim and Quarterly Reports.

### **GRADUATION**

TechBoston Academy's Graduation Requirements meet, and in many cases exceed the city of Boston's requirements. TBA requires additional courses in language, math, science and technology. Additionally, all students are required to participate in Service Learning activities



as well as participate in yearly exhibition of their work. All TBA students are required to take the PSAT in Grade 11 and the SAT prior to graduation.

To be awarded a High School Diploma from TechBoston Academy, a student must receive a passing score on the MCAS and successfully complete the following:

English .....	4 years
History .....	3 years
Mathematics .....	4 years
Science .....	4 years
Technology .....	4 years (6 courses)
Language .....	2 years (of the same language)
Physical Education .....	1 year
The Arts .....	1 year
Health .....	Competency-based

**Students must also complete the following:**

- 2 MOUS Certifications (Word, PowerPoint, Excel or Access)
- Participation in the yearly technology showcase
- Successful completion of a 9<sup>th</sup> Grade reflection
- Successful completion of a 10<sup>th</sup> Grade Exhibition
- Successful completion of a 12<sup>th</sup> Grade Exit Portfolio and Presentation

**HONOR ROLL**

- High Honors: are awarded to students who have received all A's with the exception that one grade be no lower than a B+
- Honors: are awarded to students who have received all A's and B's
- Honorable Mention: are awarded to students who have received A's and B's with the exception that one grade may be no lower than a C+

**NATIONAL HONOR SOCIETY REQUIREMENTS**

Sophomores, Juniors and Seniors who have maintained a 3.3 grade average in their first three semesters of high school and are enrolled in at least one honors course and have not failed any courses are considered for membership in the

TechBoston Chapter of the National Honor Society. Selections shall be based upon scholarship, leadership, service, and character. Qualified students are selected for National Honor Society membership by a majority vote of the five member Faculty Council after reviewing all pertinent information (recommendations, application form and student essay). No student has the right to be granted membership.



## COURSE OF STUDY

The following is a guide to planning an educational program at TechBoston Academy:

### 9<sup>TH</sup> GRADE

**English:** College English Language Arts 9  
**Mathematics:** Algebra I  
**Science:** Physics I  
**History:** United States History I

**Technology:** Digital Art I, Information Technology I  
**Electives:**  
 Writing Enrichment  
 JROTC  
 Physical Education  
 Yoga

### 10<sup>TH</sup> GRADE

**English:** College English Language Arts 10 + Honors  
**Mathematics:** Geometry & Honors  
**Science:** Biology + Honors

**History:** United States History II + Honors  
**Technology:** Web Workflow  
**Electives:**  
 Writing Enrichment  
 JROTC  
 Physical Education  
 Yoga

### 11<sup>th</sup> Grade

**English**  
 College English Language Arts 11  
 College English Language Arts 11 Honors  
 College English Language Arts 11/Publications  
**Mathematics**  
 Algebra II  
 Algebra II Honors  
**Science**  
 Chemistry  
 Chemistry Honors  
 Environmental Science  
**History**  
 Facing History Latin America  
 US History II  
 US History II Honors

**World Language**  
 French I & Honors  
 Spanish I & Honors  
 French II & Honors  
 Spanish II & Honors  
**Technology**  
 IT Essentials II  
 Media Seminar  
 Podcasting  
**Electives:**  
 Writing Enrichment  
 ELA SAT Prep  
 Math SAT Prep  
 JROTC  
 Physical Education  
 Yoga



## 12<sup>th</sup> Grade

### English

College English Language Arts 12  
College English Language Arts 12 Honors  
Film and Literature  
Facing History and Ourselves

### Mathematics

Applied Math  
Pre-Calculus  
Pre-Calculus Honors  
Senior Math Seminar

### Science

AP Environmental Science  
Biotechnology  
Biotechnology Honors  
Science of Music

### History

AP Government/Politics  
Facing History and Ourselves  
Film and Literature

### Technology

IT Essentials II  
Podcasting  
Senior Seminar and Portfolio

### Electives

University of Massachusetts Classes (upon approval)  
Writing Enrichment  
JRTOC  
Physical Education  
Yoga

## DISCIPLINARY REGULATIONS

The Boston Public School Code of Discipline is intended to be instructive, not punitive, and is based on the principle of progressive discipline; i.e. minor infractions and first offenses will have less serious consequences than major infractions and repeat offenses. Factors such as age and grade level of the student, the student's social, emotional and intellectual development, and overall student rights and responsibilities should also be considered.

***A complete description of the Boston Public Schools Code of Discipline is available both on line at***

***[www.boston.k12.ma.us](http://www.boston.k12.ma.us) or at the school should any Parent require additional or clarifying information.***

### **TechBoston Academy Community Conduct Infractions**

To further the cause of good order and to encourage the growth of self-discipline, TBA has adopted its own approach to discipline. In all cases, our community infraction list aligns with BPS Code of Discipline both in practice and philosophy.

#### **Level 1 Infractions:**

- Violation of food and beverage policy
- Breach of classroom rules and any behavior which disrupts the educational process



- Inappropriate public display of affection
- Dress code violation as described in BPS Code of Discipline
- Disruptive behavior in hallway, library, cafeteria and assemblies

#### **Level 2 Infractions:**

- Disrespect, Insubordination of staff (Insubordinate implies failure or refusal to recognize or submit to the authority of a superior and or in defiance of established authority)
- Possession of an item or object deemed inappropriate for school
- Presence in a part of the building or grounds off limits to students
- Unauthorized sale of goods
- Use of electronic devices, beepers, cell phones during school hours\*
- Gambling

#### **Level 3 Infractions:**

- Refusal to identify self on the reasonable request of staff or gives false identification
- Leaving the school building without permission
- Excessive cutting of classes (**4 classes in any given semester constitutes excessive cutting\*\***)
- Unacceptable use of networks, including the internet and electronic mail (e-mail)
- Sending information, or uses language that others may find offensive
- Altering, deleting, or destroying files or data belonging to another user
- Use of Tobacco products, lighters, matches
- Continuously and intentionally making noise or otherwise disrupting or preventing the normal functioning of school or teaching of other students
- Occupying any school building, school grounds, or part, depriving others of its use

#### **Level 4 Infractions:**

- Blatant defiance of school personnel
- Violation of Civil Rights of others
- Committing acts of harassment related to sexual orientation
- Using racial or ethnic slurs in a persistent and/or abusive manner
- Using profanity or obscene language in a persistent and/or abusive manner
- Attempting by threat or force to steal private property
- Damaging or Vandalism of personal and/or school property (Includes tagging)

#### **Level 5 Infractions:**

- Assault and battery on any person
- Causing physical injury to another person, except when the actions are reasonably believed necessary to protect themselves
- Sexual assault
- Possession of Firearm



- Possession of dangerous weapon
- Use of any object in a dangerous or threatening manner
- Endangering the safety of others by setting or attempting to set a fire on school property

## **INFRACTION CONSEQUENCES**

**Level 1 Infractions:** Parent contacted by email or phone (voice mail messages constitute parent contact)

- Administrative Detention- 30 minutes
- (3) level 1 infractions (One semester) Parent conference

**Level 2 Infractions:** Parent contacted by email or phone (voice mail messages constitute parent contact)

- Administrative Detention -45 minutes
- \*Re-entry (Teacher Led)
- In-house suspension
- Suspension 1-Day

**Level 3 Infractions:** Parent contacted by email or phone (voice mail messages constitute parent contact/must be documented) **Administrative/SSD initiated.**

- Suspension up to 3 days
- Parent conference
- \*Mediation- (more than 3 infractions with same teacher)

**Level 4 Infractions:** Parent contacted by email or phone

- Suspension up to 5 days
- Mediation with Teacher
- Parent conference
- Student supports documented and followed (i.e.-Student contract, weekly progress report)
- Possible referral to SMART program, or other outside program
- Formal hearing occurs

**Level 5 Infractions:** Parent contacted by email or phone (voice mail messages constitute parent contact/must be documented)

- Short term suspension up to 10 days
- Long term suspension up to 45
- Alternative placement, disciplinary transfer and/or expulsion
- 5-days at Counseling and Intervention Center (depends on specific infraction)
- Formal hearing occurs



***\*All out of school suspensions follows BPS Code of Discipline and include a formal hearing and or waiver from the parent dismissing their right to a formal hearing***

**Re-entry** -Teacher initiated discussion with student to attempt redirection of student behavior in classroom

**Mediation**-Administrative or designee led between teacher student and parent when determined by a\parties involved.  
(Must occur within 2 school days)

## **CUTS**

**First cut**-Administrative detention -60 minutes

**Second cut**-Administrative detention -60 minutes

**Third cut** –Administrative detention-60 minutes- Parent contact made by Administration explaining cut policy and suspension to be a result of any cut thereafter until completion of semester.

**Fourth cut**- Suspension 1-day (Each cut after the fourth in any term results in 1-day suspension)

***Students who cut a class are not allowed to make up work or test and quizzes.***

## **DETENTIONS**

To further the cause of good order and to encourage the growth of self-discipline, TechBoston has a system of detentions. **Staff Detentions:** are given to students as a result of a teacher infraction or classroom violation, and the time is determined by the individual teacher. **Administrative Detentions:** are given for serious offenses and held by the Administration .A student who fails to report to detention as required will have his/her time doubled.

***TechBoston considers the following to be serious disciplinary infractions:***

## **STEALING AND VANDALISM**

Since vandalism and theft are serious actions, which violate personal and institutional rights, any student who steals or willfully destroys property is subject to expulsion and arrest by



Boston Police when warranted. A student who knowingly possesses stolen goods is also subject to expulsion.

### **POSSESSION OF WEAPONS**

Any student who threatens the well being of the TechBoston Community by bringing a weapon to school is subject to expulsion. Also, because the school is mandated to report weapon possession to the police, civil action necessarily follows.

### **DRUGS AND ALCOHOL**

The possession or use of drugs or alcohol is a most serious disciplinary matter that warrants expulsion. Any student who sells or distributes drugs will be expelled.

### **VIOLENCE**

Because violence, for example fighting on school property or areas contiguous to TechBoston, violates our code of conduct and imposes a danger to not only the violent but also anyone proximate, TechBoston considers it a serious matter.

### **HAZING**

In compliance with Massachusetts General Law 269, TechBoston prohibits any and all forms of hazing.

### **POSSESSION OF FIREWORKS**

Possession of fireworks or any dangerous flammable material poses a danger and is considered a matter of serious consequence.

### **SEXUAL HARRASSMENT**

TechBoston Academy is committed to providing an environment that is free of sexual harassment. Sexual harassment is unacceptable and will not be tolerated in any form. It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to “condone” sexual harassment means to participate in such harassment by inciting, encouraging, fostering, or otherwise giving support or approval to that harassment.

Also prohibited is any retaliation against any other person because s/he complains of sexual harassment or assists a School investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint. The School will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each such complaint thoroughly investigated.

### **RACIAL OR ETHNIC HARRASSMENT**

Racial or ethnic discrimination and harassment means treating students differently because of their race, color, ethnicity, or national origin such that the treatment interferes with or limits the ability of the student to participate in or benefit from a program or activity. Racial or



ethnic discrimination and harassment also includes oral, written, graphic, or physical content relating to an individual's race, color, ethnicity or national origin that is sufficiently severe, pervasive, or persistent that it (a) interferes with or limits a student's ability to participate in or benefit from any Department program or activity, or (b) creates an intimidating, threatening or abusive educational environment.

### **GAMBLING**

Gambling (including sports betting) is forbidden at TechBoston

### **LEAVING SCHOOL GROUNDS**

No student may leave the school's grounds without the express permission from TBA's administrative team as well as parental approval. The school sees the violation of this rule as a serious disciplinary infraction due to the peril that such a violation poses. A student who leaves school grounds will be suspended for a period of one day and require a parent conference. **NO STUDENT UNDER THE AGE OF 16 WILL BE RELEASED WITHOUT A PARENT OR GUARDIAN.**

### **LEAVING CLASS**

No student may be excused from class without a pass. A student dismissed from class for disciplinary offenses **must** report to Administration even if the teacher does not specifically direct a student to do so. A student who cuts a class will receive an administrative detention.

### **TOBACCO**

Our insistence on a smoke free environment results from both the health risk to not only the smoker but also anyone proximate. Tobacco use is a serious breach of conduct and is prohibited at TechBoston at all times within the boundaries of the school's entire campus. For the first offense, the student incurs 3 administrative detentions. The second offense will result in suspension, a parental conference, Should a third offense occur, the student would be a candidate for expulsion.

### **GENERAL REGULATIONS**

#### **TRANSFER POLICY**

Voluntary **Transfers**- A parent or student age 18 and up may request an assignment to a different school. Voluntary transfers—those that are not for change of address, safety, programmatic, or disciplinary reasons—are allowed as follows:

***High school: only one transfer during the high school years (grades 9-12)***

**Transfers from Schools Identified for Improvement**-The Mass. Department of Education maintains a list of schools that have failed to make Adequate Yearly Progress (AYP) based on their MCAS scores. Under the federal "No Child Left Behind" law, students attending a



school that has not made AYP for two years in a row have the right to transfer to another school not on the list, as long as seats are available. Regular times and rules for transfers apply.

**Safety Transfers-** It is sometimes necessary to assign a student to a different school to ensure a safe and secure learning environment for that student.

**Disruptive Students-** The BPS may assign students to another school for disciplinary reasons. Disruptive high school students will be assigned only to alternative programs.

### **EARLY DISSMISSAL**

Early dismissal requests will be evaluated in light of the school's attendance policy. Those requests not in keeping with that policy will be considered unexcused and students must make up the time in detention. Routine dental or doctor appointments should be scheduled after school hours. Requests for early dismissal must be submitted prior to homeroom. **No student under the age of 16 will be released without being picked up by a parent or guardian.** Student must be signed out by parent or guardian for an early release to be excused.

### **DRESS CODE**

TechBoston Academy students are expected to dress in an appropriate manner. No shirts that display offensives jesters or logos. Examples include, but are not limited to the following; guns, drinking, or drugs. Females should pay particular attention to the length and tightness of skirts, tops, and dresses, each must reach fingertip length (middle finger). Tank tops that expose the midriff are prohibited. Hats, do-rags and other head-gear are not to be worn at any time while in TBA school building, (This includes scarf's for young ladies).

***Students that violate the above school dress code will be held out of classes until parents are notified and or sent home for the day. The dress code remains in effect for all school sponsored activities and field trips.***

### **PORTABLE LISTENING DEVICES**

Beepers, portable telephones, and portable listening devices are not be used or visible at any time during the school day.

### **LOST BOOKS/COMPUTER DAMAGE**

All books and computers are property of TBA. Therefore, lost or damage to any books and or computers will be the responsibility of the student and or parent/guardian of that student. No finals will be given to students who have not signed an agreement of repayment with TBA. Outstanding obligations may effect the status of a students graduation or transfer from TBA.

### **HIV/AIDS POLICY**



The school's Administration must be notified of a student infected with the AIDS virus by the parents. Only persons with an absolute need to know will be informed. No student with the AIDS virus will be excluded from attending TechBoston academy until it is determined that he/she can no longer function well because of AIDS or AIDS related illness. This judgment will be made by the Administration.

### **ATHLETICS**

The Dorchester Education Complex participates as one entity with regards to athletics at TBA. Students involved in athletics must have and maintain a 2.0 G.P.A . to be eligible for an athletic team. MCAS tutoring and all academic responsibilities and or disciplinary obligations, including detentions of students are seen as a main priority and must be met before participating in any extra curricula activity. Students can not participate in any athletic contest if that student is serving an out of school suspension on that same day

### **BEFORE SCHOOL**

Students arriving before 8:00AM are to report to the Cafeteria.

### **AFTER SCHOOL**

Students who remain after school and are not involved in an athletic or extracurricular activity may use the school's facilities when available. Students are not to remain in unsupervised classrooms or loiter in general.

### **CAFETERIA**

After eating, students are to remain in the Cafeteria. They may go to the lavatory, but are not to wander the halls, gym or library. No purchases from the vending machines may be made after the time to return to class (student is subject to loss of the purchase). All food and beverage must be kept in the cafeteria.

### **FIELD TRIPS, AND DOMESTIC TRAVEL**

Field Trips and domestic travel are considered privileges, not rights. Any form of travel conducted by TechBoston Academy will conform to prudently designed practices and procedures determined by TechBoston Academy. Only those trips, approved by the School and subject to the above guidelines, may be advertised or promoted at TechBoston Academy. Student conduct, while on such trips, must be in compliance with all school regulations.

### **FIRE DRILLS**

Whenever the fire signal sounds, all classes proceed immediately in an orderly manner, in rapid order, in orderly lines, along the route designated for each room in the school buildings. When the return signal is given, students are to return to the building in orderly manner.



## **GENERAL LOBBY**

The General Lobby is a reception area for visitors and for official school business. The sale of tickets, conferences, friendly gatherings, and the like should be held in other, more appropriate locations

## **GOOD NEIGHBOR RELATIONSHIP**

Out of consideration for our neighbors, students are prohibited from congregating or loitering on streets or properties adjacent **to the school**.

## **PERSONAL PROPERTY**

All students are required to secure valuables in their lockers. Book bags and athletic bags are never to be left unattended. A student who does not secure his belongings properly runs the risk of both losing the property as well as some form of disciplinary action taken by the Director of Student Leadership

## **PHONE CALLS**

The school office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Unless for **emergency** reasons, **no** personal messages via phone will be accepted by the office.

## **HEALTH AND IMMUNIZATION RECORDS**

In compliance with Massachusetts General Law, Section 15 of Chapter 76, TechBoston Academy High School is required to have, on file, updated health and immunization records.

## **LOCKERS**

Each student is assigned a locker and lock for his/her use. He/she is responsible for the condition of his/her locker. Students are not permitted to place pictures or stickers on lockers as these create a maintenance problem. TechBoston Academy is cotenant of **all** lockers and reserves the right to search them at anytime without notice. Students can not share lockers with another student.

## **MEDICATIONS**

All medications, whether prescription or over the counter, must be dispensed by or taken in the presence of the school nurse. Exceptions to this policy may include the use of insulin, epi-pen, or inhalers; for these, prior notification of their use or potential use in emergencies must be given to **the** school nurse.

## **NO SCHOOL AND DELAYED OPENINGS**

On occasion, the BPS may need to close school or delay school opening because of bad weather or an emergency situation. Parents and guardians should listen to the major radio or



television stations for announcements beginning at 5:30 a.m. In addition, we also try to communicate the cancellation or delayed opening message in these ways:

**BPS Switchboard** ..... 617-635-9000  
**Internet** ..... [www.cancellations.com](http://www.cancellations.com)

Whatever our decision regarding school opening, the parent should make the final decision on whether it is safe for their child to go to school. If a parent

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

**HALF DAYS/DAILY SCHEDULE**

**(ALL HALF DAYS ARE A 11:30AM RELEASE)  
 Monday, Tuesday, Thursday and Friday-8:00AM-3:00PM**

**Half Day Wednesdays, 2008-2009  
 School Year**

**2008**  
 September 17  
 October 1  
 October 15  
 October 29  
 November 12  
 November 26  
 December 10  
 December 24

**2009**  
 January 7  
 January 21  
 February 4  
 February 18  
 March 4  
 March 18  
 April 1  
 April 15  
  
 April 29  
 May 13  
 May 27  
 June 10  
 June 24

***Notes: An extended day will be available for all students and mandated for specific students for academic support and after school sponsored and sanctioned activities.***