



Student and Family Handbook

Academic Year 2018–2019
Rev: April 16, 2019

Dear BUA Families,

The following document outlines the guidelines, rules, and expectations for all Boston University Academy students and families for the 2018-2019 academic year. We hope you find this document a useful reference for all aspects of life at BUA and refer to it as needed throughout the year.

We expect BUA students to follow the rules outlined in the Handbook and make decisions based on respect for one another, ethical conduct, and common sense. We hope that the stated guidelines and expectations of student behavior are clear, and that students will encourage one another to make positive choices and to be their best selves. We understand that students can and will make mistakes during their time at BUA. The faculty and staff will support students when this happens and try to address the mistakes as teachable moments. Yet, students and families should be aware that some actions, or patterns of actions, will result in disciplinary consequences as outlined in the Handbook.

The Student and Family Handbook is a living document. A printed version of the Handbook is provided to families in the fall. Students and families should be aware that updates may be made throughout the year. Community members will be informed of updates when they occur. The most recent version of the Handbook is always available online on the BUA website.

If you have questions about any part of this document or would like clarification, please reach out and let us know!

Best,

A handwritten signature in black ink, appearing to read "Rosemary White". The signature is fluid and cursive, with a small heart-like flourish above the 'y'.

Dr. Rosemary White
Interim Head of School

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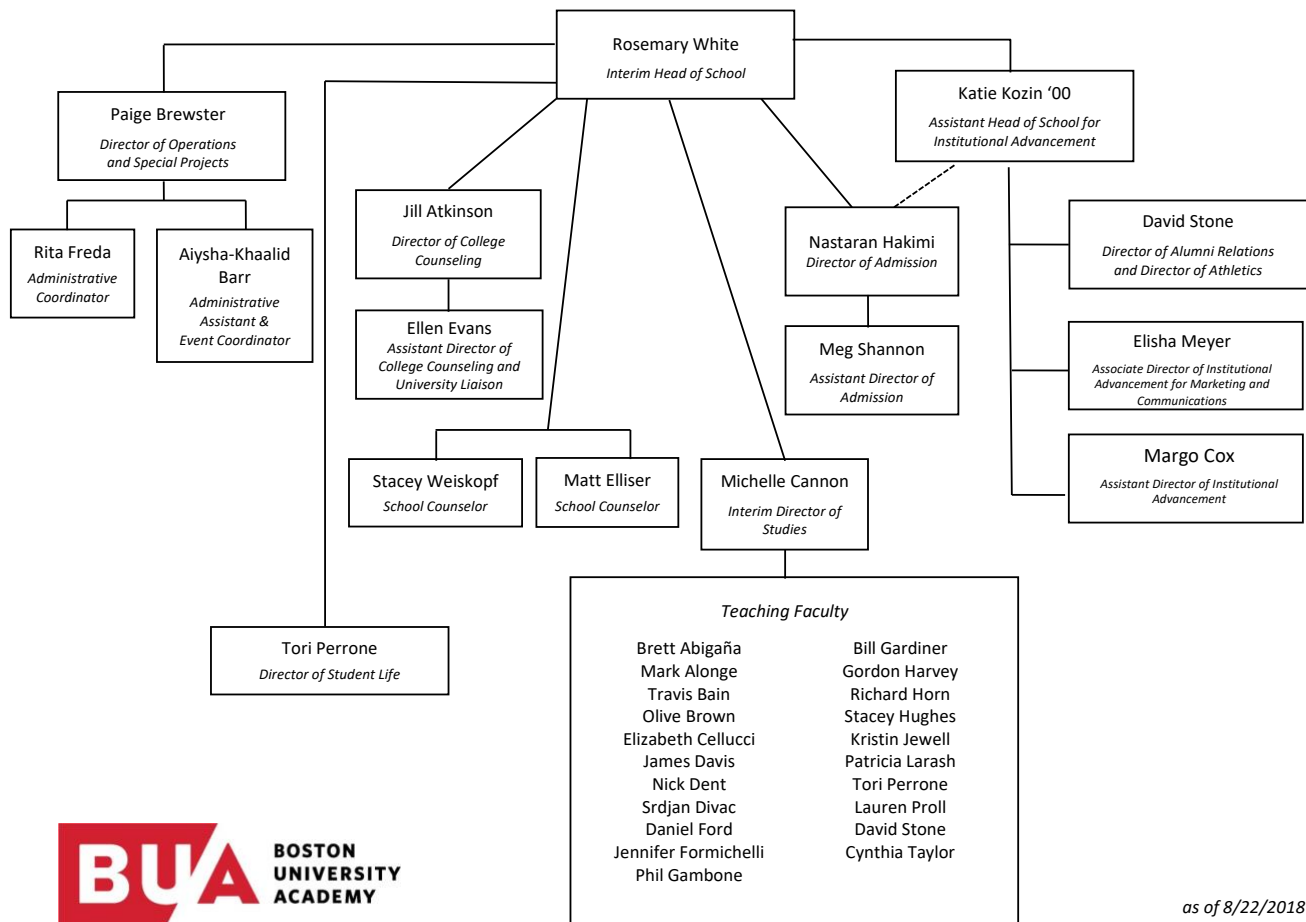
FACULTY AND STAFF EMAIL LIST

Boston University Academy
 One University Road
 Boston, MA 02215

PHONE: 617-353-9000
 FAX: 617-353-8999

Name	Title	E-mail
Brett Abigana	Music Teacher	babigana@bu.edu
Mark Alonge	Classics and History Teacher	alonge@bu.edu
Jill Atkinson	Director of College Counseling	jillatk@bu.edu
Travis Bain	Mathematics and Science Teacher	tbain@bu.edu
Aiysha-Khaalid Barr	Receptionist and Event Coordinator	akbarr@bu.edu
Paige Brewster	Director of Operations and Special Projects Director of Financial Aid	brewster@bu.edu
Olive Brown	History and English Teacher	ocbrown@bu.edu
Michelle Cannon	Interim Director of Studies	mcannon@bu.edu
Elizabeth Cellucci	Visual Art Teacher	lizcel@bu.edu
Margo Cox	Assistant Director of Institutional Advancement	margocox@bu.edu
James Davis	History Teacher	jdavis@bu.edu
Nick Dent	Mathematics Teacher	ndent@bu.edu
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Ellen Evans	Assistant Director of College Counseling; University Liaison	erevans@bu.edu
Dan Ford	Mathematics Teacher; Director of Discipline	djford@bu.edu
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Rita Freda	Administrative Coordinator	rffreda@bu.edu
Bill Gardiner	Drama Teacher	billgard@bu.edu
Phil Gambone	English Instructor	pgambone@bu.edu
Nastaran Hakimi	Director of Admission	nrhakimi@bu.edu
Gordon Harvey	English Teacher	gharvey@bu.edu
Richard Horn	History Teacher	rdh@bu.edu
Stacey Hughes	Chemistry Lab Instructor	
Kristin Jewell	Classics Teacher	kejewell@bu.edu
Katie Kozin	Assistant Head of School for Institutional Advancement	kkozin@bu.edu
Patricia Larash	Classics Teacher	plarash@bu.edu
Elisha Meyer	Associate Director of Institutional Advancement for Marketing and Communications	emmeyer@bu.edu
Victoria Perrone	Director of Student Life; Chemistry Teacher	perronev@bu.edu
Lauren Proll	English Teacher	lproll@bu.edu
Meg Shannon	Assistant Director of Admission	megks@bu.edu
Dave Stone	Director of Athletics and Director of Alumni Relations	stoneyd@bu.edu
Cindy Taylor	Physics and Mathematics Instructor	cjtaylor@bu.edu
Stacey Weiskopf	School Counselor (maternity leave in Fall 2018)	ssherpe1@bu.edu
Rosemary White	Interim Head of School	rosew@bu.edu

BOSTON UNIVERSITY ACADEMY ORGANIZATIONAL CHART



as of 8/22/2018

BUA FACULTY, STAFF, AND ADMINISTRATOR CONTACT LIST

You can expect a response in one business day whether by email or by phone from the appropriate staff or faculty member. If you have an urgent situation that needs attention by the end of the school day, please alert the front desk at 617-353-9000 or academy@bu.edu.

Attendance

- To report a student absence Front desk: 617-353-9000
- To request an excused absence for an unusual circumstance academy@bu.edu
- To find out the time of a school event www.buacademy.org or 617-353-9000
- To learn of a school closing due to inclement weather www.buacademy.org; Channels 4, 5, 7, 25; Radio 680 AM, 90.9 FM; email to students

Front Desk

- To return a school form, permission slip, or money the dropbox to the left of the front desk
- To inquire about MBTA passes Ms. Barr: 617-353-9000 or akbarr@bu.edu

Business Office

- To inquire about your Smart Tuition billing account Ms. Brewster: 617-358-3440 or brewster@bu.edu
Ms. Freda: 617-358-2923 or rffreda@bu.edu
- To inquire about financial aid or about re-enrollment materials Ms. Brewster: 617-358-3440 or brewster@bu.edu

Academic Program

- To inquire about program of study or curriculum Ms. Cannon: 617-358-5111 or mcannon@bu.edu
- To inquire about course registration and scheduling Dr. White: 617-358-3602 or rosew@bu.edu

For Students

- To talk about course selection for the coming year or semester Your faculty advisor
- To make changes to your BUA or BU schedule Dr. White: 617-358-3602 or rosew@bu.edu
- To ask a question about using Google Mail or Google Apps academy@bu.edu or ithelp@bu.edu
- To inquire about how to use Blackboard Learn academy@bu.edu or ithelp@bu.edu
- To request (in writing) an official transcript Ms. Atkinson: jillatk@bu.edu
Ms. Evans: erevans@bu.edu
- To request a student in good standing letter
(for car insurance, etc.) Ms. Barr: 617-353-9000 or akbarr@bu.edu

Student Support

- To inquire about a student's progress in a BUA or BU course..... your student's faculty advisor
- To talk about your student's overall academic experience Dr. White: 617-358-3602 or rosew@bu.edu
- To alert the student support team of an ongoing academic issue in one or more courses Dr. White: 617-358-3602 or rosew@bu.edu
- To share something about your student's emotional well-being or health-related (medical) concerns Mrs. Weiskopf: 617-353-6277 or ssherpe1@bu.edu
..... Mr. Elliser: 617-353-6277 or elliser@bu.edu
- To discuss a learning accommodation for your child..... Mrs. Weiskopf: 617-353-6277 or ssherpe1@bu.edu
..... Mr. Elliser: 617-353-6277 or elliser@bu.edu
- To inquire about the college application process Ms. Atkinson: 617-353-9031 or jillatk@bu.edu
- To inquire about the advising program..... Mrs. Weiskopf: 617-353-6277 or ssherpe1@bu.edu
- To request referrals for a professional tutor Ms. Evans: erevans@bu.edu

For Students

- To seek extra help in a course..... the course teacher
- To talk about how classes are going overall your faculty advisor
- To request a peer tutor Dr. Larash: larash@bu.edu
- To schedule an appointment with the writing center Dr. Larash: larash@bu.edu
- To seek help from the math and science center..... Mr. Dent: ndent@bu.edu
- To talk with if you are feeling stressed, overwhelmed, or having difficulty coping with an issue Mrs. Weiskopf: 617-353-6277 or ssherpe1@bu.edu
..... Mr. Elliser: 617-353-6277 or elliser@bu.edu
- To address concerns about peer relationships or conflicts Mrs. Weiskopf: 617-353-6277 or ssherpe1@bu.edu
..... Mr. Elliser: 617-353-6277 or elliser@bu.edu

Student Life

- To inquire about school-wide events or student clubs, such as Opening Day, Fall Festival, Lock-in, Semi-Formal, Prom, etc. Ms. Perrone: 617-358-0222 or perronev@bu.edu
- To inquire about Athletics or Physical Education program..... Mr. Stone: 617-353-4954 or stoneyd@bu.edu
- To inquire about Camp Burgess details..... Ms. Perrone: 617-358-0222 or perronev@bu.edu
- To inquire about the Spring Break trip..... Mrs. Brown: ocbrown@bu.edu
- To share news about a student's success for BUA website and social media Ms. Meyer: 617-353-4955 or emmeyer@bu.edu

For Students

- To get a permission slip for a school event..... your BUA email, OrgSync, or Ms. Perrone
- To inquire about the Community Service requirement..... Ms. Perrone: 617-358-0222 or perronev@bu.edu
- To inquire about summer programs and opportunities Ms. Atkinson: 617-353-9031 or jillatk@bu.edu
- To request a working permit for a student under 16 years old..... your local public high school's guidance office
(BUA cannot grant working permits)

BOSTON UNIVERSITY ACADEMY MISSION

Mission Statement

The mission of Boston University Academy is to educate talented students who are passionate about learning and who share the joy of inquiry.

Non-Discrimination Policy

Boston University Academy adheres to Boston University's Equal Opportunity/Affirmative Action Policy:

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, or because of marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including admissions, financial assistance, educational and athletic programs, housing, employment, compensation, employee benefits, and the providing of, or access to, University services or facilities. Boston University recognizes that non-discrimination does not ensure that equal opportunity is a reality. Accordingly, the University will continue to take affirmative action to achieve equal opportunity through recruitment, outreach, and internal reviews of policies and practices.

For more information, see the University's Equal Opportunity/Affirmative Action Policy webpage at <https://www.bu.edu/eoo/policies-procedures/equal-opportunity>.

DIPLOMA REQUIREMENTS

Students in ninth through eleventh grade must enroll in and successfully complete five full-credit courses each semester; twelfth grade students must enroll in and successfully complete four and a half credits each semester.

Requirements for Four-Year Students (entering grade 9)

- English: Four years including EN25, EN45, and EN65
- History: Three years including HI25, HI45, and HI65
- Classical Language: Two years of either Ancient Greek or Latin*
- Mathematics: Three years and completion of MA80
- Science: Two years including PY25 and CH45**
- Visual or Performing Arts: Two years
- Physical Education: Two years
- Foundations in Language and Logic: One year
- Senior Thesis: One year
- Community Service: 20 hours per year

Requirements for Three-Year Students (entering grade 10)

- English: Three years including EN45 and EN65
- History: Two years including HI45 and HI65
- Classical Language: One year of either ancient Greek or Latin
- Mathematics: Two years and completion of MA80
- Science: Two years including PY25 (or equivalent) and CH45 (or equivalent)**
- Visual or Performing Arts: One year
- Physical Education: One year
- Senior Thesis: One year
- Community Service: 20 hours per year

Requirements for Two-Year Students (entering grade 11)

- English: Two years including EN65
- History: One year including HI65
- Mathematics: One year and completion of MA80
- Science: Recommendation based on a student's previous coursework**
- Senior Thesis: One year
- Community Service: 20 hours per year

*Students participating in the BU Modern Language Pilot are only required to take one year of ancient Greek or Latin.

**Students are strongly encouraged to take a semester of biological science at the University.

THE ACADEMIC PROGRAM

Boston University Academy students are capable of significant academic accomplishment and are expected to work hard to reach to their potential. BUA students are expected to proactively seek help when needed and accept assistance and support when offered. Although BUA does not expect new students to have mastered these skills upon arrival, it is a goal that students will graduate from BUA with the confidence and capacity to advocate for themselves.

Grading, Grade Reports, and Transcripts

Grades at Boston University Academy range from A to F. Grades of D+, D-, or A+ are not used. The academic year is divided into two semesters. In the middle of each semester, teachers issue grade reports indicating student progress in such areas as the following: performance on written work; tests and quizzes; completion of homework; promptness; participation in class discussion; and classroom behavior. Grades issued at mid-term are indicators of student performance, and are not part of a student's permanent record. Regular progress reports are also issued for any students whose grades are cause for concern.

At the end of each semester, teachers issue grade reports in each subject. These reports show the grade for the current and any past semester in that academic year, the current semester comments, the exam grade, and a final course grade at the end of the year. Official transcripts show only the final grade for each course. Boston University Academy does not report a grade point average or rank its students.

Families can access student grades reports through BUA's secure online family portal. Students can access grades for University courses at the University Student Link (www.bu.edu/studentlink).

A final grade of "D" is considered to earn credit for the course, but is "unsatisfactory" and might require significant remedial work over the summer. A grade of "F" receives no credit, and precludes advancement to the next level. A grade of "F" in a BU course will require the student to make up the course credit for graduation.

Students needing an official transcript should put a request in writing to the director of college counseling.

Course Credit and Waivers for Non-BUA Courses

Boston University Academy does not encourage students to pursue courses for credit outside of BUA and BU offerings. In rare cases, if a student hopes to receive advanced standing or a waiver from a BUA course (such as advancement in math), the Interim Head of School can guide a family in the steps needed to make this request. Such acceleration requests should be made no later than February for the following year and must be completed by mid-August.

Students interested in summer math advancement must include a written request with their fall registration in March of the year before.

Summer courses or other coursework outside of the academic year curriculum will not be included on a student's BUA official transcript.

Homework

Homework is announced in class and posted to the Blackboard Learn course space by 4:00 p.m. on the day it is assigned in class. Homework assignments are intended to take on average 45 minutes per class per night.

Announcement of Tests and Independent Work

Scheduled full-period tests and major assignments are announced at least a week in advance. Students are given ample notice of completion dates for independent work. Teachers announce in class, as well as post to Blackboard, all tests and major assignments. It is each student's responsibility to keep track of such announcements. Students will have no more than two major assignments or tests due in the same day in their BUA courses. If this occurs, they should alert their advisor. Students should expect that major assignments will be returned to students within two weeks of being submitted. If students experience a delay in the return of their work, they should alert their advisor or the interim director of studies.

Late and Incomplete Work

Students have a responsibility to complete and submit assigned work on time. Within BUA guidelines, teachers establish their own policies on late work and communicate them to each class.

Academic work will not be accepted at the end of each semester beyond the last day of classes. Only in rare occasions and with the approval of the interim director of studies might teachers accept academic material (including make-up work) during exams.

In the rare situation that extraordinary circumstances prevent a student from completing work by the end of the semester, the teacher, with approval from the interim director of studies, may assign a grade of "Incomplete" for a course, and grant an extension for the completion of such work. Incomplete work from the first semester must be completed by January 31, and work from the second semester must be completed by June 30. Unless the work is completed by the end of the extension, the "Incomplete" may be converted to an "F" for the course. Exceptions to these guidelines are at the discretion of the interim head of school and interim director of studies.

Appeals

A student wishing to discuss any grade should respectfully consult the teacher assigning the grade and bring it to the attention of their advisor. The teacher and student may consult with the interim director of studies, if necessary. We strongly encourage parents or guardians to support students in taking ownership of these conversations.

UNIVERSITY COURSE INFORMATION

Boston University Academy's Student Support Team serves as the University Registrar for BUA students, and will assist all students in the scheduling process. A College Counselor, advisor, and the student's parents/guardians must first approve all course selections. A committee of faculty reviews all University course requests, with a final decision on any exceptions made by the interim head of school.

BUA students may not register for courses, drop courses, change sections or change their mailing address on their own through the University Registrar's office. Students who deal directly (or through their families) with the University Registrar are subject to disciplinary action, up to and including dismissal from BUA. Boston University Academy students follow the University policies and timeline for adding and dropping courses, although the process differs.

Many colleges will not consider any course used toward graduation from BUA (e.g. University English courses) as credit toward a college degree.

Students wanting to take more than the required credits may request a course overload at the time of registration, though this overload is strongly discouraged.

Adding or Dropping a Course

Boston University Academy is bound by all guidelines for adding and dropping classes set forth by Boston University. All BUA students must update their compliance through BU Student Link each semester prior to each registration period.

To add or drop a course or change a section after course registration has occurred, permission from a parent or guardian is required, as well as the approval of the student's advisor and a College Counselor.

To add a University course after the start of a term during the drop/add period, a student must obtain written permission from the instructor. Courses may not be added after the second week of classes. Information regarding deadlines for any given semester is available on the web at www.bu.edu/reg/calendars.

Students will be given permission to drop a class and continue on a reduced course load only when there are unusual and extenuating circumstances, such as a medical leave of absence. The course credit must be made up in a course approved by the interim head of school in order for the student to advance to the next grade at BUA or to graduate from BUA. Make-up coursework will not be included on a student's BUA official transcript.

Students wanting to add or drop a junior or senior seminar at BUA follow the same timeline for adding or dropping as noted for the University, and would communicate the request to the interim head of school.

Auditing Courses and Pass/Fail Courses

BUA students may not audit courses or take a course as a Pass/Fail within any of the Schools and Colleges at the University.

Attendance in University Courses

Please see the Attendance Policies section.

University Grading Policies

BUA students are subject to the grading policies of the course instructors, as guided by University policy. University instructors will work with the University Liaison to navigate any “Incomplete” grades. The instructor and the student must confer, the student must present a sufficient reason why a course cannot be completed on schedule, and the instructor must agree to assign a date by which all course requirements must be completed. Students may not repeat an “Incomplete” course for credit. In the event that the coursework remains incomplete on the assigned date, the “I” grade will be changed automatically and permanently to an “F” grade.

A University course may receive course credit only once. The grade received for a repeated course does not replace the grade for the original course.

BU College Admission Guarantee

BUA students who apply to Boston University will be granted admission to most of BU’s undergraduate 4-year programs if they meet the following criteria:

- Earn a 3.0 cumulative GPA in academic year University coursework at the time of the review of their application
- Have no grade of D or F in any Academy or University course(s)
- Have no reportable disciplinary infraction(s)

Boston University Academy students must complete an application and submit all required testing if they wish to be considered for admission to BU. Students not meeting these benchmarks may still apply to BU and will still be considered for admission.

The BU Admission Guarantee does not apply to the College of Fine Arts and many dual programs (such as the 8-year medical program). BUA students are not eligible to apply for the College of General Studies.

Parent/Guardian Contact with the University

Parents or guardians should never contact a professor or member of the BU staff or administration directly. If a parent or guardian does contact a University professor, the student is at risk for immediate dismissal from Boston University Academy. All contact with University professors, staff, or administration must go through the student or BUA’s University Liaison.

FERPA Policy

As described above, families should work with the University Liaison and the student’s advisor on any questions relating to University courses. Professors are required by federal law under FERPA (Family Educational Rights and Privacy Act) not to disclose undergraduate information to parents/guardians without written permission from a student, and so the professors are especially hesitant to talk directly with parents/guardians. BUA is allowed to convey information from a professor to a family, indirectly, and will do so as a situation warrants.

RECOGNITION OF ACADEMIC HONORS

Graduation Honors

Seniors with an academic average for their full tenure at BUA of B+ graduate cum laude. Those with an average of A- graduate magna cum laude, and those with an average of A or better graduate summa cum laude. The academic average includes all academic courses taken at BUA and BU. These honors are reported on students' final transcripts and diploma.

Senior Thesis Honors

Senior Thesis Honors are awarded to seniors who achieve high honors and honors designations on their thesis projects as determined by BUA's thesis committee in consultation with University advisors.

STUDENT SUPPORT

Faculty Advisors

Each student is assigned an advisor who monitors that student's academic and social progress. Advisors meet with students regularly and counsel students on academic and social matters. Advisors also keep parents and guardians informed about progress or concerns.

The advisor is the primary point of contact between families and BUA. Families who have questions about procedures or about the current status of their child's academic or social transition and success should call or email the student's advisor. Questions or concerns about individual BU or BU subjects should also be referred to the student's advisor.

Faculty advise a group of students in grades nine and ten or a group of students in grades eleven and twelve. Students are assigned an academic advisor for ninth and tenth grade; students indicate preference for their eleventh and twelfth grade advisor.

The goal of advising in the ninth and tenth grade is to help students adjust to the academic rigors and community of BUA, and to monitor their social and emotional well-being. The goal of advising in the eleventh and twelfth grade is to help students meet the demands of the University while maintaining a connection to BUA community as well as monitoring their social and emotional well-being. Eleventh and twelfth graders also work closely with the College Counseling office on BU-related topics.

Class Advisors

Class advisors for the ninth and tenth grades work with the school counselor to help to create a grade identity by coordinating weekly class meeting and by organizing grade activities. The ninth-grade advisors are Nick Dent and Nastaran Hakimi. The tenth-grade advisors are Victoria Perrone and David Stone. Class meetings focus on community norms, adjusting to life at BUA, student health, and social and emotional well-being.

The college counselors (Jill Atkinson and Ellen Evans) serve as the class advisors for the eleventh and twelfth grade. Class meetings focus primarily on the transition to Boston University coursework as well as on the college search and application process. For eleventh graders, this means mandatory regular group meetings in the fall semester and weekly meetings in the spring semester. Twelfth graders meet weekly in groups in the fall semester; less frequent meetings in the spring semester focus on the transition from high school to college.

School Counselor

The school counseling model at Boston University Academy is designed to support students' academic and social-emotional needs. The school counselor assists students throughout their high school experience and is available for any student that may need additional support navigating challenges both in and out of the classroom. The counselor's role is focused on the well-being and healthy development of students. As a result, the counselor is easily accessible to all students and families. Consultation is available to help students and families who may need outside resources and/or support. Learning accommodations are facilitated by the school counselor.

Counseling Program

The goal of the program is to take individual students' needs and learning styles into consideration and prepare students for a positive high school experience. The counseling program is designed to advocate for student needs and support all students' academic and personal development. Aspects of the program include weekly class meetings, one-on-one support as needed, helping students acclimate to the BUA community, and assistance with transition between grade levels. The program involves outreach to and collaboration with University resources, outside providers, and ongoing communication with parents/guardians, faculty, and administration.

Learning Accommodations

In the case of students with documented learning differences, students will work with the school counselor to determine their needs and coordinate supports, as appropriate and possible within the structure of the program. For accommodations in University coursework, the school counselor collaborates with the University's Office of Disability Services.

University Liaison and University Academic Support

The university liaison is a conduit of communication between BUA and the instructors at the University. The university liaison communicates feedback to the student, advisor, and parents/guardians. Instructors are not obligated to provide that feedback, although many do. As per the rules of the FERPA policy, families cannot communicate directly with a University instructor. Please see FERPA section for additional details.

The University Liaison meets regularly with juniors as part of junior class meeting to provide guidance with the transition to the University program and coursework.

College Counseling

The College Counseling Office is a resource for all BUA students and their parents or guardians, particularly surrounding college application implications of standardized testing, summer program applications, extra-curricular questions, and course selection. Students and parents/guardians should feel welcome to email, call, or schedule time to meet individually with the college counselors at any point during a student's high school career. The College Counseling Office meets formally with students and their families beginning in the junior year, both in small groups and individually, to discuss various aspects of the college search and application process. In a student's senior fall semester at BUA, he/she will meet weekly and work directly with the college counselors to produce robust applications, finalize college lists, complete essays, etc.

Peer Advisors

Peer advisors help new students transition into the BUA community. They introduce students to community norms and rules and serve as guides and resources throughout their first year at BUA.

Peer Tutors

Peer tutors volunteer their time to help BUA students who are having difficulty in a particular academic subject. They have weekly meetings with students to help them learn and understand material and develop successful work and study habits. Students can request a peer tutor through the peer tutoring coordinator.

Writing Center

The Writing Center is available to students who may need assistance with papers and other written assignments. Students can receive help on several components of the writing process including syntax, mechanics, organization, and citation issues. Students may also bring assignments for University courses. Students should email the Writing Center coordinator to make an appointment.

Math and Science Center

The Math and Science Center is students who may need assistance with science or math problem sets and lab reports. Drop-in hours will be posted and advertised via email. seeking help in a University course should attend their instructor's office hours. Students may also bring assignments for University courses.

Educational Resource Center (ERC)

Students seeking help in a University course should attend their instructor's office hours. Additionally, students can request a tutor through the Educational Resource Center website (www.bu.edu/erc/). Students can work with the university liaison on such a request.

Professional Tutors

Teachers, peer tutors, the Writing Center, and Math and Science Center should be the primary resources of supports for students. In some cases, in collaboration with the school, students and their families may determine a professional tutor may be able to provide a needed level of support beyond what is standardly available at BUA. Students should let their teacher and advisor know if they are working with a professional tutor. The teacher may be able to provide information directly to the tutor.

Parents or guardians wishing to secure an outside tutor for their child may contact the University Liaison, who will work with the family to assess a student's needs and suggest appropriate resources. BUA teachers may give extra help to any BUA student, but may not tutor one for pay without the permission of the interim head of school (and may never be paid to tutor a student whom that teacher is currently teaching).

Students working with a tutor should adhere to the following guidelines. Families are encouraged to share these guidelines with the tutor and are responsible to follow them.

- All work submitted to BUA or BU by the student must be the student's own work.
- Tutors should review the assignment handout or rubric with the student to make sure he or she is adhering to the guidelines and requirements for the assignments.
- Tutors are encouraged to help students with scaffolding and time management (breaking the assignment into parts). If the tutor is helping with outlining a paper, all ideas must be generated by the student.
- The student should be the only one writing or typing an assignment, never the tutor.
- Tutors should not directly proofread and edit the student's work, either in person or on a shared electronic document. Tutors should highlight or provide comments on sections of the written assignment that need revision or reworking, but the students should be the ones to fix the errors. Tutors should try to identify repeated mistakes and call them to the student's attention so that the student can look for them in the future. Tutors are encouraged to have the student read their work out loud to listen for their own mistakes and realize their own errors.
- Tutors should never complete homework for a student or allow the student to see the tutor's own work on a previously completed assignment.

FAILURE TO MEET ACADEMIC EXPECTATIONS

Academic Review

Students at BUA are capable of academic accomplishment both at BUA and the University. Academic Review is instituted to provide specific and supportive interventions to help students succeed.

Students will be placed on Academic Review for any or all of the following grades at the end of a semester or year:

- 1 or more F's
- 1 or more D's
- Average grade for all classes of C or below

In addition, Academic Review can be used to address a chronic pattern of late or unsatisfactory work in one or more subjects. The faculty reserves the right to place a student on Academic Review for unsatisfactory performance in two or more subjects outside of the grade criteria listed above.

The review process begins with a meeting between parents/guardians, advisor, interim head of school, and relevant faculty to discuss specific strategies and goals for improvement. The family then receives progress reports on a biweekly basis to monitor closely the work of the student in his or her BUA courses. Boston University Academy may impose special restrictions and requirements on these students for the period of Review, such as mandatory study halls or regular check-ins.

At the conclusion of each semester on Review, the interim head of school, at the recommendation of the faculty, will determine whether the student will be permitted to continue at BUA.

A student on Review for two or more semesters will attend a family meeting with the student's advisor and the interim head of school. The meeting will help to determine if the student has been receiving the appropriate academic support by BUA and the student's family; to see if the student is making a good-faith effort to take advantage of the support available; and to evaluate the student's suitability for BUA's program.

Biweekly Progress Reports

Biweekly reports are intended to update the family on a student's academic work and reflect on a student's progress over the past two-week period. They are intended to identify academic struggles or concerns early, as well as update the student and family of academic progress.

All students on Academic Review receive biweekly progress reports.

Students may also be placed on biweekly reports by the interim head of school for a period of time. Although the student is not on Academic Review, there are concerns that the student's progress needs consistent monitoring.

Students who earn a C- or below in any two-week grading period in any subject receive a biweekly progress report for that class.

Promotion and Academic Separation from School

A grade of "D" is adequate to earn credit for a course, but is "unsatisfactory" and might require significant remedial work over the summer. In the cumulative subjects of math and language, a student would be required to complete summer work in order to proceed to the next level of study. A grade of "F" receives no credit, and precludes advancement to the next level without special permission by the interim head of school. A senior earning a grade of "F" in a BUA or BU course will not receive a diploma until the course credit is made up through summer work approved by the interim head of school.

At the end of any academic year, any student with one "F" for a year-end grade in an academic subject may not be allowed to matriculate for the following school year. A student with two "F"s at the end of the year should expect to be dismissed from BUA, subject to the discretion of the interim head of school.

Chronic underperformance is not considered a good fit with Boston University Academy standards. A student will not be allowed to matriculate at BUA if it is determined that he or she has failed to follow the recommendations made regarding improving his or her academic performance. The interim head of school reserves the right to not allow a student to matriculate upon exceedingly low academic performance or if it is determined that BUA is not a good match for a student.

ATTENDANCE POLICIES

Daily Attendance

Students are expected to attend all classes and exams as scheduled.

If a student will be absent because of illness or late for the start of school, a parent or adult guardian must notify BUA by telephone (617-353-9000) before 8:00 a.m. **This includes eleventh and twelfth graders, even if they will only be missing University courses.**

Students are responsible for making up all missed work and approaching each teacher as soon as possible upon returning to school to arrange any missed work from an unplanned excused absence. The deadlines for all make-up work will be determined between teacher and student and should not exceed one week of the student's return. Extended absences that require more than one week for make-up work require permission from the interim head of school.

Boston University Academy attendance rules apply to BUA students enrolled in University courses; students are expected to attend all required and optional sessions. BUA students in University courses are also held to University rules for attendance and academic credit, over which BUA has no authority.

Excused Absences

Excused absences are granted for illness and planned absences approved well in advance.

BUA will not allow any aspect of its program—including rehearsals and athletic participation—to be disrupted by absences for reasons other than sickness, religious observance, or family emergency.

Excused absences are not given to attend outside classes or other non-school-sponsored events. College visits are excused absences for seniors only. Routine medical or dental appointments should be scheduled so as not to interfere with BUA commitments. Family vacations should not be planned during school days and are not excused absences. Requests for exceptions to these policies should be made in advance to the interim head of school.

All planned absences (such as for family religious observations) must be approved. A letter or email from a parent or guardian must be presented to the interim head of school at least five class days in advance for approval. When a brief absence, lateness, or early dismissal is approved in advance, the student must speak with the teachers to arrange for missed classes. A failure to do this will result in teachers not accepting any make-up work for the time missed and possible disciplinary action.

Unexcused Absences

Families are asked not to arrange travel or any other appointments that conflict with the academic calendar.

For unexcused absences (tardiness, skipped class, or family vacation, for example) in BUA courses, students may be penalized two letter grades on make-up tests and a failing grade on exams. Teachers may not accept daily homework or other written assignments due on the date of the unexcused absence. Work for unexcused absences must be made up at a time that suits the teacher's schedule.

University Attendance

The attendance standards for BUA apply to a BUA student in BU classes, regardless of the BU attendance standard. BUA students must attend all scheduled University appointments (classes, lectures, labs, discussion groups, etc.), other than for reasons of illness or excused absences cleared in advance with a professor and with BUA. BUA's ability to support a student having difficulty with a University course is undermined if that student has skipped a class or lab, and BUA's reputation is also diminished if a professor complains about one of our students being irresponsible in attendance.

Should a BUA student knowingly miss a University appointment or class, the first consequence would be whatever that course or professor has stated as an attendance policy. Such policies vary, so it is prudent to be aware of each one. Beyond that, BUA will apply the absence consequences as for missing a BUA appointment, as outlined in the Pattern of Absences or Tardiness section.

BUA communicates regularly with University professors, so when we discover cut appointments, or an unexcused absence, regardless of the various University consequences, at a minimum we will inform a student's parents/guardians of this fact. Depending on the nature and frequency of the violation, disciplinary consequences may ensue.

Absences from Exams

Students will not be excused from mid-year or final BUA exams except, under very unusual circumstances, when special permission is granted by the interim head of school. Permission must be requested at least one month in advance of exam week.

Students who are ill on the day of a BUA exam must provide a doctor's note to the interim head of school in order to schedule a make-up exam.

BUA students in University courses are held to University rules for exam attendance, over which BUA has no authority.

Tardiness

Students are expected to arrive on time for all classes and BUA events. Those who arrive late must pick up a late slip at the front desk before going to class.

A parent or guardian must call the front desk before 8:00 a.m. to inform the school of a student's late arrival for BUA and BU classes, though it does not excuse the lateness. This is necessary no matter the reason for tardiness.

Students arriving at school after 10:00 a.m. will not be allowed to participate in sports or extracurricular activities that day, unless the interim head of school has given special advance permission.

Early Release

A parent or guardian must call the front desk to release a student early from school. The student must check out at the front desk prior to leaving the school building.

Pattern of Absences or Tardiness

Parents/guardians will be notified and invited to come in for a meeting if a student earns six or more absences or late arrivals in a semester. If the pattern of absences or tardiness continues, the family will be required to come in for a meeting with the interim head of school. If a student earns ten or more excused or unexcused absences from any BUA class in one semester, BUA reserves the right to withhold credit for that course. Disciplinary action will be taken if a student's record of attendance or promptness becomes unacceptable, and such a pattern can have both academic and disciplinary consequences.

When a student misses a regularly scheduled BUA or University appointment with no excused reason, disciplinary action will be followed. A pattern of unexcused absences (skipped classes, missed meetings, etc.) will be handled as a serious disciplinary concern. BUA or University appointments include BUA or BU classes, All-School Meetings, grade-level meetings, advisor group meetings, senior thesis group meetings, and other non-discretionary responsibilities officially on the student's schedule where attendance is required. Individually booked appointments with teachers or University instructors should also be honored responsibly (for extra help or make-up work/tests, or for clubs and sports), and missing these will be handled on a case-by-case basis. Disciplinary action including detention, Disciplinary Warning, Disciplinary Restriction, or Disciplinary Probation will be imposed if a pattern of unexcused absences occurs.

SCHOOL POLICIES

School Hours

Boston University Academy opens at 7:30 a.m. and closes at 5:30 p.m., Monday through Friday. Students arriving before 7:30 a.m. or staying beyond 5:30 p.m. may wait in the George Sherman Union. Students must leave the building promptly at 5:30 p.m. each day, unless they are in a supervised activity or meeting with a BUA adult. Students failing to leave the building at its close will receive a detention.

BUA is not open to students on weekends, holidays, or school vacations. Notice of unusual opening and closing times will be posted on the school's website calendar and emailed to the students.

On-Campus Field Trip Permission

Boston University Academy offers its students the opportunity to participate in field trips within the Boston University campus during the school day. To that end, each student's parent or guardian must authorize the school to take a child outside the confines of BUA's facilities. When you sign and submit the Student Handbook agreement form, **you authorize your child** to participate in BUA field trips on the University campus during the current academic year.

Off-Campus Field Trip Permission

For field trips outside of the BU campus or outside of normal school hours, the BUA staff supervising the trip will issue a separate parental permission form via the OrgSync website. Parents/guardians may receive additional information from the school setting forth specific details, including required costs, in advance of particular field trips.

Calendar

BUA's online calendar (www.buacademy.org) is the accurate and most up-to-date source for key events and dates.

All-School Meetings

All-School Meeting (ASM) is held each week and attendance is required for all students and faculty. This is time for the community to come together and share an experience each week and should be treated as such. Students who do not attend are issued a detention. The assembly format includes announcements and presentations, outside speakers, special functions, or performances by various academic, arts, or activity groups. Parents and guardians are always welcome to attend ASM.

Academic Block

Academic Block is on Monday and Friday 2:15-3:05 p.m. and Tuesday and Thursday 10:30-11:20 a.m. The purpose of Academic Block is to give ninth and tenth grade students the opportunity to meet with teachers, to have time to complete homework in a quiet space, and have structured time for peer tutoring. Students will be assigned to a study hall for attendance. During this time, students are encouraged to meet with teachers for extra help, with advisors, or with peer tutors; or they may use this time to study in an assigned space. Academic Block is an academic commitment and part of the school day; therefore, students may not schedule external appointments during this time.

Teachers are available during Academic Block and after school until 3:45 p.m. for student conferences. Student and teacher conferences take precedence over any athletic, theater, music, or other activity.

Athletics, Arts, and Extracurricular Activities

Students are required to participate in and attend all meetings of any group or team they have joined. Commitment to athletics, arts, and extracurricular clubs and activities, which are meant to be collective endeavors, is necessary for the success of the group.

BUA supports students participating in athletic teams, clubs, and other school activities consistent with their gender identity.

BUA has an agreement with BU's Fitness and Recreation Center (FitRec) under which BUA students 16 years of age or older are permitted to:

- Utilize fitness equipment, weight rooms, multipurpose fitness studios, aquatic facilities, squash, racquetball, and basketball courts
- Sign up (at an additional cost) for personal training
- Sign up (at an additional cost) for non-credit classes including yoga, Pilates, rock climbing, dance, swimming, tennis, and more

BUA students are not permitted to:

- Sign up for intramural sports teams
- Take a class for academic credit except with permission of Dr. White and Mr. Stone

BUA students under 18 years of age who wish to utilize FitRec will need to have a [waiver](#) signed by a parent or guardian. Students 16 years of age and older will be able to swipe into FitRec using their Terrier Card within 24 hours of receipt of their signed waiver.

Bathrooms and Locker Room Use

Boston University Academy values the rights of all students and community members to use bathrooms, locker rooms, and all other spaces consistent with their gender identity.

Community Service

BUA students must complete a minimum of 20 hours of community service during each year of attendance. Students can consult with the director of student life for ideas for service projects. Students should document hours served by completing a Community Service Sheet (whether in service to the school or external agencies) to give to the director of student life. The Annual Day of Service is required each year. If a student misses this event, those community service hours must be made-up.

Visitors at Boston University Academy

All visitors are required to sign in and out at the front desk, and are expected to wear BUA-issued identification while in the building.

Any BUA student who wishes to bring a guest to school must first have the visit approved by the interim head of school. Following this approval, the student must ask permission of each of his or her classroom teachers. Guests are not permitted to visit the school during admission Revisit Days.

Guests who wish to meet a BUA student after school must ask for the student at the front desk and wait for the student in the front lobby. Non-BUA students may not remain in the school after the class day, unless they are participating in a faculty-sponsored after-school activity. Non-BUA students who attend a BUA-sponsored event for which BUA students need parent/guardian permission (such as a dance) must also have a permission slip.

BUA Building and BU Campus

Boston University Academy is not an open campus. Students in grades nine and ten are required to be in the BUA building during school hours except for scheduled school activities and during lunch, when they are allowed to purchase food and are required to eat in the Academy Room at the George Sherman Union.

BUA students are not allowed to use the arcade in the George Sherman Union per request of the University; ninth and tenth graders returning to the BUA building before the end of the regularly scheduled lunch period can go to the Reading Room or Computer Room for quiet study or to a teacher's classroom with permission.

Eleventh and twelfth graders may leave the BUA building to utilize other University facilities when they do not have a class. Juniors and seniors need not arrive until the start of their first commitment of the day, and may leave following their last commitment of the day. Juniors and seniors may not travel off the University campus until after their last commitment of the day without permission from the director of discipline.

Driving and Parking

BUA students may not commute to or from school in a car driven by another BUA student unless they have written permission from both parents (the parents/guardians of the driver and the parents/guardians of the student being driven) approved by the interim head of school. Parents/guardians may give a full year's permission for commuting to and from school.

Students may not ride in a car driven by a BUA student at any time during the school day, including to or from after-school extra-curricular activities, unless they have written permission from both students' parents/guardians approved by the director of discipline and on file for each requested instance.

The student driving must, of course, meet all the legal requirements of the state's driving laws.

Students may not park in the Bridge Lot (next to the BUA building or behind Sargent Gym) or along the BUA sidewalk. Violators may face disciplinary action and/or towing. Students may park at other pay parking lots on the BU campus or in metered on-street parking spots. Students are eligible to purchase a Blue student commuter pass through BU Student Link. This will give them access to several parking lots on campus (not the Bridge Lot or behind Sargent Gym).

Lockers

Each student is assigned a locker. All books and school materials should be stored in closed lockers and not in the hallways. Lockers are the property of BUA and may be inspected by BUA administrators for the purpose of maintaining health and safety or of investigating the suspected storage of dangerous, unauthorized, or illegal items. Student lockers should not be defaced. Boston University Academy is not responsible for theft or damage to items in the BUA building or on campus. Students should not open or take possessions from another student's locker.

All books, backpacks, etc., must be labeled clearly. Faculty or staff may confiscate any unattended items in the halls, stairwells, or common areas. To pick up items, students should check at the front desk. Detentions may be given for students repeatedly leaving items in common areas.

Mailboxes

Each student has a mailbox in the BUA lobby. Students are responsible for clearing out their mailboxes once a day. Faculty, parents/guardians, and students may leave messages in mailboxes for students. If a student's mailbox is over-filled, the student and advisor will be informed.

Reading Room

The Reading Room is a place for quiet independent and group study. Students are expected to use this space in a respectful manner. Food and drink are allowed in the Reading Room, but food remnants and wrappers must be disposed of in the trash receptacle outside of the room. Out of respect for teachers and classes underway nearby, the volume in the Reading Room must be kept to acceptable levels. Failure to adhere to these rules may result in the closure of the Reading Room.

Junior/Senior Room

The Junior/Senior Room is a privilege meant to give BUA eleventh and twelfth graders a place to congregate, relax, and socialize. The room should be kept neat, and behavior should be respectful of others in the space and in the neighboring classrooms. Should this room become messy and unkempt, or should behavior in it be rowdy, this privilege can be taken away and the room closed for an indefinite period of time.

Student Dress

The BUA community expects its members to come to school looking presentable and respectable as befitting a learning environment. As such:

- Students must wear clothing that covers their stomach, chest, sides, backside, and back. Acceptable clothing choices include: tops (long-sleeve, short-sleeve, or sleeveless); pants; dresses; skirts; leggings; and shorts.
- Sheer or transparent tops are not acceptable.
- Shoes must be worn at all times, and shoes with laces must be tied.
- Hats and other headwear must allow the face to be visible and not interfere with eye contact between students and staff (religious headwear excluded).
- Clothing must be appropriate for all scheduled activities and must not inhibit participation in these activities. Specialized courses and activities, such as physical education, sports, and science labs, may require specific attire, such as athletic wear, uniforms, or safety gear.
- Under no circumstances will the following be permitted on clothing: hate speech, profanity, pornography, or media that depicts drug or alcohol use or otherwise creates a hostile environment.

Should a student or member of the BUA faculty or staff notice a student in violation of the dress code they will email the director of discipline that day noting the student name and the specific offense.

- The first time a student violates the dress code, they will receive a warning email from the director of discipline outlining their offense. Advisors will also receive the email but parents will **not** be notified.
- The second time a student violates the dress code, they will receive a detention from the director of discipline and their advisor will be contacted but parents will **not** be notified.
- The third and all subsequent offenses will result in a detention and their parents and advisors will be contacted.

- Should the director of discipline determine a student to be disregarding the dress code on a regular basis, more severe disciplinary action may follow.

If an egregious violation of the dress code occurs, as deemed by a member of faculty or staff, a student may be asked to change clothes or be sent home. Parents and advisors will be notified.

Food and Drink

All members of the community must be responsible about food and drink in the Academy building. Students must clean up after themselves otherwise food privileges will be revoked. No food or drink is ever allowed in the computer lab. Food or drink is not allowed in BUA classrooms, except with explicit permission of the instructor. Any organization sponsoring a bake sale or other activity involving food is wholly responsible for all clean up and returning any space used to its original condition. Students must be diligent in noting potential allergens in foods shared or sold at BUA. Students with allergies should be mindful of this when sharing or purchasing food at bake sales.

BUA clubs or activities wishing to hold a bake sale in the lobby should sign up for a time at the front desk. Bake sales are only for BUA-sponsored clubs or activities, not for personal profit.

Bereavement Policy

Boston University Academy adheres to Boston University's student bereavement policy. The interim head of school functions as the dean of the student's college. The University's policy can be found at <https://www.bu.edu/academics/policies/student-bereavement>.

Mandated Reporting

Boston University Academy is required to follow federal, state, and local laws and to report particular information that might involve abuse or neglect.

MEDICAL SERVICES AND THE EMERGENCY CARE OF STUDENTS

Every student is required to have an emergency contact card and a current medical form with updated immunization records on file at the school. Families are asked to disclose information about severe allergies or other significant health concerns, and to provide copies of a student's asthma action or emergency care plan in the case of a severe allergy or a serious medical condition. The school should be notified if there are changes to a student's emergency contact information or treatment plan. While there are basic first aid supplies available at the front desk, the school does not have a nurse on staff or access to an on-campus infirmary. Any student who becomes ill during the course of the school day will be released with parent/guardian permission.

Medication

Students may self-administer prescription medication provided that there is written authorization from a parent/guardian submitted with the child's medical records, including a note from the student's physician. It is the student's responsibility to store their own medication unless a student's medication administration plan requires a backup supply to be kept in a second readily available location such as at the front desk. Outside of that scenario, faculty and staff will not store or dispense student medication, and a student should not store more than one day's supply of medication at the school without written permission from the school counselor. Students are not permitted to provide medication to other students. The front desk can administer acetaminophen or ibuprofen with written consent from a parent/guardian. The front desk can also keep emergency medical supplies such as an EpiPen for a student, if requested by the family.

Immediate Post Concussion Assessment and Cognitive Testing

BUA uses ImPACT (Immediate Post Concussion Assessment and Cognitive Testing) to assist in evaluating and treating head injuries for all students who participate in Physical Education programming or after-school sports. A parent/guardian must provide consent for the school to administer the ImPACT evaluation or waive participation in ImPACT in order to participate in BUA's PE program or any BUA sports team. Additional information about this program is available at <https://www.impacttest.com>. A student who sustains a head injury must be evaluated by a physician and cleared prior to returning to BUA physical activities.

STUDENT SAFETY AND SECURITY

BUA works in close partnership with the Boston University Police Department (BUPD) and the Boston University Emergency Management Department (EMD) to provide a safe campus environment for all members of the community. In the case of an emergency, the school will follow the University's comprehensive Emergency Response Plan (available for reference at <http://www.bu.edu/emd>). Emergencies are dynamic situations. Protocols and procedures in any particular incident are largely dependent on context. BUA uses communication avenues (text message, automated phone alerts, email, website posting, etc.) to update members of the community during an emergency.

Emergency Preparedness

BUA administrators participate in University-led training exercises throughout the year and conducts a safety and security training for students and faculty at the start of each academic year. In addition, the BU Office of Environmental Health & Safety (EHS) oversees the school's compliance with federal, state, and local codes and regulations including, but not limited to laboratory inspections, fire drills, and asbestos management.

Emergency response flip charts are posted throughout the Academy building as are evacuation maps that indicate the exit routes and the location of emergency equipment. In the event of a building evacuation, the school has designated the far end of the Upper Bridge parking lot as the primary rally point outside of the building. A secondary evacuation point is the Academy Room in the George Sherman Union. In an emergency when neither location was determined to be safe, BUA leadership would disseminate evacuation plans using the multiple communication avenues designed for sharing such information (text message, automated phone alerts, email, website posting, etc.). The school conducts evacuation drills at least four times each year.

Evacuation Procedures

All must immediately evacuate the building in an orderly fashion by the shortest route using the closest exit door available. The Boston Fire Department forbids the use of elevators for emergency evacuation.

Disabled students or staff members will exit the building in an orderly fashion from the first floor. A disabled person on the second floor must go to a designated area of safe refuge. The teacher of the disabled student or a colleague of the disabled staff member is to assist in the evacuation. When necessary, the escort will notify the fire department that a disabled person is in the building and requires assistance.

Students must not take part in efforts to control a fire.

Emergency Communications to Students

Boston University has established the BU Emergency Alert notification system for the purpose of communicating with the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on either the Charles River or Boston Medical Campus. BU has the ability to send messages to all students and employees of the University through BU Emergency Alert. BUA leadership can send additional targeted messages through the same system to BUA students and employees when a situation warrants such a response.

All BUA students are required to enroll in BU Emergency Alert. Students may update their BU Emergency Alert contact information by visiting the BU Student Link (www.bu.edu/studentlink) and clicking the “Personal” tab to update “Address and Phone.” Questions concerning enrollment in the BU Alert system should be addressed to the director of operations. For more information about BU Alert, visit <http://www.bu.edu/emd/emergency-management/bu-alert-faqs/>.

Emergency Communications to Parents/Guardians

In an emergency, the school’s primary methods of communication to parents/guardians will be via text message alert and email. The school’s website, social media sites, and main phone line may also be used to disseminate information and instructions. Please keep in mind that every attempt will be made to provide timely communication with families during an emergency; however, the school’s priority during an emergency is the safety of the students and coordinating emergency response by communication with students and employees of the school.

It is recommended that families create and practice their own emergency communication plan. In the case of on-campus emergencies, it is often best for the student to notify a pre-identified family member of their safety.

Building Closures

In the interest of safety, BU and BUA may choose to close for snow or other emergency circumstances. Closings and delayed openings will be communicated on the school’s website, by email, and by text message in addition to be announced on the following radio and television stations:

- WBZ 1030 AM
- WBZ-TV Channel 4
- WCVB-TV Channel 5
- WHDH-TV Channel 7
- WFXT-TV Channel 25

When possible, notification will be made by 6:00 a.m. Families should feel comfortable keeping their child home if hazardous commuting conditions so warrant; a tardy or absence in this circumstance will be excused.

BUA is required to close if the University closes; however, the school may choose to close even if the University stays open. In this case and when possible, the BUA building will be opened from 8 a.m. – 1 p.m. as a courtesy to those students who are required to be on campus for BU courses.

TECHNOLOGY POLICIES

Google Mail

All BUA students are required to check Google Mail (www.bu.edu/google/mail) each day and respond to messages from teachers, BU professors, or staff as soon as possible. School-wide announcements will be sent to a student's Google Mail account through the student list-serv. Inappropriate use of Google Mail will result in disciplinary action that may range from detention to dismissal.

Google Drive and Applications

Students also have access to Google Applications (including Drive and Calendar). Students should enable these additional Google Applications at www.bu.edu/tech/support/google/enable. When enabling these Applications, students agree to the University's terms of service and appropriate use policy.

Blackboard Learn

All course information for BUA and University courses will be kept on Blackboard Learn (learn.bu.edu). Students are expected to check Blackboard daily for assignments and course communications. Blackboard Learn will also include a posting board for BUA clubs, activities, and teams on the My Organizations tabs in Blackboard Learn.

IT Help

For technical assistance with Google Mail, Google applications and Blackboard Learn, students can email or call the IT Help Center at ithelp@bu.edu or 617-353-HELP (4357).

Kerberos Accounts

All students are required to have a valid University Kerberos login and password. Kerberos accounts are established during orientation. Students are required to maintain their Kerberos accounts as these accounts grant access to BUA and University technology resources.

Wireless Devices and Laptops

Students are allowed to bring their own laptop, tablet, or cell phone to school. Each member of the community is expected to use personal devices and laptops and school computers in a mature and responsible manner. All members of the community should be mindful when making phone calls in the hallway that they are not disruptive to others.

Laptops, tablets, and phones may be used in the Junior/Senior room and the Reading Room for personal purposes (though this privilege can be revoked if abused).

BUA Computer Lab

The Computer Lab is available during non-class hours and after school until 5:15 p.m. The Computer Lab is a place for academic study only; all other purposes are prohibited. Computer lab computers and personal laptops used in the computer lab may only be used for academic purposes. Food and drink are never allowed in the Computer Lab.

Appropriate Use Policy

School computers, personal devices, and laptops should not be used in a way that is disruptive or

disrespectful to the community. Consistent with the Acceptable Use Policy, students should not view obscene, pornographic, vulgar, or sexually explicit material on a school computer or on a personal laptop or device on campus or using the University's network. BUA's and BU's Appropriate Use Policy for computer use is included in Appendix A.

Wireless Devices and Laptops in Classrooms

At no time should a student be texting or using a smart phone in a classroom without a teacher's permission. Laptops are allowed in classrooms with a teacher's permission or in instances of needed learning accommodations.

Social Media

Students' social media pages or accounts should reflect the standards and expectations of their role as members of the Boston University Academy community. Conduct outside of school, including through social media, will be considered in the case of inappropriate action. We recommend that BUA students always assume their posts may become public and can leave a trail even after being deleted.

Students are not allowed to create social media accounts or profiles bearing the image or branding of Boston University Academy without the explicit approval of the associate director of institutional advancement for marketing and communications.

STUDENT CONDUCT

Boston University Academy students are expected to exhibit honesty, integrity, and respect when dealing with faculty, staff, administrators, guests, and other students, both in and out of the classroom, on the University campus, and in their communication with one another online and through other modes of communication such as texting, social media, etc.

BUA expects its students to conduct themselves with consideration for others at all times. BUA maintains the same non-discriminatory policies as Boston University.

Acts of violence, vandalism, theft, harassment, threats by word or deed, bullying or dishonesty in any form, will not be tolerated and may result in dismissal from BUA.

Inappropriate Behavior

Each student's personal space is to be respected. This pertains to possessions, as well as physical space. Public displays of affection are not appropriate in the BUA building or anywhere on the University campus. Similarly, disrespectful language or gestures are inappropriate. Fighting, harassment, or gambling of any kind is unacceptable. Violation of these expectations can result in disciplinary action ranging from detention to dismissal.

BUA students should use personal supplies, school supplies, class space, and common space with care and respect. Defacing of BUA or University property is a serious violation of BUA rules and violators will face disciplinary action.

Students may not play ball or engage in disruptive or harmful physical activities in BUA hallways or classrooms. Roller blades, skateboards, scooters, or bicycles may not be used in the Academy building at any time. Students are not allowed onto the roof of the building, in the SAO lockers rooms (unless permitted during PE class or an athletic activity), or in any part of the SAO building other than BUA spaces (music room, visual arts room, or black box theater). Students are not permitted to change clothes in the SAO bathrooms at any time.

Tobacco, Alcohol, Weapons, and Misuse of Drugs

Massachusetts General Laws prohibit the use of any tobacco products (cigarettes, cigars, electronic cigarettes, vapes, Juuls, etc.) by any individual (including students, faculty/staff, parents, and guests) on the grounds or at a school-sponsored event of any high school.

Furthermore, any use, possession, procurement, or distribution of weapons, tobacco, nicotine, marijuana, alcohol, illegal drugs, or related paraphernalia (including e-cigarettes, vape pens, Juuls, and similar devices) by a student in the BUA building, on the University campus, or at a BUA-sponsored event is prohibited. Misuse of prescription or over-the-counter drugs in these locations and events is also prohibited. In addition, students may not possess any product which carries a minimum age restriction within the BUA building, on the University campus, or at a BUA event regardless of the student's age.

Attending a school function under the influence of alcohol, marijuana, illegal substances, or misused prescription or OTC drugs is prohibited.

Failure to adhere to these policies will be considered a serious disciplinary offense, incurring penalties up to and including dismissal from BUA. The school may also recommend or mandate that such a student take an educational course on the hazards of alcohol, tobacco, or illegal drugs. A student may also be subject to disciplinary action for knowingly and willingly remaining in the presence of others who are using, possessing, procuring, or distributing illegal substances or misusing prescription or OTC drugs, unless the student is awaiting medical help for another individual. Students who observe unsafe or illegal behavior or who are concerned for a peer's safety should alert an adult.

BUA, in conjunction with the BUA Parents Network, has created a set of chaperoning guidelines for hosting students in homes (<http://www.buacademy.org/bua-family-pledge>). Families are encouraged to review and adhere to those guidelines.

Pornography

Any use, possession, or distribution of pornographic materials of any sort is strictly forbidden on campus or at BUA events off campus, and could result in disciplinary action, up to and including dismissal.

Sexual Misconduct

BUA does not tolerate any form of sexual harassment. Boston University Academy adheres to Boston University's Policy on Sexual Misconduct, which can be reviewed at <http://www.bu.edu/safety/sexual-misconduct/>.

Any student who feels that he or she has been the victim of sexual harassment should speak with his or her advisor or with another faculty member or administrator. The situation will be reported directly to the interim head of school. While initial responses would involve fact-finding and clarification of information, resolution of sexual harassment can result in disciplinary action, up to and including dismissal.

Hazing and Bullying

Hazing (as defined by Massachusetts General Laws -- Chapter 269, sections 17, 18, and 19; see Appendix B) and bullying behavior, either of which willfully and recklessly endangers physical or mental health, are unacceptable at BUA, and will not be tolerated. Such behavior will be handled as a serious infraction of BUA rules. BUA recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, development or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. Anyone who feels he or she has been the victim of hazing should report it immediately to his or her advisor, or to another faculty member or administrator. Anyone who is aware of such hazing towards others is obliged by law to report it to an appropriate enforcement official or face a fine. Bullying victims or those who are aware of bullying should also report it to a BUA adult as soon as possible. The situation will be reported to the interim head of school. Bullying can include physical, verbal, and emotional acts intended to intimidate and belittle another person. See Appendix C for BUA's Bullying Prevention and Intervention Plan.

Language

Inappropriate language in either written or spoken form will not be tolerated anywhere on the BUA or University campus. Students are expected to interact with all members of the community with kindness and respect at all times. This includes electronic communication.

ACADEMIC DISHONESTY

At the beginning of each year, faculty in all BUA courses will review the principles of academic integrity and their rules for homework, tests, lab reports, and papers. They will also outline these principles in their written course syllabus. Teachers expect BUA students to be engaged learners who use common sense and who act with integrity in all academic endeavors. Falsely submitting work that is not one's own impedes true learning and may result in disciplinary action up to and including dismissal.

When references and sources are permitted, they must be correctly cited; this includes all online sources. Consulting online translations for language classes without the express permission of the instructor is a form of academic dishonesty. Similarly, reading or consulting online sources without express permission of the instructor when writing a paper is a form of academic dishonesty.

Any help from friends, family, or tutors is only allowed as directed by the assignment and course syllabus; should stop short of suggesting ideas, words, or phrases; and should be acknowledged in writing to the teacher, when not specifically an expectation of the assignment. Copying another student's homework and sharing information about tests or labs outside of class are not permitted. Copying another student's notes may lead to inadvertent plagiarism and should be avoided unless explicitly permitted by a teacher (after an absence, for example). Allowing another student to copy your work and turn it in as if it were his or her own is also a form of dishonesty, subject to disciplinary action up to and including dismissal. Students cannot share work from a course they have already completed with a student currently in the class without permission of the teacher.

There is an appropriate and important place for collaboration in academic coursework. Teachers will alert students when collaboration is allowed and desired. Without such instructions, students should assume that collaboration of any kind is not permitted. If you are in doubt about the standards in any course, it is your responsibility to ask the instructor for clarification.

In participating in study groups or joint projects, whether in person or online, students should follow the expectations for collaboration set out in the assignment and syllabus by the instructor. Dividing up an assignment among students to produce a single work from the assembled parts or appropriating any part of each other's work is not acceptable, unless the expectations for the assignment or project allow for it.

Students may not submit an individual piece of work for one course that has already been submitted for credit in another course without obtaining prior permission from both instructors.

All students in University courses are expected to review and adhere to the University's Academic Code of Conduct. BUA students will be held to the Boston University Academy standards, even in University courses. The University's College of Arts and Sciences' Student Academic Conduct Code can be found: <http://www.bu.edu/academics/policies/academic-conduct-code/>

Students and faculty are expected to report all cases of suspected plagiarism, cheating, and academic dishonesty to the Director of Discipline.

FAILURE TO HONOR RULES AND EXPECTATIONS

Boston University Academy students are expected to adhere to the rules, policies, and guidelines outlined in this Handbook and conduct themselves in a manner consistent with BUA's core values of honesty, integrity, and kindness. Failure to respect and follow these rules may result in disciplinary action. Moreover, a series or pattern of infractions may constitute a violation of trust between the student and the school and warrant significant disciplinary action beyond that of the individual infractions. A student should expect rule violations to incur one or more of the following actions: verbal or written disciplinary warning, detention, disciplinary restriction, in-school separation, disciplinary probation, out-of-school suspension, or dismissal. Eleventh and twelfth grade students are held to a higher standard in matters of discipline because of their experience and maturity.

Disciplinary Process

Students who break Boston University Academy or Boston University rules and expectations will be referred to the director of discipline. The director of discipline or a designee will meet with the student; an appointed faculty member or administrator may join this meeting. The student will be asked to provide the details of the situation and answer any related questions. A follow-up meeting may be required. The director of discipline's role is to gather information, answer questions for the student and family, communicate the process and disciplinary outcome, and coordinate with the interim head of school on disciplinary matters. The director of discipline will communicate with the student and the student's parents/guardian and advisor throughout the discipline process.

Disciplinary Committee

The Discipline Committee (DC) is a council made up of students and faculty members, typically three students, two faculty members, and the chair of the Discipline Committee. The DC will convene to hear cases concerning major student infractions, such as academic dishonesty, verbal or physical harassment, online harassment, theft, chronic disregard for basic school policies, and the like. The DC may also meet with a student who has several detentions or other minor discipline infractions and for which there are accumulated concerns.

The student's advisor or another teacher or staff member will serve as their advocate during the DC process. At the start of the DC meeting, the director of discipline or a designee will brief the DC on the details surrounding the case. The DC will then interview the student or students involved, as well as any other students or teachers who could share pertinent information. Once the DC feels it has a firm understanding of all the facts surrounding the case, it will work together to reach an appropriate disciplinary response to recommend to the interim head of school for consideration. The interim head of school will then make the final decision about any consequence. The interim head of school may accept, reject, or modify the recommendations of the DC.

The director of discipline or the interim head of school may take disciplinary action without convening the DC. Reasons for not using the DC include (but are not limited to) if the facts are unclear, if there are significant confidential factors, if time is of the essence, or if the timing of the incident makes convening the DC impractical.

Members of the DC (students and faculty members) and the student meeting with the DC must hold the DC meeting and outcome with strict confidentiality. If the student has any questions or concerns about the DC process or outcome, they should address these to a faculty member on the DC, the director of

discipline, or the interim head of school. Failure to treat the DC with confidentiality may lead to further disciplinary action.

Detentions

The director of discipline or any BUA faculty or staff can assign a detention. A detention involves fifty minutes of helping a teacher or staff member with an area that is in need of extra attention. If a student accumulates three detentions within one semester, the student's parents/guardians will be contacted about the pattern. The accumulation of five detentions within one semester will place a student under review for Disciplinary Warning by the director of discipline and may lead to the student meeting with the Disciplinary Committee.

Disciplinary Warning

Disciplinary Warning is a status used only internally, to warn a student and the family that there is concern over inappropriate behavior. It is usually the result of an individual infraction or pattern of misbehavior. Students on Disciplinary Warning may be required to have regular meetings with their faculty advisors to discuss behavior and attitude toward the rules. Students on Disciplinary Warning may be required to complete follow-up assignments or projects such as a reflective essay, letter of apology, or community service. When placed on Disciplinary Warning, students may be removed from leadership positions or lose privileges such as participation in student activities. A student should expect that further infractions after Disciplinary Warning will be handled more seriously, with consequences including Disciplinary Restriction, In-School Separation, Disciplinary Probation, suspension, and even dismissal, depending on the circumstances. Disciplinary Warning will not be reported to colleges.

Disciplinary Restriction

Disciplinary Restriction is assigned to students with a pattern of misbehavior after being placed on Disciplinary Warning or after a serious individual infraction. It indicates behavior or a pattern of behavior more serious than that of Disciplinary Warning. Students on Disciplinary Restriction must have regular meetings with their faculty advisor to discuss behavior and attitude toward the rules. Students on Disciplinary Restriction may be required to complete follow-up assignments or projects such as a reflective essay, letter of apology, or community service. When placed on Disciplinary Restriction, students may be removed from leadership positions or lose privileges such as participation in student activities. An in-school separation may also be assigned when a student is placed on Disciplinary Restriction. Disciplinary Restriction will not be reported to colleges.

In-School Separation

A student may be assigned an in-school separation at the time she or he is placed on Disciplinary Restriction or Disciplinary Probation. In-school separation is the temporary separation of a student from BUA classes and all school activities. The student will report to BUA from 8:00 a.m. to 3:00 p.m., but will remain in an assigned quiet space for the entirety of the school day. The student will bring lunch and eat in the assigned space. The student will be assigned a reflective essay or other project to work on during the in-school separation. She or he may not do school work or any other activity during in-school separation; his or her cell phone will be confiscated at the start of the day. Students assigned in-school separation will be required to attend their BU courses, but must remain in the assigned quiet space the remainder of the school day. Any homework due on the day of a student's in-school separation must be submitted to the teacher by 8:00 am on the day of the separation. Students are responsible for all work

assigned while they are on in-school separation. Students may take BUA quizzes and tests during the in-school separation. In-school separation will not be reported to colleges.

Disciplinary Probation

Disciplinary Probation is a status that places a student under review for dismissal. It is usually the result of a more serious individual infraction or pattern of misbehavior. Disciplinary Probation is reported to colleges. Once placed on Disciplinary Probation, a student must maintain an exemplary record. A second disciplinary offense will be treated more seriously than the same offense would have been for a student if the first instance of a Disciplinary Warning or Probation has already been given to that student.

Out-of-School Suspension

Suspension is the temporary separation of a student from the school and all school activities. Suspension is the result of either the disciplinary process, or a particularly serious individual infraction. If assigned a suspension, the student is automatically placed on Disciplinary Probation, thus placing him or her under review for dismissal. The interim head of school will determine the assigning and duration of a suspension. Suspended students in BU classes will be required to attend their BU courses, but arrive to and depart from campus immediately before and after each BU course. Suspension is reported to colleges.

Dismissal

The permanent dismissal of a student from the school can result from the disciplinary process, or from a single egregious violation of BUA or BU rules and regulations, or of the laws of the land, that requires the instant and permanent removal of the student. Such a flagrant violation need not occur on the BUA or University campus, or even during the academic day or year, for the school to respond. The interim head of school will determine whether or not to dismiss a student. A student dismissed as a result of the discipline process will not be allowed to visit the school or attend school activities.

Boston University Academy reserves the right to dismiss a student if there is any breach of the school's enrollment contract, including financial obligations, at the discretion of the interim head of school. BUA also reserves the right to conclude its investigation and reach a decision to dismiss, even when a student "withdraws" before that decision has been conveyed to the family. BUA's decision would be used for the official transcript.

Year-End Discipline Review

All students placed on Disciplinary Warning, Disciplinary Restriction, or Disciplinary Probation during a school year will be reviewed at the end of that school year by the faculty. These students must write a reflective essay to be submitted prior to the review. Each student's overall discipline record will be reviewed to determine if the student has justified his or her place in the school community. The year-end review may have the following outcomes: student on Disciplinary Warning may remain on Warning or get moved to Restriction. A student on Disciplinary Restriction may remain on Restriction or be moved to Warning or Probation. If a student on Disciplinary Probation does not display an appropriate level of effort and attitude toward following school rules and building community trust, the faculty may recommend the student's dismissal from the school. The faculty makes a recommendation to the interim head of school who makes the final decision.

Reporting Disciplinary Action to Colleges

Boston University Academy will report all disciplinary probations, suspensions, and dismissals occurring during a student's ninth-twelfth grade career in the context of the school report provided to each college. The student portion of the college application may ask directly about disciplinary actions, and students are expected to answer honestly and in accordance with these BUA reporting guidelines. Disciplinary Warning, Disciplinary Restriction, or In-School Separation will not be reported; a student is not expected to note these statuses.

APPENDIX A: TECHNOLOGY APPROPRIATE USAGE POLICY

Taken from the University's policy and applies to all BUA and BU Technology Resources:

<http://www.bu.edu/tech/policies/computing-ethics/>

Notice to All Users: Users of the University's computing facilities, including University-supported electronic mail, are on notice, and by using these facilities agree, that no representation has been made to them as to the privacy of any communication or data stored on or sent through these facilities; that the University has reserved the rights set forth below and in the Boston University Information Security Policy and Policy on Computing Ethics; and that the use of these facilities is restricted to University-authorized purposes.

The use of the University's computing facilities in connection with University activities and *de minimis* personal use is a privilege extended to various members of the University community; it is not a right. Users of the University's computing facilities are required to comply with, and by using such facilities agree that they are on notice of and agree to comply with, be subject to, and grant the University the right to implement, the Boston University Information Security Policy, the Policy on Computing Ethics and these Conditions of Use. Users also agree to comply with applicable federal, state, and local laws and to refrain from engaging in any activity that is inconsistent with the University's tax-exempt status or that would subject the University to liability. The University reserves the right to amend these Conditions and Policies at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable federal, state, and local laws.

To protect the integrity of the University's computing facilities and its users against unauthorized or improper use of those facilities, and to investigate possible use of those facilities in violation of or in aid of violation of University rules and policies, Boston University reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the authorized use of any computing facility or which is used in violation of University rules or policies. Boston University also reserves the right periodically to examine any system and any other rights necessary to protect its computing facilities.

The University disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities or from system malfunction or any other cause. As used herein and in the Policy on Computing Ethics below, the term "computing facility" means, refers to, and includes any and all forms of computer-related equipment, tools, and intellectual property, including computer systems, personal computers, computer networks, and all forms of software, firmware, operating software, and application software, which are owned or leased by the University or are under the University's possession, custody, or control.

Policy on Computing Ethics

Thousands of users share the computing facilities at Boston University. These facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to disrupt University business or the work of others. You are therefore required to exercise responsible, ethical behavior when using the University's computing facilities. This includes, but is not limited to, the following:

1. You must use only those computer resources which you have been authorized to use by the University. The unauthorized use of computer resources, as well as the providing of false or misleading information for the purpose of obtaining access to computing facilities, is prohibited and may be regarded as a criminal act and treated accordingly by the University. You must not use University computing facilities to gain unauthorized access to computing facilities of other institutions, organizations, or individuals.
2. You may not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone else, and you should change your password regularly.
3. You must use the University's computer resources only for the University-related purposes for which they were authorized. As with all University equipment, use of the computer facilities, including the Campus Network, for private or commercial purposes is prohibited, except as expressly authorized. You must not use the University's computer resources for any unlawful purpose, such as the installation or distribution of fraudulently or illegally obtained software. Use of external networks connected to the University's networks must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. You must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data, and electronic mail) without prior authorization from the appropriate University data trustee, security officer, or other responsible party. You must not copy, distribute, display, or disclose third-party proprietary software without prior authorization from the licensor. Proprietary software must not be installed on systems not properly licensed for its use.
5. You must not use any computing facility irresponsibly or in a way that might needlessly interfere with the work of others. This includes transmitting or making accessible offensive, annoying, or harassing material, or materials such as chain letters, unauthorized mass mailings, or unsolicited advertising; intentionally, recklessly, or negligently damaging any system, material, or information not belonging to you; intentionally intercepting electronic communications or otherwise violating the privacy of information not belonging to or intended for you; intentionally misusing system resources or making it possible for others to do so; or loading software or data from untrustworthy sources, such as freeware, onto administrative systems.

6. You are encouraged to report any violation of these guidelines by another individual and any information relating to a flaw in or bypass of computing facility security to Information Technology, University Information Systems, or the Office of Internal Audit.

The unauthorized or improper use of Boston University's computer facilities, including the failure to comply with the above guidelines, constitutes a violation of University policy and will subject the violator to disciplinary and/or legal action by the University, and, in some cases, criminal prosecution. In addition, the University may require restitution for any use of service which is in violation of these guidelines. Any questions about this policy or of the applicability of this policy to a particular situation should be referred to Information Technology, University Information Systems, or the Office of Internal Audit.

APPENDIX B: MASSACHUSETTS “HAZING AND BULLYING” LAWS

CHAPTER 269. CRIMES AGAINST PUBLIC PEACE

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes,

pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

APPENDIX C: BOSTON UNIVERSITY ACADEMY BULLYING PREVENTION AND INTERVENTION PLAN
[Adapted with permission from The Park School.]

This Bullying Prevention and Intervention Plan is created in response to the Massachusetts law against bullying and hazing (includes cyber-bullying and retaliation) and is an integral part of our efforts to promote learning and prevent any behavior that can impede the learning process. This Plan further outlines our prevention and response to incidents of bullying and is consistent with our current protections against discrimination, harassment, hazing, and bullying outlined in this handbook.

Definitions under the Law

The following definitions are drawn from the Massachusetts law against bullying.

Bullying:

Bullying is defined as the 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 a target that:

- causes physical or emotional harm to the targeted student or damage to the targeted student's property;
- places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the targeted student;
- infringes on the rights of the targeted student at school; or
- materially and substantially disrupts the educational process or the orderly operation of the school.

Cyber-bullying:

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines, and the internet. It includes, but is not limited to, e-mail, instant messages, text messages, social media, and internet postings, whether on a webpage, in a blog, or otherwise.

Hostile Environment:

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation:

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Hazing:

Hazing is any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Criminal Harassment:

Criminal harassment is when an individual willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress.

Policy against Hazing, Bullying, and Retaliation

Hazing and bullying behavior, either of which willfully and recklessly endangers the physical or mental health of another person, are unacceptable at Boston University Academy and will not be tolerated.

Bullying and cyberbullying are prohibited on the BUA and University campuses, at school events, in any vehicles used by the school, and through technology used or operated by Boston University Academy or Boston University as well as cyberbullying that occurs on any other technology, whether or not directed at another member of the BUA or University community.

Boston University Academy will take seriously off-campus bullying and cyberbullying if the bullying creates a hostile environment for a targeted student, infringes on the rights of a targeted community member at school, or materially and substantially disrupts the educational process or the orderly operation of the school.

Prevention

Every student at BUA has the right to be treated with dignity and respect. Boston University Academy emphasizes ethical and appropriate behavior, thus fostering the foundation for a healthy school culture free of bullying, hazing and harassment.

At the beginning of every school year, the *Boston University Academy Student and Family Handbook* is shared with students and parents/guardians. This Handbook includes clear definitions of school policy about appropriate use of technology, the Massachusetts State anti-bullying/hazing policy, as well as appropriate behavior of all students.

The ninth and tenth grade class meetings follow a specific curriculum that addresses issues surrounding bullying and other problematic student behavior. Students are also educated on how to report instances of bullying and hazing as outlined in this document. Peer Advisors also meet with student groups to discuss peer relationships. Annually, faculty will be educated on the policies as stated in this plan.

Reports

Any student or faculty member who is the target of bullying, has witnessed an incident of bullying, or otherwise has relevant information about bullying prohibited by this policy must report the matter promptly, either orally or in writing, to the interim head of school. The individual may in addition report the matter to any other faculty or staff member with whom the reporting person is comfortable speaking. Also, any student, faculty or staff member who is subject to retaliation in violation of this policy or who knows of another person who has been subject to retaliation is urged to report it as soon as possible.

Any member of the BUA faculty who witnesses or otherwise becomes aware of bullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to the interim head of school. There are no exceptions.

If a student or a faculty/staff member is informed of an allegation of bullying, cyber-bullying, or retaliation, he or she should report it immediately to the interim head of school.

A member of the faculty or staff cannot make promises of confidentiality to a student or parent/guardian. While the school cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the school releases information concerning complaints of bullying and retaliation only on a need-to-know basis.

Response Procedure Investigation

The director of discipline and the interim head of school will lead the investigation. The investigation itself will involve:

- Interview with the individual(s) who initially made the bullying complaint
- Interview with the individual(s) who was the target of the alleged bullying
- Interview with the individual(s) against whom the complaint was made
- Interviews with any other students or faculty who may have witnessed an incident(s).

Depending on the circumstances, the director of discipline and interim head of School may choose to consult with other faculty, administrators, staff, the student's advisor, and the school counselor. All students involved may choose to have their advisor present at the time of each interview.

Notification

Boston University Academy will notify the parents/guardians of the student who is an alleged target as well as the parents/guardians of the student who has been accused of the bullying behavior.

Resolution and Follow-Up

Following the interviews, the interim head of school with the director of discipline will determine if sufficient evidence has been presented to support the reported bullying charge. If the above policy has been violated, the interim head of school with the director of discipline will determine what disciplinary action is appropriate (usually taking the case to the Disciplinary Committee if there are no evidentiary issues unresolved), as well as reporting to the authorities if required.

The goal of the above policy is to prevent a repetition of the incident and retaliation to the student or students targeted and others who participated in the investigation.

When a crime may have been committed or an individual may have been subject to abuse or neglect of the type that is reportable under Section 51A of the Massachusetts laws, Department of Children and Families, Boston University Police as well as Boston Police may be notified. The amount of information provided to these officials may be limited by confidentiality laws protecting student records. The School Counselor will follow-up with any student who has been the target of bullying to inquire if there have been any further incidents.