



Student and Family Handbook

Academic Year 2023-2024

The Boston University Academy ("BUA") Student and Family Handbook (the "Handbook") is published and distributed to members of the BUA community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at BUA. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook, so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, BUA may take actions that it determines to be in the best interests of BUA, its faculty, and its students. This Handbook does not limit the authority of BUA to alter, interpret, and implement its rules, policies, and procedures, before, during, and after the academic year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Boston University or BUA on the one hand and any parent, guardian, or student affiliated with or attending BUA on the other. Boston University Academy may, in its sole discretion, add, revise, and/or delete BUA policies before, during, and after the academic year.

Rev. November 17, 2023

Dear BUA Families,

The following Handbook outlines the guidelines, rules, and expectations for all Boston University Academy students and families for the 2023-2024 academic year. We hope you find this Handbook 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 also expect 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. 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 PDF version of the Handbook is provided to families at the start of the school year. Students and families should be aware that updates may be made throughout the year. Community members will be informed of updates as appropriate. The most recent version of the Handbook is always available on the secure BUA parent and student portal.

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 that reads "Chris Kolovos". The signature is written in a cursive style with a large initial 'C' and 'K'.

Chris Kolovos
Head of School

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FACULTY AND STAFF EMAIL LIST

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One University Road Boston, MA 02215
Phone: 617-353-9000 | Fax : 617-353-8999

Name	Title	E-mail
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Mark Alonge	Classics and History Teacher	alonge@bu.edu
Monica Alvarez	English Teacher; Director of Equity and Inclusion	malvar@bu.edu
Jill Atkinson	Director of Student Support	jillatk@bu.edu
Aiysha Barr	Receptionist and Event Coordinator	akbarr@bu.edu
Olive Brown	History Teacher; Faculty Coordinator	ocbrown@bu.edu
Margo Cox	Director of Development and Parent Engagement	margocox@bu.edu
James Davis	History Teacher	jdavis@bu.edu
Sirena Davis	Administrative Assistant	spdavis@bu.edu
Nick Dent	Mathematics Teacher	ndent@bu.edu
Derek Dettorre	Director of Finance and Operations	dettorre@bu.edu
Srdjan Divac	Mathematics Teacher	divac@bu.edu
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Sherard Harrington	English Teacher	sherard@bu.edu
Olivia Hartman	Assistant Director of Athletics; Athletic Trainer	ohartman@bu.edu
Jessica Jackson	Associate Director of College Counseling	jdj0409@bu.edu
Kristin Jewell	Classics Teacher	kejewell@bu.edu
Emily Kamen	History Teaching Fellow; Coordinator of Experiential Learning	epk@bu.edu
Lizzy Karnaukh	Chemistry Teacher; Student Event Coordinator; STEM Research Coordinator	karnaukh@bu.edu
Ariana Kelly	English Teacher	adekelly@bu.edu
Chris Kolovos	Head of School	ckolovos@bu.edu
Colleen Krivacek	Biology Teacher	krivacek@bu.edu
Carlos Martinez	English Teacher	cmarti19@bu.edu
Patricia Larash	Classics Teacher	plarash@bu.edu
Rachel Mansour	Learning Specialist	rbuday@bu.edu
Elisha Meyer	Associate Director of Institutional Advancement	emmeyer@bu.edu
Rob O'Rourke	Director of College Counseling	rfo@bu.edu
Victoria Perrone	Director of Student Life and BU Partnerships; Chemistry Teacher	perronev@bu.edu
Julia Rowny	Mathematics Teacher	rownyj@bu.edu
Mato Seth	Mathematics Teaching Fellow	mseth@bu.edu
Meg Shannon	Senior Associate Director of Admission	megks@bu.edu
Dave Stone	Director of Athletics and	stoneyd@bu.edu

	Director of Alumni Relations	
Claire Tam	History Teacher	cjtam@bu.edu
Lisa Townley	Visual Arts Teacher	ltownley@bu.edu
Tara Teslow	Advancement and Digital Marketing Associate	tteslow@bu.edu
Holly Walker	Accounting and Human Resources Specialist	hswalker@bu.edu
Stacey Weiskopf	School Counselor	ssherpe1@bu.edu
Rosemary White	Associate Head of School	rosew@bu.edu
Jingxiao Zeng	Music Teaching Assistant	jingxiao@bu.edu

FACULTY, STAFF, AND ADMINISTRATOR CONTACT LIST

Below is a list of contacts for various issues at BUA. The appropriate staff or faculty member will strive to respond to notifications or inquiries within one business day, whether by email or by phone. 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 or academy@bu.edu
To request an excused absence for an unusual
circumstance.....academy@bu.edu
To find out the time of a school event..... www.buacademy.org/calendar or 617-353-9000
To learn of a school closing due to inclement weather.....Email/text message to students and families

Business Office

To inquire about your Smart Tuition billing accountHolly Walker: 617-358-2923 or hswalker@bu.edu
To inquire about financial aid or about re-enrollment materials.....Nastaran Hakimi: 617-358-5452 or nrhakimi@bu.edu
To inquire about MBTA passesAiysha Barr : 617-353-9000 or academy@bu.edu

Academic Program for Families

To inquire about program of study or curriculum.....Rosemary White:rosew@bu.edu
To inquire about course registration and scheduling.....BUA Course Registration Team: buareg@bu.edu

Academic Program for Students

To talk about course selection for the coming year or semester.....Your advisor
To make changes to your BUA or BU schedule or discuss course selection.....BU.A Course Registration Team: buareg@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.....College Counseling Office: buacco@bu.edu
To request a student in good standing letter (for car insurance, etc.)Aiysha Barr: 617-353-9000 or akbarr@bu.edu

Student Support for Families

- To inquire about a child's progress in a BUA or BU course.....Your child's advisor
- To talk about your child's overall academic experience.....Rosemary White: rosew@bu.edu
- To alert the student support team of an ongoing academic issue in one or more course.....Jill Atkinson: jillatk@bu.edu
- To share something about your child's emotional well-being or health-related (medical) concerns.....Stacey Weiskopf: 617-353-6277 or ssherpe1@bu.edu
- To discuss a learning accommodation for your child.....Rachel Mansour: 617-353-6096 or rbuday@bu.edu
- To inquire about the college application process.....Rob O'Rourke: rfo@bu.edu or Jessica Jackson: jdj0409@bu.edu
- To inquire about the advising program.....Rosemary White: rosew@bu.edu
- To request referrals for a professional tutor.....Jill Atkinson: jillatk@bu.edu

For Students

- To seek extra help in a course.....The course teacher
- To talk about how classes are going overall.....Your advisor
- To request a peer tutor.....Jill Atkinson: jillatk@bu.edu
- To schedule an appointment with the Writing Center.....Writing Center Calendly Link
- To talk with someone if you are feeling stressed, overwhelmed, or having difficulty coping with an issue.....Ms. Weiskopf: 617-353-6277 or ssherpe1@bu.edu
- To address concerns about peer relationships or conflicts.....Ms. Weiskopf: 617-353-6277 or ssherpe1@bu.edu
- To meet about organizational or academic support.....Ms. Mansour: 617-353-6096 or rbuday@bu.edu

Student Life for Families

- To inquire about student clubs or school-wide events, such as Fall Festival, Lock-in, Semi-Formal, Prom, etc.....Dr. Karnaukh: karnaukh@bu.edu
- To inquire about Athletics or Physical Education program.....Mr. Stone: stoneyd@bu.edu
- To inquire about Camp Burgess details.....Ms. Perrone: perronev@bu.edu
- To inquire about the March/June trips.....Ms. Kamen: epk@bu.edu
- To share news about a student's success for BUA website and social media.....Ms. Meyer: emmeyer@bu.edu

Student Life for Students

- To find a permission slip for a school event.....Your BUA email or Dr. Karnaukh; karnaukh@bu.edu
- To inquire about the Community Service requirement.....Ms. Perrone: perronev@bu.edu
- To inquire about summer programs and opportunities.....Mr. O'Rourke: rfo@bu.edu or Ms. Jackson: jdj0409@bu.edu
- To request a working permit for a student under 16 years old (BUA cannot grant working permits).....The student's home school district

INTRODUCTION TO BOSTON UNIVERSITY ACADEMY

Mission Statement

In our caring high-school community, students who love learning are challenged to think critically and read deeply, and to explore adventurously the wider world of learning at Boston University.

Core Values

Knowledge

The reasoned pursuit of knowledge is one of life's joys, and we celebrate the curiosity and enthusiasm that drive it and the courage it demands. Making mistakes and seeking help are essential elements of the pursuit.

Literacy

We prepare our students to become responsible, broadly literate scholars and citizens: precise in their use of words, alert to rhetoric in arguments, and conversant with influential ideas and works from other times and places.

Community

We cultivate a community of kindness, honesty, and mutual respect that nurtures both academic and personal growth.

Inclusion

A vibrant community comprises learners of diverse backgrounds and interests. We strive for equitable access to resources and opportunities within that community.

Independence

We trust each other to make thoughtful choices with the extraordinary opportunities and freedom our program allows.

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, pregnancy or pregnancy-related condition, 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](#).

Diversity and Inclusion Statement

At Boston University Academy, we value diversity in all its dimensions, from racial and socio-economic diversity, to diversity of religions, backgrounds, and sexual orientations, to linguistic and geographic diversity. BUA is better for having students, faculty, and staff of various ethnicities and racial backgrounds, sexual orientations, gender identities, family compositions, physical abilities, religions, and political views. Having a student body and faculty that more closely reflects the diversity of the city and region we are a part of is an important part of BUA's mission.

DIPLOMA REQUIREMENTS

Diploma Requirements

Each student must successfully fulfill the following requirements to receive a BU Academy diploma. The head of school and associate head of school retain the right to make changes to the following requirements.

Credit Requirements

Students must earn the following number of credits in accordance with the number of years they attend BUA.

Four-Year Students (entering grade 9): 21.5 credits

Three-Year Students (entering grade 10): 15.5 credits

Two-Year Students (entering grade 11): 9.5 credits

Students are required to earn 6 credits in ninth grade, 6 credits in tenth grade, 5 credits in eleventh grade, and 4.5 credits in twelfth grade.

Students earn one credit for year-long BUA courses. Students earn one-half credit for senior thesis and one-semester BU and BUA courses. Junior research seminars, upper-level arts seminars (AR80, DR80, and MU80), Middlebury language courses, ninth- and tenth-grade seminars, and physical education earn zero credits.

Course Requirements

In addition to meeting the overall credit requirements, students must successfully complete the following coursework.

Course 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 (for Classes of 2026 and earlier) or BI25 and CH45 (for Class of 2027 and later)**
- Visual or Performing Arts: Two years of AR25, AR50, MU21, MU22, MU23, DR25, or DR50
- Ninth- and Tenth-Grade Seminar: Two years
- Physical Education: Two years***
- Senior Thesis: One year

Course 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) (for Classes of 2026 and earlier), or BI25 (or equivalent) and CH45 (or equivalent) (for Class of 2027 and later)**
- Visual or Performing Arts: One year of AR25, AR50, MU21, MU22, MU23, DR25, or DR50
- Tenth Grade Seminar: One year
- Physical Education: One year***
- Senior Thesis: One year

Course 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

*Students participating in the BU Modern Language program are only required to take one year of ancient Greek or Latin, replacing the second year with two semesters of a University modern language.

**Students are strongly encouraged to take additional lab science coursework at the University.

***The PE requirement may be fulfilled with approved participation in athletics.

Additional Requirements to Graduate

Regardless of year of entry, all students must complete 8 hours of community service per academic year at BUA.

THE ACADEMIC PROGRAM

Boston University Academy students are capable of significant academic accomplishment and are expected to work hard to reach 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. BUA uses + and – grades, with the exceptions of D+, D-, or A+. The academic year is divided into two semesters. At the end of each semester and midway through the spring semester, BUA 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.

At the end of each semester, the grade reports show the grade for the current and any past semester in that academic year, the current semester comments, and the exam grade (if applicable). Grades issued at each of these periods are indicators of student performance, and are not part of a student's permanent record. At the end of the academic year, a final course grade is assigned; official transcripts show only this final grade for each course. Boston University Academy does not report a grade point average or rank its students.

Families can access student grade reports through BUA's secure online family portal (<https://buacademyportal.goradius.com/buacademy>). Students can access grades for University courses at the University Student Link (www.bu.edu/studentlink).

A student who needs an official transcript should put a request in writing to the college counseling office.

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 associate 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 courses 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. In order to be approved for advancement, the student needs to have an A or A- at the end of the year in his or her current math course; have approval from the mathematics department, the student's advisor, and the associate head of school; and must choose a summer course approved by the associate head of school. The student then must take the approved summer math course and pass it with a B or higher. In August, the student must take and pass BUA's corresponding mastery test.

Summer courses or other coursework outside of the academic year curriculum will not be included on a student's BUA official transcript and cannot be used toward BUA graduation credits. Summer or outside coursework cannot conflict with academic year BUA or BU courses. Summer coursework is not included in BUA tuition, even for classes taken at Boston University.

Homework

Homework is announced in class and posted to the Blackboard Learn course page by 4:00 p.m. on the day it is assigned. Homework assignments are intended to take on average 45 minutes per class per night for ninth- and tenth-grade courses, and 60 minutes per class per night for eleventh- and twelfth-grade courses (CG65, CL65, EN65, EN90, HI65, MA90, and MA95). However, because there can be variation in the amount of time that it takes students to complete their assignments, students who spend significantly more time than the allotted time of homework in any subject area should consult their teacher or their advisor.

Announcement of Tests and Independent Work

Scheduled full-period tests and major assignments are announced at least a week in advance. Teachers generally 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. BUA strives to ensure that students will have no more than two major assignments or tests due on the same day in their BUA courses. If this occurs, students 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 the associate head of school.

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.

If extraordinary circumstances prevent a student from completing work by the end of the semester, the teacher, with approval from the associate head of school, may accept academic work (including make-up work) during the exam period. Furthermore, the teacher, with approval from the associate head of school, 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 associate head of school.

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 associate head of school, if necessary. Such concerns should be brought up in a timely manner, no later than the start of the following school year or after six weeks post-graduation. Parents or guardians are strongly encouraged to support students in taking ownership of these conversations.

Academic Block

Academic Block is on Mondays from 12:20-1:10 p.m., Tuesdays from 10:50-11:40 a.m., and Wednesdays from 2:45-3:30 p.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 are 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 4:00 p.m. for student conferences. Student and teacher conferences take precedence over any athletic, theater, music, or other activity.

Withdrawal from a BUA Course

For year-long, non-required BUA courses (junior research seminars and upper-level arts seminars), the deadline to withdraw from the course without receiving a W on the BUA transcript is October 31. Requests to withdraw by that deadline will result in the course being removed from the student's transcript. Requests made after October 31 and before February 1 will result in a grade of "W" appearing on the student transcript. Students may not withdraw from a year-long, non-required BUA course after February 1; the course will be graded and the final grade will appear on the transcript.

For semester-based, non-required BUA courses (upper-level arts seminars), the withdrawal deadlines follow those of the University and can be found at <https://www.bu.edu/reg/calendars/semester/>.

Students will be given permission to withdraw from all other BUA courses and continue on a reduced course load only when there are unusual and extenuating circumstances, such as a medical leave of absence, at BUA's sole discretion. The course credit must be made up in a course approved by the associate 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. Make-up coursework is not included in BUA tuition, even for classes taken at Boston University.

UNIVERSITY COURSE INFORMATION

Boston University Academy's Course Registration 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 approve all course requests. A committee of faculty and advisors reviews all University course requests, with a final decision on any exceptions made by the associate head of school.

BUA students and families are prohibited from contacting the University Registrar for fall and spring courses. BUA students may not directly or indirectly register for courses, drop courses, or change sections through the University Registrar's office.

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.

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

Adding or Dropping a University Course

Boston University Academy students are 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 prior to each registration period in order to make any registration changes.

To add a University course after the start of a term during the drop/add period, a student must obtain written or email permission from the course's instructor, in addition to the student's parents/guardians, college counselor, and advisor. 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.

Withdrawal from a University Course

BUA students will be given permission to withdraw from a University class and continue on a reduced course load only when there are unusual and extenuating circumstances, such as a medical leave of absence, in BUA's sole discretion. The course credit must be made up in a course approved by the associate 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. Make-up coursework is not included in BUA tuition, even for classes taken at Boston University.

Auditing Courses and Pass/Fail Courses

BUA students may not audit courses or take a course as 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 BUA university liaison to navigate any “Incomplete” grades. If a student needs additional time to complete a University course, 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.

Boston University Admissions Agreement

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 BUA or University course(s); and
- Have no reportable disciplinary infraction(s).

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

The BU Admissions Agreement does not apply to the College of Fine Arts and many dual programs (such as the 7-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 are strictly prohibited from contacting a professor or member of the BU staff or administration directly. All contact with University professors, staff, or administration must go through the student or BUA’s university liaison.

FERPA Policy

The Family Educational Rights and Privacy Act (“FERPA”) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children’s education records. These rights, however, transfer to the student when the student reaches the age of 18 or attends a school beyond the high school level. Accordingly, families should work with the BUA University Liaison and the student’s advisor on any questions relating to University courses. BUA is allowed to convey information from a professor to a family, indirectly, and will do so as a situation warrants.

STUDENT SUPPORT

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 strive to 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 BUA or BU subjects should also be referred to the student's advisor.

Advisors advise a group of students in grades nine and ten or a group of students in grades eleven and twelve. Students are assigned an advisor for ninth and tenth grade; students indicate preference for their eleventh and twelfth grade advisor. If a student would like to switch advisors between ninth and tenth grade, or between eleventh and twelfth grade, they must notify the associate head of school by March 31 of their ninth/eleventh grade year.

The goal of advising in the ninth and tenth grade is to help students adjust to the academics 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 University courses while maintaining a connection to the BUA community as well as monitoring their social and emotional well-being.

Class Advisors

Class advisors for the ninth and tenth grades help create a grade identity by coordinating regular class meetings and by organizing grade activities. Class meetings focus on community norms, adjusting to life at BUA, student health, and social and emotional well-being.

The college counselors 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 and Counseling Program

The school counseling program at Boston University Academy is designed to support students' academic and social-emotional needs and to prepare students for a positive high school experience. Aspects of the program include one-on-one support as needed, helping students acclimate to the BUA community, and assistance with transition between grade levels. The program may involve outreach to and collaboration with University resources, outside providers, and ongoing communication with parents/guardians,

faculty, and administration.

The school counselor assists students throughout their high school experience and is available for students who may need additional support navigating challenges both in and out of the classroom. The counselor strives to be accessible to all students and families. Consultation is available to help students and families who may need outside resources and/or support. In addition, BUA may require the student to see the school counselor. Should BUA determine, in its sole discretion, that it is in the best interest of a student to obtain services of a psychologist or other mental health professional not employed by BUA, the school counselor will also assist in a referral for such services.

The school counselor is part of a team of faculty members and administrators who collaborate with respect to students' educational experience at BUA. As part of this collaborative effort, the school counselor may share information obtained from parents and students on a "need-to-know" basis with other employees of BUA and a student's parents/guardians. The school counselor is not engaged as any student's private therapist.

Contacts with the School Counselor will generally be discreet and remain confidential, with the exception of the safety issues outlined below. Confidentiality of any person will not be kept in instances when the individual expresses an intent to harm oneself or others or in other circumstances where, in the judgment of the School Counselor and administration, keeping confidentiality would pose a threat to the safety of members of the school community. In accordance with state statutes naming School Counselors as mandated reporters, a student's confidentiality will not be maintained when school personnel have reason to believe that the individual has been physically, sexually, or emotionally abused, when there is an allegation from others of same, or when there is evidence that parents or legal guardians are neglecting the individual. BUA cannot promise confidentiality to those reporting bullying, harassment, discrimination, hazing, sexual assault, or sexual harassment, as there may be a need to share information during an investigation or otherwise.

Learning Specialist

The Learning Specialist provides academic support services for students who are experiencing academic difficulty, who have been referred by a faculty member, or who have a formal psychoeducational evaluation on file with the school. When a student is referred to the Learning Specialist, he/she meets with the student to determine the types of services to be provided. When a parent shares the results of a psychoeducational evaluation performed by a properly licensed or certified professional, the Learning Specialist will determine the type and extent of services and accommodations to be provided. The Learning Specialist will then write a summary or Learning Plan for the student, which will be shared with teachers of the student. The Learning Specialist will also facilitate the requests for accommodations on the SAT, ACT, and AP exams. Parents must make a written request to the Learning Specialist a minimum of five months prior to the exams in order to allow for processing time. The Learning Specialist is available to consult with faculty members regarding strategies to best serve their students. See Learning Accommodations section for more information on the accommodations process.

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. The university liaison meets with juniors to provide guidance with the transition to the University program and coursework.

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 contact the Writing Center coordinators to make an appointment.

Peer Tutors

Peer tutors volunteer their time to help BUA students who are having difficulty in a particular academic subject. They generally 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.

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.

Peer Advisors

As a peer advisor, selected upperclassmen students are assigned to groups of new students to aid in their transition to BUA. As a group, they strive to create and maintain a welcoming, helpful, and inclusive community. Peer advisors serve as mentors to individual students and as role models to the schoolwide community. Peer advisors attend New Student Orientation and meet with their assigned groups formally and informally throughout the school year and act as a resource for new students through their first year.

College Counseling

The BUA College Counseling Office offers an intentional and in-depth program that supports students at all phases of the college search and application process. Beginning formally in the fall of junior year, BUA students work closely with the College Counseling Office through group and individual meetings. The college counselors invite students into a learning process that moves both inward and outward. First, students think deeply about their own strengths, interests, and ambitions. Armed with this refined self-awareness, students are introduced to resources and strategies to explore the wide breadth of colleges and universities in the United States and around the world, identifying the options that will meet their needs and enable them to thrive.

Aiming to ensure student and families make well informed decisions and approach the process with open-mindedness and excitement about the possibilities that lie ahead, the College Counseling Office provides a range of resources:

- thoughtful guidance on course selection and standardized testing, beginning in sophomore year
- support and feedback on all components of the college application, including essays
- opportunities to connect with college admissions officers who visit BUA annually

- counseling on extracurricular and summer opportunities
- programming for parents and guardians to equip them to support their children
- dedicated resources for families seeking financial aid and scholarships

Learning Accommodations

BUA does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. BUA is committed to ensuring that students with disabilities are provided with equal access to BUA's programs and services, in accordance with applicable laws.

In order to receive an academic accommodation for any type of disability, the student is required to have a complete neuropsychological or psychoeducational evaluation on file with the Learning Specialist. A private licensed psychologist, neuropsychologist, school district, or other state licensed professional specially trained in the administration and interpretation of psychoeducational evaluations must provide the testing. A doctor's note is not acceptable. The testing results must confirm the need for accommodation and clearly exhibit how the disability impacts the student's learning in a way that makes the accommodation necessary. Requests for academic accommodations are considered on a case-by-case basis, and final decisions are at the discretion of the Learning Specialist in consultation with the Student Support Team. If accommodations are granted, the Learning Specialist will create a Learning Plan listing any accepted accommodations and communicate the accommodations to the relevant faculty.

It is important to note that the school reserves the right to reject the recommendation for accommodations if not supported by the results of the testing or because the school cannot provide the accommodation without significant disruption to the academic life of other students or alteration to the academic program. The school will not waive academic requirements that are an essential part of its program. No waivers of academic graduation requirements will be granted. Testing must be updated every three years.

For accommodations in University coursework, BUA will help the student and family to connect and work with the University's Disability and Access Services office.

Even after supportive services and accommodations have been put in place, a student may still not be able to fulfill the student's academic requirements satisfactorily. In such instances, the student's advisor, school counselor, the associate head of school, and/or other support personnel may decide that the accommodations put into place may not suffice to ensure the student's success at BUA. At that time, the head of school will decide whether it is appropriate for the student to remain at BUA.

For accommodations related to concussions or other short term injury, refer to the concussions section of this handbook.

Professional Tutors

Teachers, peer tutors, the Writing Center, and Math and Science Help Center should be the primary resources of support for students. In some cases, in collaboration with BUA, students and their families may determine that a professional tutor may be able to provide a needed level of support beyond what is available at BUA. Students must 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 a professional tutor for their child may contact the associate head of school, who will work with the family to assess a student's needs. BUA does not have an "approved" list of tutors, nor does it have a review or evaluation system that assesses tutors' pedagogical skills or places them under any kind of BUA supervision. However, the school has worked productively with some over a number of years and can provide contact information. BUA teachers may not charge a fee to tutor BUA students.

Students working with a tutor should adhere to the following guidelines. Families are encouraged to share these guidelines with the tutor and are responsible for following 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 the student 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 or 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.

STUDENT MEDICAL LEAVE OF ABSENCE

Medical Leave

BUA's medical leave policy is founded on the belief that a student's physical, social, and emotional well-being is essential for their success. BUA prizes academic challenges; however, we know that students in distress are not able to focus fully on their learning.

Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the associate head of school and the school counselor (in collaboration with BU Student Health Services, if appropriate); they will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at school. In the absence of a treatment plan that, in BUA's opinion, meets these needs, BUA may decline to grant a medical leave request, and instead require the student to withdraw.

Family-Initiated Medical Leave

When a student's physician or behavioral care provider and the family together determine that a child's physical and/or psychological health takes precedence over his or her school responsibilities, the family may request from the associate head of school a medical leave of absence.

BUA requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by BUA in its sole discretion) from the student's treating medical professional(s) to allow BUA to evaluate the leave request, including, but not limited to, at least the following information: (a) a recommendation that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return. BUA also requires a Release of Information form, signed by the parents/guardians, which allows the school counselor to communicate on an ongoing basis with the student's health professionals about medical and/or psychological concerns as they pertain to the request for a medical leave. BUA requires sufficient supporting documentation prior to the approval of any leave.

BUA-Initiated Medical Leave

There may also be occasions when BUA determines that a student's health or behavior interferes with their capacity to complete schoolwork and/or has a negative impact on the school community. In such circumstances, BUA may request that a student not return to school until the family provides a letter from the treating health care provider attesting to the student's physical or emotional safety, as well as the student's capacity to carry on normal school activities. Our interest is making the overall school community safe by ensuring that an individual's problem is being addressed with professional help.

Medical Leave Procedures

The associate head of school will inform the student's advisor and teachers that the student is on leave. The school counselor or associate head of school will be the contact person for the student, family, and community professionals regarding medical or psychological matters.

Schoolwork may be paused during the medical leave or completed on a revised schedule. The school counselor and associate head of school, in collaboration with the medical professionals, will determine if

completion of school work is permitted during the leave, and, if so, a reasonable schedule for completion of the work.

It is possible that a medical leave will compromise the student's ability to complete academic work. Depending on the length and nature of absence, an alternative course of study such as summer work, repeating a course, working with a tutor, or repeating a grade may be required, as determined by the associate head of school. In rare instances, a student may not be allowed to return to BUA.

If the student is in University courses, the BUA student support team (associate head of school, school counselor, and/or university liaison) will work with BU's University Services Center regarding medical leave from BU courses. Assignment of an Incomplete (INC) and timeline and expectations for completion of the course is at the discretion of a University instructor.

In the instance of a medical leave, a student's medical needs take precedence over participation at school; as such, a student who is on medical leave may not attend BUA events without express written permission from the associate head of school.

Returning to School After Medical Leave

The guiding principle of re-admission from a medical leave is BUA's confidence that the student can return safely; and that the student's return will not compromise the student's continued recovery, interfere with BUA's ability to serve other students' needs, or place an undue burden on the school. The decision regarding any student's return to BUA from a medical leave remains in the sole discretion of the school.

The school counselor or associate head of school must receive a written letter from the treating health care provider attesting to the student's capacity to resume normal school activities and listing any appropriate restrictions. After the school counselor consults with the student's treating health care provider and determines the student's readiness to return to school, the associate head of school will, in most cases, call a meeting with the parents/guardians, the student, and the school counselor before authorizing the student's return to school. BUA retains the right to require a second opinion and may require that the student remain in treatment for the medical or psychological issues as a condition of reentry. In that case, the school counselor will confirm that treatment is continuing. A student whom BUA determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other school activities or sports.

FAILURE TO MEET ACADEMIC EXPECTATIONS

Academic Review

There is an expectation that BUA students 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: two or more C+ grades or lower, 1 or more D's, or 1 or more F's. In addition, Academic Review can be used to address a chronic pattern of late or unsatisfactory work or unsatisfactory performance outside of the grade criteria listed above.

When a student is placed on academic review, a meeting will be held between parents/guardians, advisor, the director of student support, and relevant faculty or student support team members to discuss specific strategies and goals for improvement. Boston University Academy may impose special restrictions and requirements, such as mandatory study halls and/or scheduled meetings with teachers or student support team members. The student and family will typically receive biweekly progress reports in one or more BUA courses to closely monitor the work of the student at BUA.

At the conclusion of each semester on Academic Review, the school will review the student's performance and determine whether the student will remain on Academic Review. If a student is remaining on Academic Review, a family meeting be held to evaluate the current academic support plan and determine if changes should be made to further support the student's success.

Biweekly Progress Reports

Biweekly progress 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.

Students on Academic Review will typically receive biweekly progress reports in one or more BUA courses.

Students not on Academic Review may also be placed on biweekly reports for a period of time. These reports are a supportive measure to keep the family informed on the student's progress and make sure any concerns are addressed as soon as possible.

Students who earn a C+ or below on a major assessment or have a concerning pattern of poor performance in any two-week grading period in any subject will typically 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 will 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. 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 associate head of school.

Any student with two or more final “F” grades – or non-medical withdrawals after the BU add/drop deadline – in year-long or in semester courses in one academic year will typically be dismissed from BUA. A student may also be dismissed from BUA if it is determined that the student on Academic Review has failed to follow the academic support plan. The head of school, in consultation with the associate head of school and teachers, may determine that a student should be dismissed upon exceedingly low academic performance.

ATTENDANCE POLICIES

Daily Attendance

Students are expected to attend and be on time for all classes, exams, and BUA events, including, but not limited to, All-School Meetings, class meetings, advisor group meetings, senior thesis group meetings, and other non-discretionary responsibilities officially on the student's schedule where attendance is required.

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.

Planned Absences

Families are asked not to arrange travel or any other appointments that conflict with the academic calendar. 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. If a student does need to miss a school day for a planned absence, the parent/guardian must seek permission from the associate head of school at least one week in advance. Please note that if the absence will be longer than 3 school days, it is possible that the request will be denied.

Unplanned Absences

If a student will be absent because of illness or late for the start of school, a parent or guardian must notify BUA by telephone (617-353-9000) or email (academy@bu.edu) before 8:30 a.m. This includes eleventh and twelfth graders, even if they will be missing only University courses.

Make-up Work

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 absence. The deadlines for all make-up work will be determined between teacher and student and generally should not exceed one week from the student's return. Extended absences that require more than one week for make-up work require permission from the associate head of school.

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 absences cleared in advance with the professor and with BUA.

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 a missed appointment or an unexcused absence is discovered, at a minimum we will inform a student's parents/guardians of this fact, regardless of the University consequences. Depending on the nature and frequency of the violation, disciplinary action 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 associate 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 associate 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. In the event of severe weather or transportation disruptions, the director of discipline may excuse tardiness for that morning for all students affected.

Students arriving at school after 11:00 a.m. (or late for or missing from their first academic commitment if after 11:00 a.m.) may not be allowed to participate in sports, extracurricular activities, or BUA-sponsored events that day, unless the director of discipline 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. Students dismissed before 11:30 a.m. may not be allowed to participate in sports, extracurricular activities, or BUA-sponsored events that day, unless the director of discipline has given special advance permission.

Pattern of Absences or Tardiness

BUA monitors student attendance and takes appropriate steps to address any concerning attendance patterns. In general, BUA adheres to the following approach with regard to a pattern of absences or tardiness:

If a student's record of attendance or promptness to classes becomes unacceptable, such a pattern can have both academic and disciplinary consequences. Parents/guardians will be notified and invited to participate in a meeting if a student has six or more absences or late arrivals in a semester. If the pattern of absences or tardiness continues, the family will be required to participate in a meeting with the director of discipline and/or the associate head of school. If a student has ten or more absences or

tardies from any BUA class in one semester, BUA may withhold credit for that course. If a student has 5 or more absences or tardies from a one-semester course or a year-long course that meets once per week, BUA may withhold credit for that course.

Students are also expected to attend to their obligations on campus in addition to their classes. 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. When a student misses a regularly-scheduled BUA or University appointment with no approved reason, disciplinary action will follow. A pattern of unapproved absences from individual or group meetings will be handled as a serious disciplinary concern. 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.

Attendance, Tardiness, and Early Release at BUA Events

Students who fail to arrive at school before 11:00 a.m. (or by their first academic commitment if after 10:00 a.m.) or are dismissed before 11:30 a.m. on the day of a BUA event may not be admitted to the event. If the event occurs on a weekend, students with an unexcused absence on the preceding Friday may not be allowed to attend.

Entrance to a BUA dance will be closed one hour after the stated start time. If a student arrives after this threshold or fails to attend an event for which they registered, their parent/guardian will be notified. Students with valid reasons for lateness may appeal for late entry from the director of student life.

Any inappropriate behavior by a BUA student or an out-of-school guest will not be tolerated at BUA-sponsored events. Students may be removed from the event and may face disciplinary consequences. Examples of inappropriate behavior include those found in the "Student Conduct" section of the handbook.

The parent or guardian of any student wishing to leave a BUA event more than one hour prior to the stated end time will be notified. Students found violating the physical boundaries of the event will be removed from the event; the student's parents/guardians will be notified and the student may be subject to disciplinary consequences.

SCHOOL POLICIES

School Hours

Boston University Academy opens at 7:30 a.m. and closes at 5:30 p.m., Monday through Friday. Sargent Gym is open 7:30 to 6:00 p.m. each school day. Students arriving before 7:30 a.m. or staying beyond 6:00 p.m. may wait in the George Sherman Union (GSU). Students must leave the building promptly by 5:30 p.m. each day or Sargent Gym by 6:00 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 may be disciplined.

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

Calendar

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

All-School Meetings

All-School Meetings (ASM) are held regularly, and attendance is required for all students. The assembly format includes announcements and presentations, outside speakers, special functions, or performances by various academic, arts, or activity groups. ASMs represent a time each week for all BUA students and faculty to come together as a community and share a collective experience. As such, students are required to arrive on time and attend ASM each week.

Students will sit in sections by grade. Students who arrive after 8:45 am will not be admitted into the ASM auditorium and must go to the BUA front desk to check in. Students arriving after 8:45 am will be marked absent for the period. Students with a pattern of tardiness or absences will face disciplinary consequences.

During ASM, students are expected to arrive on time each week and be respectful to the ASM speaker, including properly storing phones, electronic devices, and earphones/buds off, and being awake and attentive. Eating and drinking are not permitted during ASM; all food must be left outside of the auditorium or remain closed and away while in the auditorium.

Visitors and Guests 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.

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 school-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. Guests at dances and after school events must be between the ages of 13 and 20.

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 BUA classes or activities and during lunch. Some BUA classes may be located outside of the BUA building, so students will travel directly to those classrooms and back to the BUA building with a teacher or on their own. Some BUA teachers or advisors may take a group of students to various locations across the BU campus, including nearby non-BU locations within walking distance, without requiring a permission slip.

During lunch, ninth and tenth graders are allowed to purchase food at the George Sherman Union (GSU) and are required to eat in the GSU Academy Room, the BUA building, or an approved Green Space on campus.

BUA students are not allowed to use the arcade in the GSU. Ninth and tenth graders returning to the BUA building before the end of the regularly-scheduled lunch period can go to the BUA gym, a student common area 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

Students may not ride in a car driven by a BUA student to or from after-school athletics or extra-curricular activities, unless they have written permission from both students' parents/guardians, which must be submitted via email to the director of athletics, team coach, or faculty club advisor.

All students must comply with all laws, rules, and regulations of the Massachusetts Department of Transportation. The irresponsible use of an automobile will likely result in suspension of driving privileges. Repeated or serious infractions may result in permanent revocation of the driving privilege.

Students are eligible to purchase a flex or commuter student parking pass through BU Student Link. If a student purchases a flex parking pass, they will be charged a daily rate based on when they park. If a student purchases a commuter pass, they will be charged for the semester. Both passes are eligible at 6 gated parking areas on campus, including the Essex Street lot, which is the closest to BUA. Students who purchase a parking pass may not park in the Upper or Lower Bridge Lots (next to the BUA building or behind Sargent Gym). Violators may face disciplinary action, fines, and/or towing. Students may park at other pay parking lots on the BU campus or in metered on-street parking spots.

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 at any time. Student lockers should not be defaced, and should be kept neat and organized. The area around lockers is students' responsibility and should be kept clean. 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.

Junior/Senior Room (JSR)

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.

Quiet Study Room (QSR)

The Quiet Study Room is a place for eleventh and twelfth graders for quiet independent and group study. Students are expected to use this space in a respectful manner. Out of respect for teachers and classes underway nearby, the noise volume in the QSR must be kept to acceptable levels. Failure to adhere to these rules may result in the closure of the QSR.

Student Dress

The BUA community expects its members to come to school looking presentable 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.
- When visible in the online and remote learning environment, and in any related interactions, students are expected to be appropriately dressed, which requires that students adhere to the dress code policy above.

In general, BUA adheres to the following approach with regard to a violation of the dress code:

- The first time a student violates the dress code, the student will receive a warning email from the director of discipline outlining their offense. Advisors will also receive the email.
- The second time a student violates the dress code, the student will receive a detention from the director of discipline and the student’s advisor will be contacted regarding the violation.
- The third and all subsequent offenses will result in a detention and the student’s parents/guardians and advisors will be contacted.
- If the director of discipline determines that a student has violated 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 Boston University Academy, a student may be asked to change clothes or be sent home. Parents/guardians and advisors will be notified.

Food and Drink

All members of the community must be responsible about food and drink in BUA building. Students who fail to clean up after themselves may have their food privileges revoked. Eating is not allowed in BUA classrooms without permission from that classroom’s teacher or club advisor.

BUA clubs or activities wishing to hold a bake sale in the lobby should sign up for a time with the Director of Student Life. Bake sales are only for BUA-sponsored clubs or activities, and are not for personal profit. Any organization sponsoring a bake sale or other activity involving food is solely 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.

Bereavement Policy

Boston University Academy adheres to Boston University’s student bereavement policy. The 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>.

Background Checks

With student safety as a priority at Boston University Academy, BUA conducts state and national criminal history and sex offender registry checks on all current and prospective faculty and staff of BUA who may have “direct and unmonitored access to children,” including any individual who regularly provides school-related transportation to students.

BUA requires any volunteers who will work independently with students to undergo a state criminal background check or “CORI” (Criminal Offender Record Information) and a state sex offender registry check or “SORI” (Sexual Offender Registry Information). Examples of the types of volunteer activities requiring a background check include, but are not limited to, Lock-In, field trips, and tutoring students one-on-one. A background check is typically not necessary for parent/guardian volunteers involved with larger BUA functions at which many adults are typically present or in instances where there is only the potential for incidental unsupervised contact with students in commonly used areas of BUA grounds.

These background checks require the completion of a brief application form and verification of a government-issued photographic identification, and are only conducted with the consent of an

individual employee or volunteer. A volunteer's service, and an individual's employment, is contingent upon successful completion of the checks, which may take several days or weeks to process.

Completed CORI and fingerprint-based check forms must be returned to the Business Office at least two weeks in advance of volunteering.

Students 18 and Older

Some students enrolled at Boston University Academy will reach the age of 18 before graduation. In the United States, age 18 is the age of majority, which means that legally, an 18-year-old student is able to enter into contractual obligations on the student's behalf (and is required to abide by those obligations). However, at BUA, the student's parent(s) or guardian(s) will continue to be responsible under the terms of the student's Enrollment Contract, including being solely responsible for the payment of all tuition and fees related to the student's enrollment at BUA.

Furthermore, regardless of the student's age, BUA will continue to discuss and release information and records to the student's parent(s) or guardian(s) concerning any aspect of the student's enrollment at the Academy, including, but not limited to, academic records, academic performance, health matters, disciplinary issues, and financial matters. In addition, the student's parent(s) or guardian(s) will be required to sign all extracurricular permission forms.

Lesbian, Gay, Bisexual, Nonbinary, and Transgender Students

Particularly with respect to transgender and gender non-conforming students, BUA will work closely with students and their families to honor their wishes with respect to use of BUA facilities, participation in athletics, clubs, or other BUA activities, accuracy of student records, use of preferred name and pronouns, and privacy, in accordance with applicable law, and to the extent that the BUA building or University facilities reasonably permit. In particular, 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.

Gift Giving

Gifts from individual families to teachers are in no way required or expected. Gifts should be limited to no more than \$50 per year per teacher. Families who would like to give more should consider donating to the BUA Annual Fund in a teacher's name or to the teacher's department.

MEDICAL SERVICES AND EMERGENCY CARE OF STUDENTS

See the [BUA COVID Protocols site](#) for revisions to medical services and emergency care of students; health emergency notifications; general COVID-19 communications; and specific information on COVID-19 testing and protocols. For the most up to date information on how to access student testing, visit the Boston University [Student Health Services \(SHS\) COVID webpage](#).

Student Health Services and Student Illness

Students have access to a nurse from the University's Student Health Services at all times during the school day via telehealth services. If a student has a medical concern, they should go to the main desk to set up a virtual conference with a BU nurse. The nurse will evaluate students who become ill during the school day and contact their parents/guardians as appropriate. Parents/guardians will be notified of an illness or injury that may require follow-up medical care.

In order to maintain a safe and healthy environment, we ask that students not come to school with any of the following symptoms: fever, vomiting, diarrhea, persistent cough, or profuse discolored discharge from the nose or eyes. Students who develop a fever of 100.0 degrees F or greater, vomiting, or diarrhea will be asked to go home. Students should be symptom-free for 24 hours before returning to school.

The nurse neither diagnoses nor treats injuries that occur on non-school time. If a student complains of a persistent earache, sore throat, rash, or joint pain, BUA may contact the student's parents/guardians and the parents should call the student's pediatrician.

Students will also have access to a certified Athletic Trainer between the hours of 10:00-6:00 p.m. The athletic trainer is responsible for applying tape, bandages, and braces to protect or prevent injuries, evaluating injuries and providing first aid, implementing rehabilitation programs for injured athletes, and developing injury prevention programs.

Health Records and Forms

BUA requires proof of an annual physical examination from a licensed physician as well as proof of up-to-date immunizations for every student (please see below for a more detailed policy on immunizations).

Families are also asked to provide the school with information about the student's physical and emotional health so that we can best support the student. BUA is sensitive to the privacy of this information, consistent with the Confidentiality policy in this Handbook.

Communicable Illnesses

BUA may exclude any student who (a) has a communicable illness, (b) has been exposed to an infected person, and/or (c) has traveled to an area impacted by a communicable illness, if the school determines, in its sole discretion, that such exclusion is appropriate for the welfare of the student or the BUA community. BUA may also screen students or require students to be screened by appropriate medical professionals to determine whether they pose a risk to the community. The school's decisions shall be based on current and well-informed medical judgments concerning the illness, the risks of transmitting

the illness to others, the symptoms and special circumstances of each individual who has or may have a communicable illness, and an analysis of the identified risks and available alternatives for responding to an individual with a communicable illness.

If and when appropriate, BUA will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the school may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. We encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

For the most-up-to-date BUA COVID-19 policies, visit the [COVID-19 protocols page on the BUA website](#).

Immunizations

In accordance with Massachusetts law, BUA requires all students to provide proof of up-to-date immunizations or a certificate of exemption before attending school. Proof of immunization must be signed by a medical professional.

A student with a qualified religious and/or medical exemption must provide the school with a DPH Exemption form pursuant to state law. A Medical DPH Exemption form must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) for medical reasons. A Religious DPH Exemption form must be signed by the student's parent or guardian, and notarized, attesting that immunization conflicts with their sincerely held religious beliefs. Students who do not provide proof of up-to-date immunizations or demonstrate that they qualify for an exemption will not be permitted to attend BUA or participate in any BUA activities.

For specific guidance on COVID vaccine and immunization requirements, refer to the [BUA COVID Protocols webpage](#).

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 staff can administer acetaminophen, antacid, diphenhydramine, and 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.

Misuse of the privilege to self-administer medication(s) will result in immediate revocation of said privilege(s). The school will not assume any responsibility for students not in compliance with this medication self-administration policy.

Head Injury/Concussion Policy

A “concussion” is a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury. Most students who experience a concussion can recover completely as long as they do not return to play or to learning prematurely. The effects of repeated concussions can be cumulative, and after a concussion, there is a period in which the brain is particularly vulnerable to further injury. If a student sustains a second concussion during this period, the risk of permanent brain injury increases significantly. As such, the guidelines outlined below should be followed to ensure that students are identified, treated, and referred appropriately, receive appropriate follow-up care during the school day, and are recovered prior to returning to full activity. For questions or concerns at any time, please contact the Athletics Office.

Concussion Awareness

Concussions and other brain injuries can be serious and potentially life threatening. If managed properly, most students can enjoy long careers in sports after a concussion. Research indicates that these injuries can also have serious consequences later in life if not managed properly.

A concussion occurs when there is a direct or indirect injury to the brain. As a result, transient impairment of mental functions such as memory, balance/equilibrium, and vision may occur. It is important to recognize that many sport-related concussions do not result in loss of consciousness and, therefore, all suspected head injuries should be taken seriously.

Coaches, parents/guardians, and fellow teammates can be helpful in identifying those who may potentially have a concussion, because a concussed student may not be aware of their condition or may be trying to hide the injury to stay in the game or practice. Parents/guardians, students, and coaches are required to read and sign the CDC Heads Up Concussion Information Sheet & The Mass Pre-Participation Head Injury Reporting Form in order to create better community awareness for identifying instances that should receive attention and evaluation.

Identifying Potential Head Injury and Removing from Play

If a student athlete receives a blow to the head and any signs or symptoms are present – or if the student is suspected of having a head injury – the coach or athletic trainer must remove the student from play/practice and the student will not return to play/practice that day. The coach, athletic director, or athletic trainer will:

1. Notify parents/legal guardians and refer them, if appropriate, to visit a primary care physician or if unavailable, emergency room.
2. Complete the “Report of Head Injury During Sports Season” form and send a copy of a symptom checklist with the student for review by parent and/or medical personnel.

Post-Concussion – Return to Play and School Work

Prior to returning to PE or sports, the student must have written clearance from the appropriate health care provider (a physician, nurse practitioner, certified athletic trainer, or neuropsychologist) that the student is symptom-free at rest and with exertion, including mental exertion in school.

The physician must also approve the student to return to academic work. While the student is recovering, the school counselor and Student Support Team will work with parents/guardians and faculty to coordinate an academic reentry plan. Upon returning to school, the student may be required to meet periodically with the school counselor for additional monitoring.

Food Allergies

Parents/guardians of students who have severe allergies with the potential for developing anaphylaxis must meet with a school nurse to develop an action plan prior to the start of the academic year. Classroom management will be discussed at that time. This plan must be reviewed prior to the start of each academic year.

Successful management of food allergies is the jointly held responsibility of BUA, families, and students. Education encompasses the entire BUA community including employees, parents/guardians, and students. It focuses on preventive strategies, the symptoms of anaphylaxis in individual students, and emergency care. We recognize that the management of food allergies is a developmental process, and we strive to take reasonable measures to protect our students while recognizing that students should learn to assume increasing responsibility for their own health and safety as they mature.

Health Emergencies

BUA will attempt to contact parents/guardians regarding illness or injury, but in serious circumstances that warrant immediate attention and the school is unable to reach a parent/guardian or a designated emergency contact, a registered nurse at Boston University's Student Health Services or BUA's certified Athletic Trainer will be consulted to determine appropriate management. In the event of a serious emergency, an ambulance will be called, the student will be taken to the nearest hospital emergency room, and at least one parent/guardian will be notified immediately. Emergency situations arising on campus will generally be referred to Boston Medical Center, Boston Children's Hospital, or Beth Israel-Deaconess Medical Center.

Families are expected to keep emergency forms up to date. Please remember, it is most important that BUA has current home, work, and cell phone numbers for parents/guardians or others (relatives, friends, or neighbors) who routinely assume temporary care of the student if a parent/guardian cannot be reached.

Communication of Health-Related Information

BUA uses email and phone to communicate non-sensitive and non-urgent issues to parents and guardians. Examples of information BUA will communicate via email and by voicemail include notices concerning incomplete immunization records, the administration of over-the-counter (OTC) medicine, and visits to the nurse's office. Examples of the types of information that BUA will not communicate via email and by voicemail are issues pertaining to alcohol abuse, HIV/AIDS, sexually transmitted diseases, and mental health diagnoses.

Student-related communication between a Student Health Services nurse, teachers, advisors, and families should use the BUANurse@bu.edu email address. Families should keep in mind that regular email is not a secure form of communication. Although it is unlikely, there is a possibility that information included in a non-secure email could be intercepted. To that end, it is encouraged that families exclude sensitive information or personal identifying information, such as a student's social security number or birth date, from emails sent to the school.

A family may request that the school not transmit any health-related information via email or voicemail if they do not consent to this policy. Requests of this nature should be sent in writing to the Director of Operations and Finance.

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 strive to provide a safe campus environment for all members of the community. In the case of an emergency, BUA 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 several communication avenues (text message, automated phone alerts, email, website posting, etc.) to update members of the community during an emergency.

Security Cameras and Visually Recorded Data

Security cameras are placed strategically around the University campus, on and within University buildings, and on and within the BUA building to help ensure the safety of students, faculty, staff, and visitors. These cameras may be used at any time, and students should be aware of this video surveillance. BUA reserves the right to access these recordings at its own discretion. Anyone identified by video surveillance in violation of school policies may be subject to disciplinary actions.

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

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 by email and by text message in addition to being 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.

TECHNOLOGY POLICIES

Google Suite

All BUA students are required to check Google Mail (www.bu.edu/google/mail) each day and respond to messages from teachers, BU instructors, or staff as soon as possible. School-wide announcements will be sent to a student's Google Mail account through the student list-serv. 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.

Students' use of Google Mail and Google Applications is subject to BUA's Acceptable Use policy in this Handbook.

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 Learn daily for assignments and course communications. Blackboard Learn also includes 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 and must not be shared with others. 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 required to bring a laptop to school. Students may borrow laptops from the front desk, if needed. Use of laptops and phones in the classroom is at the discretion of the teacher, except in the instance where the laptop is approved learning accommodation.

Students are allowed to bring their own tablet, and cell phone to school. Each member of the community is expected to use personal devices, laptops, and BUA computers in a mature and responsible manner, and in compliance with BUA's Acceptable Use Policy in this Handbook. 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, Quiet Study Room, and Student Lounge for personal purposes (though this privilege can be revoked if abused).

Printing

BUA students are allocated 100 black-and-white sheets of paper per semester to be used for printing and copying on any of the University's high-speed printers throughout campus including the BUA student/staff printer located on the second floor of the BUA building. Allocations will be reset each semester, and do not roll over from one semester to the next. Once a student's allocation has been exhausted, a per sheet charge will be billed to BUA. We recognize that the printing needs of various courses and for each family vary, therefore the school will work with individual students who are on track to print beyond the standard 100-sheet allocation. In extreme cases, BUA reserves the right to charge a family's Smart Tuition account if a student's printing use far exceeds a reasonable amount.

Appropriate Use Policy

School computers, personal devices, and laptops should not be used in a way that is disruptive or disrespectful to the community or in a way that violates any expectation or policy set forth in this Handbook, including but not limited to the expectation of academic honesty and the student Code of Conduct, the policies on Interpersonal Student Relationships, or the Bullying, Harassment and Hazing policy. Consistent with the Acceptable Use Policy, students should not view obscene, pornographic, vulgar, or sexually explicit material on a BUA or University 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, and applies to use by BUA students both on and off campus.

Social Media

BUA understands the desire of students to engage on social media platforms (e.g., Instagram, TikTok, Snapchat, Facebook, Twitter) (collectively referred to as "social media"). Conduct outside of school, including through social media, may be subject to disciplinary action. Students are expected to comply with the policies outlined in BUA's Acceptable Use Policy regardless of whether they are using BUA-provided equipment or their own personal devices.

Students may not "follow," be "friends" with, or otherwise directly connect to via online networks and services, any BUA employee on any social networking site that is not used primarily for educational purposes. If a student is contacted by a BUA employee via non-BUA channels for non-educational purposes, the student should immediately notify the head of school or associate head of school.

Students are not allowed to create websites or social media accounts or profiles bearing the image, name, or branding of Boston University Academy or Boston University without the explicit approval of the associate director of institutional advancement. BUA-affiliated clubs and sports that would like to create a social media account must [complete this form](#) to apply. Applications will only be approved for BUA clubs and sports, and any accounts that are created outside of this process will be reported and deactivated. Students with approved access to club and athletics social media accounts are expected to act in accordance with BUA's Acceptable Use Policy.

Online and Remote Learning Policies

BUA may incorporate online and remote learning programs in its curriculum and program. The purpose of this e-Safety policy is to help ensure a safe, secure, and supportive online and remote learning environment for students, employees, and all members of the BUA community, consistent with the BUA's standards, mission, policies, and protocols. The school strives to create such an environment

while also making it as effective and user-friendly as possible. At all times, however, the school's online and remote learning environment is subject to the requirements and limitations of the BUA's online and remote learning technology.

This e-Safety policy is intended to work in concert with the school's other rules and policies, including those set forth in this handbook. Students and parents are therefore expected to continue to comply with all BUA policies and standards of academic and social behavior as stated in this handbook and elsewhere, including, but not limited to, the school's interpersonal student relationships, technology acceptable use, and attendance policies. This policy sets forth additional, modified, and/or clarified expectations for the school's online and remote learning environment.

- Dress Code: When visible in the online and remote learning environment, and in any related interactions, students are expected to be appropriately dressed, which requires that students adhere to the dress code policy.
- Cyberbullying and Online Conduct: When participating in the online and remote learning environment, and in any related interactions, students must maintain and model the highest standards of conduct, respect, and integrity, including by refraining from any activity that might constitute or contribute to cyberbullying or other prohibited interpersonal conduct.
- One-on-One Interactions: BUA faculty, advisors, counselors, coaches, and administrators will provide virtual one-on-one meetings with students as appropriate. The school will seek to limit one-on-one interactions to those necessary to support the academic and social well-being of students and families.
- Recording: Online and remote learning sessions and communications should not be considered confidential and may be recorded by BUA teachers and staff. Students and parents are prohibited from (a) recording any part of any online and remote learning program, and (b) sharing, broadcasting, and/or making public any materials created or recorded by the school, its employees, or anyone else in relation to BUA's online and remote learning programs.
- Risk Management: All members of the BUA community are responsible for maintaining a safe online and remote learning environment. In that spirit, while the school will strive to support and ensure students' safety in the online and remote learning environment, students and their families are also expected to employ appropriate safeguards and manage risks appropriately.

STUDENT CONDUCT

Code of Conduct

BUA's mission describes a "caring high-school community" built around core values including community, inclusion, and independence. Creating that community and living up to those core values is a shared responsibility. The following sections describe some of the key expectations.

Boston University Academy students are expected to exhibit honesty, integrity, and respect when interacting with faculty, staff, administrators, guests, and other students, both in and out of the classroom, on the University campus, and in their communications with one another, whether in person, online, or 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. Acts of violence, vandalism, theft, harassment, threats by word or deed, bullying or dishonesty in any form, and any other inappropriate conduct, will not be tolerated.

Each student's personal space is to be respected. This pertains to possessions, as well as physical space.

Fighting, harassment, or gambling (including gambling over the internet) of any kind is unacceptable. Please see the Policies & Expectations for Interpersonal Student Relationships section in this Handbook for more guidance regarding appropriate interpersonal conduct.

Students may not take pictures or record videos of another student without permission. Similarly, students may not post pictures or videos of another student on social media without permission.

BUA students should use personal supplies, school supplies, class space, and common space with care and respect. The defacing of BUA or University property is a serious violation of BUA rules.

Students may not play ball or engage in disruptive or potentially harmful physical activities in BUA hallways or classrooms. Rollerblades, skateboards, scooters, bicycles and similar equipment may not be used in the BUA building at any time. Students are not allowed onto the roof of the building, in the Student Activities Office ("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, art room, black box theater, or student lounge). Students are not permitted to change clothes in the SAO bathrooms at any time.

At all times, whether on or off campus, students should conduct themselves with respect for self and others, knowing that they are responsible for the good name and reputation of BUA. The failure of students to abide by these expectations may result in disciplinary action. Students are subject to the rules of our school at any time they are under BUA's disciplinary reach. This includes being on campus after hours, riding on BUA vans or school buses, on the train while going to or from school, and while on field trips. BUA typically will not take disciplinary action in response to the off-campus, off-hours activities of students. If, at any time, however, a student engages in illegal or otherwise inappropriate activity which brings discredit to BUA, the student may be subject to disciplinary action, including

dismissal. Also, students who knowingly accompany or otherwise abet other students violating one of the major rules may also be subject to similar punishments.

Tobacco, Alcohol, Weapons, and Misuse of Drugs

Massachusetts law prohibits 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 school.

Any use, possession, procurement, or distribution of weapons, tobacco, nicotine, 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 over-the-counter (OTC) drugs is prohibited.

Failure to adhere to these policies will be considered a serious disciplinary offense. BUA may take disciplinary action against students violating this policy, including recommending or mandating 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, subject to the Sanctuary Policy in this Handbook.

Sanctuary Policy

The school encourages students to reach out to an adult when they find themselves in a potentially dangerous situation. BUA's Sanctuary Policy allows students to ask for help for themselves or for a peer, at school or a school-sponsored event, without invoking a disciplinary response from the school. In every case, a student's confidentiality is of paramount importance.

In an emergency situation, a student who is under the influence of any substance may invoke sanctuary in person with any administrator or faculty member. A student may also invoke sanctuary on behalf of a peer in this same situation. A student who is concerned about his/her own or a peer's chronic use, overuse, or abuse of any substance may speak in person to any administrator or faculty member and invoke sanctuary.

If a student invokes sanctuary on behalf of another student out of concern for the student's health or welfare, but without informing that student, sanctuary will be granted only if the student on whose behalf sanctuary has been invoked acknowledges the need. In all cases, the confidentiality of both students will be maintained.

In each of these three scenarios, the school will forgo the usual disciplinary response. The student's parents, advisor, and the director of discipline will be informed, and the school counselor will assess the student and determine what steps are necessary before the student returns to school. Also, the

student's full and complete cooperation is expected, and sanctuary will be revoked if the student invoking sanctuary is uncooperative.

Sanctuary may be invoked only once with a guarantee that there will be no disciplinary consequences; a second case will be considered after a careful review by the school.

Sanctuary may not be invoked if a student is caught with a banned substance or under the influence of a banned substance, or if a disciplinary process has begun, regardless of whether that fact is known to the student.

POLICIES & EXPECTATIONS FOR INTERPERSONAL STUDENT RELATIONSHIPS

Students and parents/guardians are encouraged to communicate with the head of school, associate head of school, advisors, the school nurse, and/or the school counselor with any questions or concerns regarding these policies. Boston University Academy believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and essential to fostering a culture of personal responsibility, mutual accountability, and positive peer leadership.

Commitment to Respectful and Healthy Relationships

Boston University Academy is committed to providing a safe and healthy learning environment for all members of its community. Such an environment precludes behaviors that are disrespectful of, or physically and/or emotionally harmful to, others. All members of the BUA community play important roles in maintaining these standards and intervening, as appropriate, when they witness or otherwise become aware of behavior that conflicts with community standards.

Awareness and acceptance of individual identity are central tenets of BUA. BUA expects all members of the BUA community to treat others with civility, respect, and dignity and to interact (whether in person or electronically) politely and appropriately. Before acting, students should carefully consider how their communications – whether through words, appearances, actions, or otherwise – may negatively impact others. All students are valued members of the BUA community, which presents unique opportunities to develop lasting partnerships with peers, faculty, and staff.

Bullying, Harassment, Discrimination, Hazing, and Sexual Assault

BUA does not tolerate verbal or physical behavior that constitutes bullying (including cyber-bullying), harassment, and hazing (collectively referred to as “interpersonal misconduct”). BUA is also committed to promptly addressing any behavior that impedes the learning of any student or interferes with the experience of any other member of the BUA community.

Interpersonal misconduct is prohibited on BUA’s and the University’s campuses, on the property immediately adjacent to BUA’s and the University’s grounds, on BUA vehicles, and at BUA-sponsored events, activities, athletic contests, and off-campus trips. BUA-owned technology may not be used to intimidate, harass, threaten, or bully another student. In addition, interpersonal misconduct is prohibited at a location, activity, function, or program that is not BUA-related or through the use of technology or an electronic device that is not owned, leased, or used by BUA, if such conduct: (a) creates a hostile environment at school for a student, (b) infringes on the rights of a student at school, or (c) substantially disrupts the educational process or BUA’s orderly operations. Although interpersonal misconduct that occurs outside of the above locations or circumstances may be outside of BUA’s disciplinary reach, we still encourage families and students to share potential incidents with a trusted staff member (as discussed in more detail below) if BUA may need to have a heightened awareness of protecting students’ safety while at school.

BUA prohibits and may be obligated to report sexual activity that violates the law, including rape, sexual assault, and statutory rape. All sexual activity between any student or applicant and any BUA employee is prohibited.

Please also be aware of Boston University’s Sexual Misconduct Policy, which can be reviewed at

<https://www.bu.edu/policies/sexual-misconduct-title-ix-hr/>.

BUA will not tolerate harassment or bullying based on actual or perceived sexual orientation, gender identity, or gender expression. This is the case whether the bullying or harassment takes place on or off campus, including cyber-bullying through the use of electronic technology (on or off BUA's campus, and on or off BUA's network).

Definitions

Bullying

For definitions and school policies regarding bullying, refer to Appendix B.

Harassment

Harassment is behavior that is pervasive or severe and has the purpose or effect of: (a) creating an intimidating, hostile, or offensive environment; (b) interfering unreasonably with a student's academic performance; or (c) creating a situation where academic decisions of a student depend on the student submitting to and/or not objecting to the behavior.

Harassment can take many forms. Examples include, but are not limited to, limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics, as well as slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons regarding a legally protected status that are derogatory or demeaning to a person's or group's characteristics or that perpetuate stereotypes. Harassment also includes sexual harassment.

Hazing

Hazing means subjecting a student to a physical or mental health injury as part of an initiation or as a prerequisite to membership into any organized school group, including any society, athletic team, or other similar group. Prohibited conduct includes, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical or mental health or safety of a student or any other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Please see Appendix C for a more detailed review of Massachusetts law defining and prohibiting hazing.

Hostile Environment

A hostile environment refers to a situation in which the conduct at issue is sufficiently severe or pervasive to deny or limit a student's ability to participate in or benefit from BUA's programs or activities.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports misconduct (including, but not limited to, bullying, harassment, discrimination, hazing, sexual assault,

or sexual harassment), provides information during an investigation, or witnesses and/or has reliable information about such misconduct.

Target

Any student against whom bullying, harassment, discrimination, hazing, sexual assault, or sexual harassment has been perpetrated.

Reporting Complaints

A student who is the target of interpersonal misconduct, or who has witnessed misconduct or any incident of retaliation, or who otherwise has relevant information about conduct prohibited by BUA, is expected to report the matter promptly (either orally or in writing) to the Head of School or to any other administrator or faculty member with whom the student is comfortable speaking. If a student is uncomfortable contacting one of these individuals, the student may ask another adult or a classmate to help. Oral reports made to a member of the faculty/staff will generally be memorialized in writing. With respect to reporting sexual assault in particular, students are strongly urged to speak to a trusted adult on campus or at home, such as the School Counselor. When making such outreach, students may share as little or as much information as they would like.

Parents/guardians of a student who is the target of interpersonal misconduct, or of a student who has witnessed such an incident or any incident of retaliation or otherwise has relevant information about such misconduct, are urged to immediately notify the Head of School, Associate Head of School, or Director of Discipline. Furthermore, any parent/guardian who has witnessed interpersonal misconduct, or has relevant information concerning misconduct or any incident of retaliation, is strongly encouraged to contact one of these administrators immediately. BUA will not take adverse action against a student or parents/guardians for making a good faith report of interpersonal misconduct. Although there are circumstances in which an anonymous report can be better than no report, it is far more difficult to determine the facts of what occurred if complaints are made anonymously, and disciplinary action will generally not be taken against a person solely on the basis of an anonymous report.

BUA cannot promise complete confidentiality to those reporting interpersonal misconduct. However, BUA will disclose reported information with discretion, on a need-to-know basis.

Responding to Complaints

The goals of an investigation and any disciplinary or other remedial process that is imposed following that investigation are to correct the situation to the extent reasonably possible, take steps to prevent repetition of the incident, and protect against retaliation.

When a complaint is made to a BUA administrator, an assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors), and to prevent disruption of the learning environment during an investigation. BUA may use strategies such as increased supervision and stay-away mandates to prevent further misconduct, witness interference, and/or retaliation during and after an investigation.

BUA will conduct an impartial, fact-finding investigation of the complaint. In some cases, especially those involving sexual misconduct, the school may partner with a third-party investigator. This investigation may include (but is not necessarily limited to) interviews with the complainant(s), alleged target(s), alleged aggressor(s), and any other witnesses or parties who have relevant information. BUA may consult with faculty, BUA's healthcare providers, the parents/guardians of the alleged target(s) and/or the alleged aggressor(s), or any other person deemed to have knowledge about the allegations in the complaint.

BUA does not tolerate retaliation against an individual for filing a complaint about interpersonal misconduct or cooperating in an investigation of such a complaint. An individual who is found to have engaged in retaliation against a student for filing a complaint, or participating in the investigation of a complaint, may be subject to disciplinary action.

Upon completion of the investigation, the Head of School (or the Head of School's designee) will generally make the following determinations:

- Whether and to what extent the allegation of interpersonal misconduct has been substantiated.
- Whether any disciplinary action and/or other remedial action is appropriate and, if so, how it will be implemented.
- Whether counseling, or a referral to appropriate services, should be offered to targets, aggressors, or family members of the affected students or targets.

At the discretion of the Head of School, the Discipline Committee (DC) may be convened. The head of school will consider recommendations from the DC, as outlined in the Discipline Committee Process section of this Handbook.

Information about consequences or other corrective action may be shared with the BUA community as deemed appropriate by the head of school. Such announcements may be made in person, by electronic communication, or otherwise. Resources such as counseling or referral to appropriate services are available to all students – including the alleged aggressor(s) and the alleged target(s) – during and after an investigation.

For specific reporting and response protocols for bullying, see [Appendix B](#).

Notification to Parents/Guardians

BUA will generally notify the parents/guardians of the alleged target(s) and the alleged aggressor(s) after a complaint has been filed, upon completion of the investigation, and to report the results of the investigation. Parents/guardians of the target(s) will generally also be notified of any action to be taken to prevent further acts of interpersonal misconduct or retaliation.

In all situations, the information shared by BUA may be limited by confidentiality laws protecting student and employee records, other confidentiality or privacy considerations, and/or concerns regarding the integrity of the investigative process.

Notification to Government Authorities

In appropriate circumstances, such as when a crime has been committed or a child may have been subjected to abuse or neglect reportable under Massachusetts law to DCF, law enforcement or other appropriate government agencies may be notified. At any point after receiving a report of misconduct, including, but not limited to, bullying, harassment, discrimination, hazing, sexual assault, or sexual harassment, BUA may notify local law enforcement or other government agencies. If BUA receives a complaint involving students from another school, BUA may notify the appropriate administrator of the other school.

ACADEMIC DISHONESTY

BUA students are expected 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. Students are to exhibit academic honesty in all assignments, including take-home and online assessments.

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.

Use of artificial intelligence content-generating sites or programs such as ChatGPT are prohibited for assignments where students are asked to produce original work. Teachers may ask students to use such programs for particular assignments or exercises; otherwise, use of such programs for submitted work is considered academic dishonesty.

Any help from friends, family, or tutors: (1) is only allowed as directed by the assignment and course syllabus; (2) should stop short of suggesting ideas, words, or phrases; and (3) 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 assessments 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 the student's own is also a form of dishonesty.

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 teacher 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 allows 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.

Boston University Academic Conduct Code

All students in University courses are expected to review and adhere to the University's Academic Code of Conduct. BUA students will also be held to the Boston University Academy standards, including in University courses. The University's College of Arts and Sciences' Student Academic Conduct Code can

be found at <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; obey all local, state, and federal laws; and conduct themselves in a manner consistent with BUA's high standards of honesty, integrity, and kindness. Failure to respect and follow these rules may result in disciplinary action. A series or pattern of infractions may constitute a violation of trust between the student and BUA, and therefore may warrant significant disciplinary action beyond that of the individual infractions. Students who choose to remain present when other students are engaging in misconduct may be subject to disciplinary action.

If a student violates any BUA or University rule, expectation, or policy, or otherwise engages in inappropriate behavior, the student should expect disciplinary consequences, which could include one or more of the following: verbal or written warning, detention, a disciplinary warning letter, reflective writing, service, removal from leadership positions, loss of privileges, 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 expected experience and maturity.

Disciplinary Process

Infractions of Boston University Academy or Boston University rules or expectations will generally observe the following process. Students who violate or are suspected of violating BUA or BU policies will be referred to the director of discipline. For infractions that may be heard by the Discipline Committee, the director of discipline or a designee will meet with the student and any other pertinent individuals. The meeting may include an appointed faculty member or administrator. The student will be asked to provide the details of the situation and answer any related questions. Follow-up meetings may be required. In rare cases, a student may be temporarily removed from the community during the investigation process.

In general, the director of discipline's role is to gather information, answer questions for the student and family about the disciplinary process, and coordinate with the Discipline Committee, the associate head of school, and the head of school on disciplinary matters. The director of discipline will communicate with the student and the student's parents/guardians and advisor throughout the disciplinary process, including any disciplinary outcomes. Due to the confidential nature of disciplinary proceedings, the student, parents/guardians, and other pertinent individuals should direct all inquiries to the director of discipline.

The Discipline Committee Process

A student may be required to meet with the Discipline Committee (DC) as a result of a particular disciplinary infraction or an accumulation thereof. The DC may convene to hear cases concerning major or moderate student infractions or to meet with a student who has accrued several detentions or other minor disciplinary infractions. Examples of cases to be heard by the DC include, but are not limited to, academic dishonesty; verbal, physical, or online harassment; theft; alcohol, drug, or tobacco violations; potentially unsafe behavior; chronic or deliberate disregard for basic school policies, etc.

The DC is an advisory council made up of students and faculty members, typically four students, one faculty member, and the associate head of school. The student will be accompanied only by their

advisor or another teacher or staff member, who will serve as the student's advocate during the DC process. The head of school will also be present at the meeting.

At the start of a 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 an appropriate understanding of the relevant facts, it will identify an appropriate disciplinary response to recommend to the head of school for consideration. The head of school will then make the final decision about any disciplinary consequence. The head of school may accept, reject, or modify the recommendations of the DC, in the head's sole discretion. In rare circumstances, the associate head of school may act as the head of school's designee.

The director of discipline or the head of school may take disciplinary action without convening the DC. Reasons for not using the DC may include, but are not limited to, situations in which the facts are unclear, there are significant confidential factors, time is of the essence, the timing of the incident makes convening the DC impractical, or in instances of interpersonal misconduct.

Members of the DC, the student meeting with the DC, and the student's advisor are required to hold the DC meeting and outcome with strict confidentiality. If the student has any questions or concerns about the DC process or outcome, the student should address the concerns to the director of discipline, the associate head of school, or the head of school. Failure to treat the disciplinary process with confidentiality may lead to disciplinary action.

Deliberations and outcomes are confidential. In cases where it is important for the school community, the head of school may share the outcome of any disciplinary matter with the student body.

Detentions

The director of discipline or any BUA faculty or staff member can assign a detention. A detention typically involves fifty minutes of helping a teacher or staff member with a task. The accumulation of several detentions within one semester may lead to the student meeting with the Discipline Committee, the issuance of a Disciplinary Warning Letter, or other consequences.

Disciplinary Warning Letter

Students may receive a Disciplinary Warning Letter if there is concern over inappropriate behavior. It can be the result of an individual infraction or pattern of misbehavior. A student should expect that further infractions after receiving a Disciplinary Warning Letter will be handled more seriously, with consequences potentially including in-school separation, Disciplinary Probation, out-of-school suspension, and even dismissal, depending on the circumstances. Disciplinary Warning Letters will not be reported to colleges.

Reflection and Service

Students may be required to write a reflective essay, write a letter of apology, or engage in service, at BUA's sole discretion.

Removal from Leadership Positions, Loss of Privileges, and Other Consequences

Consequences for disciplinary infractions may include a number of measures including removal from leadership positions, the loss of certain privileges, and restrictions on participation in student activities, in BUA's sole discretion. These consequences will be determined on a case-by-case basis.

In-School Separation

In-school separation is the temporary separation of a student from BUA classes and all school activities. Typically, 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, and will not be allowed their cell phone for the day. The student will be assigned a reflective essay or other project to work on during the in-school separation. The student may not do school work or any other activity during in-school separation. 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 a.m. 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 the result of a serious individual infraction or pattern of misbehavior, in BUA's sole discretion. Once placed on Disciplinary Probation, a student must maintain an exemplary record in order to remain in the BUA community, and any subsequent offense may result in suspension or dismissal. Disciplinary Probation is reported to colleges and other secondary schools, subject to the Expungement policy below.

Out-of-School Suspension

Suspension is the temporary separation of a student from BUA and all school-related activities. Suspension is the result of either the disciplinary process, or a particularly serious individual infraction, in BUA's sole discretion. The 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 and other secondary schools, subject to the Expungement policy below.

Dismissal

The permanent dismissal of a student from BUA can result from the disciplinary process, or from a single egregious violation of BUA or BU rules or regulations, or of applicable laws. The 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 BUA or attend school-related activities. Dismissal is reported on the student's official transcript sent to colleges and other secondary schools. BUA also may conclude its investigation and reach a decision to dismiss, even when a student "withdraws" before that decision has been conveyed to the family.

Boston University Academy may also dismiss a student if there is any breach of BUA's enrollment contract, including financial obligations, at the discretion of the head of school

Expungement of Disciplinary Action

Any student who is placed on Disciplinary Probation and/or who received an out-of-school suspension during the ninth or tenth grade will have this disciplinary status and this suspension expunged at the end of their eleventh-grade year, provided that the student was not subject to additional reportable discipline in their ninth-, tenth-, or eleventh-grade year. Students who are placed on Disciplinary Probation and/or received an out-of-school suspension during their eleventh- or twelfth-grade years must report this to colleges, when required by the colleges, when required by the colleges, as outlined in the following section.

Reporting Disciplinary Action to Colleges and Next Schools

When required by a college, university, agency, or organization, Boston University Academy expects students to disclose instances of Disciplinary Probation, out- of-school suspension, or dismissal from BUA (unless such consequence is expunged at the end of eleventh grade as described in the section above). 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. BUA's college counselors will support students as they complete these sections of their application.

If a student receives reportable discipline after the filing of college applications, BUA expects students to inform all schools to which an application has previously been submitted or the school at which the student has submitted an enrollment deposit, if the school requires disciplinary reporting. Students are expected to notify colleges within two weeks from the date of the change in status. This policy is in compliance with the National Association for College Admission Counseling's Statement of Principles of Good Practice.

EXTRA-CURRICULAR ACTIVITIES AND SPECIAL EVENTS

Eligibility

Students are required to have on file a medical form completed and signed by a medical doctor stating that the student is physically fit to participate in physical education classes and athletics. No student will be allowed to participate until this form is on file. Students must be in school for the majority of the school day to be eligible for participation in athletics and all extracurricular activities.

Boston University Fitness and Recreation Center

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; and
- 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; or
- Take a class for academic credit except with permission of the associate head of school and the director of athletics and alumni relations.

BUA students who wish to utilize FitRec must have a completed waiver on file. Students who have a completed waiver on file will be able to swipe into FitRec using their Terrier Card.

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. Parents/guardians may receive information from BUA setting forth specific details, including required costs and additional policies, in advance of particular field trips.

Some University courses may have off-campus field trips, group work, or events (which may or may not be supervised by the professor). Students should make sure their parents/guardians know the location, supervision structure, and expectations of such trips and events.

Behavioral Expectations While Away From School

Students should be aware that they represent the BUA community at all times, both on and away from campus. While it is not BUA's intention to monitor students in all of their off-campus activities, BUA may take disciplinary action, including suspension or dismissal, in response to inappropriate conduct occurring outside of campus.

On overnight trips, students will be held to a higher expectation of behavior. The disciplinary consequences for any rule-breaking may include immediate removal from the trip at parents'/guardians' expense. In addition to all school and supplementary trip policies, students are not permitted to leave their assigned rooms after the designated bedtime check-in. Violation of this rule is

considered a serious disciplinary infraction. Students will receive instructions on how to contact someone in case of emergency; students must call a designated chaperone, the hotel front desk, or 911 (or analogous international emergency number).

FAMILY EXPECTATIONS

BUA believes that a positive and constructive working relationship between BUA, the student, and the student's parent(s)/legal guardian(s) is essential to the fulfillment of BUA's educational mission and statement of values. BUA expects parents, including those who are separated or divorced, to cooperate in the student's best interests with respect to the student's education. Separated or divorced parents must provide details of the custody arrangement to BUA and keep the school apprised of any changes in custody arrangements and other matters that may affect the student or the school.

BUA may, in its sole discretion and without limitation, suspend, dismiss, or refuse to enroll the student if BUA concludes that the student, or a family member or other individual associated with the student, has engaged in any behavior (whether on or off campus, and whether during the school year or otherwise) that, in BUA's discretion, interferes with BUA's ability to fulfill its educational mission or is contrary to the best interests of BUA or members of the BUA community. Examples include, but are not limited to, the following: (i) the student is not satisfactorily meeting BUA's standards for academic performance or social conduct; (ii) the student, the student's parent(s) or guardian(s), or anyone associated with the student, engages in behavior that conflicts with the school's mission, core values, expectations, and policies; (iii) the student's family does not participate with BUA in the spirit of cooperation and partnership that BUA deems necessary to support the student's education; or (iv) the student's account is in arrears. BUA's decision in this regard shall be final and is not subject to review. In such cases, the family understands and agrees that no tuition refund will be given and that no such action taken by BUA will release them from the financial obligations under this Contract, unless as otherwise qualified under the Tuition Refund Plan.

Current Family Contact Information

Parents/guardians are expected to keep BUA informed of contact information for emergency situations. If a parent/guardian is going to be away from home for an extended length of time, please leave a forwarding address and telephone number where the parent can be reached, as well as information regarding who will be responsible for the student and how they may be reached in case of illness or other emergency.

Multiple Households

In order for BUA to communicate most effectively with parents/guardians and support each student, teachers and administrators need to be aware of students who spend time in multiple households. Additionally, information regarding who the primary caregiver is should be communicated to BUA, in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent/guardian involvement in field trips or other issues, BUA should be informed. These situations can be stressful for parents/guardians and confusing for students, and assistance in minimizing BUA's phone calls for clarification is very important. Unless otherwise specified, each parent/guardian for whom BUA has current contact information will receive a copy of the student's report card as well as other informational mailings and electronic communications during the year.

Residency Requirements

At least one parent or legal guardian must be residing with the student at all times, even if the student has reached the age of 18. If a family has difficulty in meeting this requirement, they should contact the associate head of school.

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/>

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.

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.

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: BOSTON UNIVERSITY ACADEMY BULLYING PREVENTION AND INTERVENTION PLAN

Introduction

Boston University Academy is committed to providing a safe and healthy learning environment for all members of its community. Such an environment precludes behaviors that are disrespectful of, and physically and/or emotionally harmful to, others. Students, faculty, staff members, and others connected with BUA should expect to be treated with respect and consideration. As a community enriched by its diversity, we recognize and celebrate the differences in characteristics such as culture, race, sex, age, ethnic origin, religion, gender, sexual orientation, gender identity and expression, and socio-economic status, among others. All members of the BUA community play important roles in maintaining these standards and intervening, as appropriate, when they witness behavior that conflicts with community standards.

This Bullying Prevention and Intervention Plan (the “Plan”), set forth below is published in accordance with M.G.L. c. 71, §370, otherwise known as the Massachusetts Law About Bullying in Schools, and is an integral part of our efforts to promote learning and prevent any behavior that can impede the learning process. This Plan is consistent with broader protections against discrimination, harassment, and other inappropriate conduct as detailed in the Boston University Academy Student and Family Handbook (“Student and Family Handbook”) and the Boston University Academy Employee Handbook (“Employee Handbook”). This Plan is designed to coordinate with BUA’s existing Policies & Expectations for Interpersonal Student Relationships.

It is important that this Plan be well understood by all members of the BUA community. Ensuring adherence to the Plan is the responsibility of the head of school or designee. Questions and concerns related to this Plan may be referred to the head of school, or the director of discipline.

Policy Against Bullying, Cyber-bullying and Retaliation

Physical or verbal behavior that constitutes bullying and/or cyber-bullying, is unacceptable at Boston University Academy and will not be tolerated. BUA is also committed to promptly addressing any behavior that impedes the learning of any student or interferes with the experience of any other member of the BUA community.

Bullying and cyber-bullying are prohibited on the BUA and Boston University (the “University”) campuses and the property immediately adjacent to BUA’s or the University’s grounds; at school events, activities, athletic contests, and off-campus trips; in any vehicles used by BUA; and through technology used or operated by Boston University Academy or Boston University as well as cyber-bullying that occurs on any other technology, whether or not directed at another member of the BUA or University community.

In addition, BUA prohibits off-campus bullying and cyber-bullying if the bullying creates a hostile environment at BUA for a targeted student, infringes on the rights of a targeted community member at BUA, or materially and substantially disrupts the educational process or the orderly operation of BUA.

Definitions

Aggressor:

A student or faculty/staff member who engages in bullying, cyber-bullying, or retaliation towards another person.

Bullying:

Bullying is defined as the repeated use by one or more students or by a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

BUA recognizes that certain students may be more vulnerable to becoming targets of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Cyber-bullying:

Cyber-bullying is bullying through the use of technology or electronic communication, including, but not limited to, any transfer of signs, signals, writing images, sounds, data, or intelligence of any nature transmitted, in whole or in part, by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, internet communications, telephones, cell phones, computers, fax machines, e-mail, instant messages, text messages, social media, and internet postings, whether on a web page, in a blog, on social media, or otherwise.

Cyber-bullying includes, but is not limited to: (a) the creation of a web page or blog or social media profile in which the creator assumes the identity of another person, and (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation constitutes bullying conduct as defined above. Cyber-bullying includes, but is not limited to the distribution by electronic means of a communication to more than one person, or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying.

Faculty/Staff:

Faculty/staff members include, but are not limited to, teachers, administrators, counselors, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

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.

Target:

Any student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

School Grounds:

Any property on which a BUA or University building or facility is located or property that is owned, leased, or used by BUA or the University for a BUA-sponsored activity, function, program, instruction, or training.

Prevention of Bullying and Cyber-Bullying at Boston University Academy

Every student at Boston University Academy has the right to be treated with dignity and respect. BUA 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 academic year, the Student and Family Handbook is shared with students and parents/guardians. This Student and Family Handbook includes clear definitions of BUA policy about appropriate use of technology, as well as appropriate behavior of all students.

BUA's comprehensive approach is intended to support all students and employees as well as provide age-appropriate training and education for the ways in which bullying, cyber-bullying, and retaliation can be prevented and the ways in which participation in these prohibited behaviors are antithetical to the mission and core values of BUA. Additionally, the approach is intended to educate BUA's community regarding the steps one must take to respond to incidents of these prohibited behaviors.

Training and Professional Development

BUA conducts annual training (and more often, as determined by the head of school), to help employees understand how BUA can prevent, identify, stop, and respond to bullying, cyber-bullying, and retaliation at BUA. This employee training includes: (a) developmentally appropriate strategies to prevent bullying incidents; (b) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (c) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; (d) research findings on bullying, including information about students who have been shown to be particularly at risk for bullying in the school environment; (e) information on the incidence and nature of cyber-bullying; and (f) internet safety issues as they relate to cyber-bullying.

Reports of Bullying, Cyber-bullying, or Retaliation

Any student who is the target of bullying or cyber-bullying, or who has witnessed such an incident or any incident of retaliation, or who otherwise has relevant information about conduct prohibited by this Plan, is expected to report the matter promptly (either orally or in writing) to the student's advisor or to any other administrator or faculty member with whom the student is comfortable speaking. If a student

is uncomfortable contacting one of these individuals, the student may ask another adult or a classmate to help. Oral reports made to a member of the faculty/staff will generally be memorialized in writing.

Parents or guardians who believe that their child is the target of bullying or cyber-bullying, or has witnessed such an incident or any incident of retaliation, or otherwise has relevant information about bullying or cyber-bullying, is urged to notify the head of school or associate head of school immediately. Furthermore, any parent or guardian who has directly witnessed bullying or cyber-bullying, or has relevant information concerning such an incident or any incident of retaliation, is expected to contact one of these administrators.

Any faculty/staff member who witnesses or otherwise becomes aware of bullying or cyber-bullying 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 head of school or associate head of school. Faculty, staff, and administrators may not make reports under this policy anonymously.

If a member of the faculty/staff witnesses an act of bullying, cyber-bullying, or retaliation in progress, the faculty/staff member is expected to take reasonable steps to stop the act by communicating directly with the person whose behavior is considered unacceptable, offensive, or inappropriate.

Although Massachusetts law permits a student or the parent or guardian of a student to make a report of bullying, cyber-bullying, or retaliation anonymously, BUA urges students and their parents/guardians not to make anonymous reports under this Plan. While there are circumstances in which an anonymous report can be better than none at all, it is nonetheless far more difficult to determine the facts of what occurred if a report is made anonymously. No disciplinary action will be imposed *solely* on the basis of an anonymous report.

Students and parents are encouraged to bear in mind that BUA takes its policy against retaliation seriously. BUA cannot promise absolute confidentiality to those reporting a case of bullying, as there may be a need to share information during an investigation or otherwise; however, BUA will disclose such information with discretion, on a need-to-know basis.

Responding to a Report of Bullying, Cyber-Bullying, or Retaliation

Preliminary Considerations

When a report of bullying, cyber-bullying, or retaliation is brought to the attention of the head of school, an assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors) and to prevent disruption of their learning environment while the investigation is undertaken. As appropriate, strategies such as increased supervision or stay-away mandates may be issued to prevent bullying, witness interference, or retaliation during an investigation. The requirement to report to the head of school or other administrator does not limit the authority of the faculty/staff member to respond to behavioral or disciplinary incidents consistent with BUA policies and procedures for maintaining safety, behavior management, and/or discipline in a way that is developmentally appropriate for the ages of the students involved.

Both during and after an investigation, BUA is committed to protecting the physical and emotional well-being of all of its students and employees and will take appropriate measures to do so. Thus, BUA will

be sensitive to the needs of both the alleged targets as well as the alleged aggressors. BUA will take additional steps to promote safety during the course of and after the investigation, as may be appropriate, including implementing protocols for protecting individuals who report or witness bullying, or who are interviewed regarding bullying.

At any point after receiving a report of bullying, cyber-bullying, and/or retaliation, the head of school or designee may notify local law enforcement or other government agencies, in the event that the head of school or designee has a reasonable basis to believe that criminal charges may be pursued against the alleged perpetrator.

If BUA receives a report of bullying, cyber-bullying, or retaliation involving students from another school, the head of school or designee may notify the appropriate administrator of the other school so that both may take appropriate action.

Notification to Parents/Guardians

BUA will generally notify the parents/guardians of the alleged target(s) and the alleged aggressor(s) promptly after a complaint has been filed, upon completion of the investigation, and to report the results of the investigation. Parents/guardians of the target(s) will generally also be notified of any action to be taken to prevent further acts of interpersonal misconduct or retaliation.

In all situations, the amount of information shared by BUA may be limited by confidentiality laws protecting student and employee records, other confidentiality or privacy considerations, and/or concerns regarding the integrity of the investigation processes.

Investigation

The following is an overview of the protocols that will generally be followed once a report of behavior prohibited under this Plan has been brought to the attention of BUA.

An impartial fact-finding investigation of the report will be conducted by the director of discipline and/or the head of school. The investigation itself may involve (but is not necessarily limited to):

- Interviews with the individual(s) who initially made the bullying complaint;
- Interviews with the individual(s) who are the target of the alleged bullying;
- Interviews with the individual(s) against whom the complaint was made; and
- Interviews with any other individual(s) who may have witnessed or may otherwise have information relevant to the alleged incident(s).

Depending on the circumstances, the investigator(s) 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.

While BUA cannot promise strict confidentiality, all persons will be instructed to treat the investigation as confidential and not to discuss the allegations with other persons at BUA. Although information must be shared to conduct an effective investigation, BUA will only release information on a legitimate need-to-know basis.

BUA neither tolerates nor engages in retaliation against an individual for filing a report of bullying, or for cooperating in an investigation of such a report. No adverse action will be taken against a student or faculty/staff member for making a good faith report of alleged bullying. An individual who is found to have engaged in retaliation against a student or faculty/staff member for filing a report, or participating in the investigation of a report, may be subject to disciplinary action, up to and including dismissal from BUA or termination of employment.

All persons involved in an investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, BUA expects and requires the honest and full disclosure of facts by all involved. Any person who knowingly makes a false accusation of bullying or retaliation may be subject to disciplinary action.

Resolution and Follow-Up

Following the interviews, the head of school with the director of discipline will determine if sufficient evidence has been presented to support the reported bullying, cyber-bullying, or retaliation complaint. If the Plan has been violated, the head of school and/or the director of discipline will determine what disciplinary action or other remedial action is appropriate (usually taking the case to the Discipline Committee if there are no evidentiary issues unresolved), as well as reporting to the authorities if required. The head of school will also determine whether counseling, or a referral to appropriate services, should be offered to targets, aggressors, or family members of the affected students or targets.

Upon completion of the investigation, the head of school or person(s) who conducted the investigation will generally meet individually with the student or students who were the target of the alleged incident and the student or students against whom the report was made. The parents/guardians of all students involved will generally be contacted.

Information about consequences or other corrective action may be shared with the BUA community as deemed appropriate by the head of school. When it is determined by the head of school that the student body or faculty would benefit from disclosure of the events and associated consequences of an incident of bullying, cyber-bullying, or retaliation, an announcement may be made in person, by electronic communication, or otherwise.

In cases when it is determined that bullying or retaliation has occurred, BUA will assess the target's need for protection and will make appropriate efforts to restore the target's sense of safety.

If disciplinary or other corrective action is determined to be appropriate, the affected individuals will be informed of the steps that will be taken to correct the situation. The amount of information provided in these meetings may be limited by confidentiality laws protecting student and employee records or other confidentiality or privacy considerations. Parents or guardians of the target(s) will generally be notified of any action to be taken to prevent any further acts of bullying or retaliation.

Follow-up communications may occur with any student found to have been targeted in violation of this policy and that student's parents/guardians (as applicable) to inquire as to whether there have been any further incidents.

Resources, such as counseling or referral to appropriate services, are available to all students – including the alleged aggressor(s) and the alleged target(s) – during and after an investigation.

Disciplinary Action

The range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation will balance the need for accountability with the need to teach appropriate behavior, and may include:

- loss of privileges;
- written apology to another student;
- close supervision of the student;
- counseling;
- disciplinary status;
- suspension from BUA; and
- dismissal from BUA.

If, as the result of an investigation, the head of school determines that faculty/staff should be subject to disciplinary action, such disciplinary action will be handled in accordance with the policies set forth in the Employee Handbook.

Conclusion

This Plan, which is consistent with BUA's mission and policies that appear in the Student and Family Handbook and Employee Handbook, outlines BUA's bullying, cyber-bullying, and retaliation policy and is consistent with BUA's ongoing commitment to fostering a safe, supportive, and respectful learning environment for all members of the BUA community.

The goals of this Plan are:

- to prevent bullying, cyber-bullying, and retaliation among BUA students;
- to encourage students and parents/guardians to come forward promptly if they become aware of conduct that is prohibited by this or any other BUA policy;
- to promote confidence in BUA's procedures; and
- to aid the appropriate implementation of discipline and other corrective measures when warranted.

Questions regarding this document or other aspects of Boston University Academy's prevention and response to matters of bullying, cyber-bullying, or retaliation should be directed to the head of school.

APPENDIX C: 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.