Dear Academy Families,

BU Academy strives to be an educational community where every student is known, cared for, taught well, and advised thoughtfully. Providing a structure of expectations is an important aspect of supporting our students. Within this framework, students can and should push themselves, take academic risks, pursue their passions, and share responsibility for fostering a healthy and vibrant school culture.

We do not expect that a student will navigate his or her way through the Academy without mistakes. Often these lessons are formative opportunities for students to build resiliency, gain wisdom, and mature into their best selves. Yet it must also be recognized that some actions, or patterns of actions, are so far outside the boundaries of acceptable behavior that it is not possible for a student to continue to be enrolled at the Academy.

To that end, our goal for the Student and Family Handbook is to be clear and explicit about the Academy’s rules and expectations. This document addresses policies, procedures, and guidelines as specifically as possible. No document can address every detail of school life. If at any time questions emerge or there is need for clarification, please let us know. Most broadly, a student’s actions as well as those of their family should always be guided by respect for others, ethical conduct, and common sense.

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

Best,

Dr. Ari M. Betof
Table of Contents

FACULTY AND STAFF EMAIL LIST ........................................................................................................... 3
BU ACADEMY ORGANIZATIONAL CHART ............................................................................................. 4
FAMILY CONTACT LIST ................................................................................................................................. 5
THE ACADEMY’S MISSION ............................................................................................................................... 7
THE ACADEMY’S CORE VALUES .................................................................................................................... 7
DIPLOMA REQUIREMENTS ............................................................................................................................... 7
THE ACADEMIC PROGRAM ............................................................................................................................. 8
UNIVERSITY COURSE INFORMATION .......................................................................................................... 10
RECOGNITION OF ACADEMIC HONORS ..................................................................................................... 12
STUDENT ASSISTANCE ................................................................................................................................. 13
FAILURE TO MEET ACADEMIC EXPECTATIONS ....................................................................................... 16
SCHOOL POLICIES ......................................................................................................................................... 18
STUDENT CONDUCT ......................................................................................................................................... 27
FAILURE TO HONOR RULES AND EXPECTATIONS ..................................................................................... 31
Appendix A: On-Campus Field Trip Permission .......................................................................................... 34
Appendix B: Technology Appropriate Usage Policy .................................................................................... 34
Appendix C: Massachusetts “Hazing and Bullying” Laws ............................................................................ 37
Appendix D: Boston University Academy Bullying Prevention and Intervention Plan ............................... 39
# FACULTY AND STAFF EMAIL LIST

Boston University Academy  
One University Road  
Boston, MA 02215  
Ph: 617-353-9000  
FAX: 617-353-8999

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ari Betof</td>
<td>Head of School</td>
<td><a href="mailto:abetof@bu.edu">abetof@bu.edu</a></td>
</tr>
<tr>
<td>Brett Abigana</td>
<td>Music Instructor</td>
<td><a href="mailto:babigana@bu.edu">babigana@bu.edu</a></td>
</tr>
<tr>
<td>Mark Alonge</td>
<td>Classics and History Instructor</td>
<td><a href="mailto:alonge@bu.edu">alonge@bu.edu</a></td>
</tr>
<tr>
<td>Jill Atkinson</td>
<td>Director of College Counseling</td>
<td><a href="mailto:jillatk@bu.edu">jillatk@bu.edu</a></td>
</tr>
<tr>
<td>Aiysha-Khaalid Barr</td>
<td>Receptionist and Special Events</td>
<td><a href="mailto:akbarr@bu.edu">akbarr@bu.edu</a></td>
</tr>
<tr>
<td>Paige Brewster</td>
<td>Director of Operations and Special Projects</td>
<td><a href="mailto:brewster@bu.edu">brewster@bu.edu</a></td>
</tr>
<tr>
<td>Olive Brown</td>
<td>History Instructor</td>
<td><a href="mailto:ocbrown@bu.edu">ocbrown@bu.edu</a></td>
</tr>
<tr>
<td>Elizabeth Cellucci</td>
<td>Visual Art Instructor</td>
<td><a href="mailto:lizcel@bu.edu">lizcel@bu.edu</a></td>
</tr>
<tr>
<td>James Davis</td>
<td>History Instructor</td>
<td><a href="mailto:jdavis@bu.edu">jdavis@bu.edu</a></td>
</tr>
<tr>
<td>Nick Dent</td>
<td>Mathematics Instructor</td>
<td><a href="mailto:ndent@bu.edu">ndent@bu.edu</a></td>
</tr>
<tr>
<td>Srdjan Divac</td>
<td>Mathematics Instructor</td>
<td><a href="mailto:divac@bu.edu">divac@bu.edu</a></td>
</tr>
<tr>
<td>Ellen Evans</td>
<td>Assistant Director of College Counseling; University</td>
<td><a href="mailto:erevans@bu.edu">erevans@bu.edu</a></td>
</tr>
<tr>
<td>Dan Ford</td>
<td>Mathematics Instructor</td>
<td><a href="mailto:djford@bu.edu">djford@bu.edu</a></td>
</tr>
<tr>
<td>Jennifer Formichelli</td>
<td>English Instructor</td>
<td><a href="mailto:jlf@bu.edu">jlf@bu.edu</a></td>
</tr>
<tr>
<td>Rita Freda</td>
<td>Administrative Coordinator</td>
<td><a href="mailto:rffreda@bu.edu">rffreda@bu.edu</a></td>
</tr>
<tr>
<td>Phil Gambone</td>
<td>English Instructor</td>
<td><a href="mailto:pgambone@bu.edu">pgambone@bu.edu</a></td>
</tr>
<tr>
<td>Gary Garber</td>
<td>Science Instructor</td>
<td><a href="mailto:ggarber@bu.edu">ggarber@bu.edu</a></td>
</tr>
<tr>
<td>Bill Gardiner</td>
<td>Drama Instructor</td>
<td><a href="mailto:billgard@bu.edu">billgard@bu.edu</a></td>
</tr>
<tr>
<td>Lindsay Grindle</td>
<td>Executive Assistant to the Head of School</td>
<td><a href="mailto:lgrindle@bu.edu">lgrindle@bu.edu</a></td>
</tr>
<tr>
<td>Nastaran Hakimi</td>
<td>Director of Admission</td>
<td><a href="mailto:nrhakimi@bu.edu">nrhakimi@bu.edu</a></td>
</tr>
<tr>
<td>Gordon Harvey</td>
<td>English Instructor</td>
<td><a href="mailto:gharvey@bu.edu">gharvey@bu.edu</a></td>
</tr>
<tr>
<td>Richard Horn</td>
<td>History Instructor</td>
<td><a href="mailto:rdh@bu.edu">rdh@bu.edu</a></td>
</tr>
<tr>
<td>Kristin Jewell</td>
<td>Classics Instructor</td>
<td><a href="mailto:kejewell@bu.edu">kejewell@bu.edu</a></td>
</tr>
<tr>
<td>Katie Kozin</td>
<td>Assistant Head of Institutional Advancement</td>
<td><a href="mailto:kkozin@bu.edu">kkozin@bu.edu</a></td>
</tr>
<tr>
<td>Patricia Larash</td>
<td>Classics Instructor</td>
<td><a href="mailto:plarash@bu.edu">plarash@bu.edu</a></td>
</tr>
<tr>
<td>Victoria Perrone</td>
<td>Director of Student Life; Chemistry Instructor</td>
<td><a href="mailto:perronev@bu.edu">perronev@bu.edu</a></td>
</tr>
<tr>
<td>Elisha Meyer</td>
<td>Assistant Director of Advancement</td>
<td><a href="mailto:emmeyer@bu.edu">emmeyer@bu.edu</a></td>
</tr>
<tr>
<td>Lauren Proll</td>
<td>English Instructor</td>
<td><a href="mailto:lproll@bu.edu">lproll@bu.edu</a></td>
</tr>
<tr>
<td>Stacey Sherpe</td>
<td>School Counselor</td>
<td><a href="mailto:ssherpe1@bu.edu">ssherpe1@bu.edu</a></td>
</tr>
<tr>
<td>Dave Stone</td>
<td>Director of Athletics and Alumni</td>
<td><a href="mailto:stoneyd@bu.edu">stoneyd@bu.edu</a></td>
</tr>
<tr>
<td>Rosemary White</td>
<td>*Interim Assistant Head of Academics</td>
<td><a href="mailto:rosew@bu.edu">rosew@bu.edu</a></td>
</tr>
</tbody>
</table>

*In this document, the point of contact for both the Assistant Head of Academics and Director of Student Affairs is the Interim Assistant Head of Academics.*
FAMILY CONTACT LIST
You can expect a response in 24 hours whether by email or by phone from the appropriate staff or faculty member. If you have an urgent situation which needs attention by the end of the school day, please alert the front desk at 617-353-9000 or academy@bu.edu.

Attendance
To report a student absence...................................................... Front desk: 617-353-9000
To request an excused absence for an unusual circumstance........ Dr. White: 617-358-3602 or rosew@bu.edu
To find out the time of a school event ......................................... www.buacademy.org or 617-353-9000
To learn of a school closing due to inclement weather ............... www.buacademy.org; Channels 4, 5, 7, 25; Radio 680 AM, 90.9 FM; email to students

Front Desk
To return a school form - permission slip, convenience points, back-to-school forms, etc. the dropbox to the left of the front desk
To inquire about MBTA passes.................................................. Ms. Barr: 617-353-9000 or akbarr@bu.edu
To pick up another convenience point form available at the front desk
To schedule an appointment with Dr. Betof or Dr. White ............ Ms. Grindle: 617-358-5111 or lgrindle@bu.edu

Business Office
To inquire about a tuition payment........................................... Ms. Freda: 617-358-2923 or rffreda@bu.edu
To inquire about financial aid or about re-enrollment materials .. Ms. Brewster: 617-358-3440 or brewster@bu.edu

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

For Students
To talk about course selection for the coming year or semester.... Your faculty advisor
To make changes to your BUA or BU schedule ......................... Dr. White: 617-358-3602 or rosew@bu.edu
To ask a question about using Google mail or Google apps ........ Dr. White: 617-358-3602 or rosew@bu.edu
To inquire about how to use Blackboard Learn ....................... Ms. Atkinson: jillatk@bu.edu
To request (in writing) an official transcript ............................................. Ms. Atkinson: jillatk@bu.edu
To request a student in good standing letter
(for car insurance, etc) ................................................................. Ms. Barr: 617-353-9000 or akbarr@bu.edu
Student Support
To inquire about your student’s progress in a BUA or BU course, contact your student’s faculty advisor.
To talk about your student’s overall academic experience, contact Dr. White: 617-358-3602 or rosew@bu.edu.
To request referrals for a professional tutor, contact Dr. White: 617-358-3602 or rosew@bu.edu.
To alert the student support team of an ongoing academic issue in one or more courses, contact Dr. White: 617-358-3602 or rosew@bu.edu.
To share something about your student’s emotional well-being or health-related (medical) concerns, contact Ms. Sherpe: 617-353-6277 or ssherpe1@bu.edu.
To discuss a learning accommodation for your child, contact Ms. Sherpe: 617-353-6277 or ssherpe1@bu.edu.
To inquire about the college application process, contact Ms. Atkinson: 617-353-9031 or jillatk@bu.edu.
To inquire about the advising program, contact Ms. Sherpe: 617-353-6277 or ssherpe1@bu.edu.

For Students
To seek extra-help in a course, contact the course teacher.
To talk about how classes are going overall, contact your faculty advisor.
To request a peer tutor, contact Dr. White: 617-358-3602 or rosew@bu.edu.
To talk with if you are feeling stressed, overwhelmed, or having difficulty coping with an issue, contact Ms. Sherpe: 617-353-6277 or ssherpe1@bu.edu.
To address concerns about peer relationships or conflicts, contact Ms. Sherpe: 617-353-6277 or ssherpe1@bu.edu.

Student Life
To inquire about school-wide events or student clubs, such as Opening Day, Fall Festival, Lock-in, Semi-Formal, Prom, etc., contact Ms. Perrone: 617-358-0222 or perronev@bu.edu.
To inquire about Robotics events, contact Mr. Garber: ggarber@bu.edu.
To inquire about Athletics or Physical Education program, contact Mr. Stone: 617-353-4954 or stoneyd@bu.edu.
To inquire about Camp Becket details, contact Dr. White: 617-358-3602 or rosew@bu.edu.
To inquire about the Spring Break trip, contact Ms. Brown: ocbrown@bu.edu.

For Students
To get a permission slip for a school event, contact your Academy email folder or Ms. Perrone: 617-358-0222 or perronev@bu.edu.
To inquire about the Community Service requirement, contact Ms. Perrone: 617-358-0222 or perronev@bu.edu.
To inquire about summer programs and opportunities, contact Ms. Atkinson: 617-353-9031 or jillatk@bu.edu.
To share news about your success for our website and social media, contact Ms. Meyer: 617-353-4955 or emmeyer@bu.edu.
To request a working permit for a student under 16 years old, contact your local public high school’s guidance office (BUA cannot grant working permits).
THE ACADEMY’S MISSION
The mission of Boston University Academy is to educate talented students who are passionate about learning and who share the joy of inquiry. 

Mission Statement Implementation: Engaging with dedicated teachers in a small and caring community, students first immerse themselves in a classically based curriculum and then continue their intellectual interests at Boston University, a major research institution.

THE ACADEMY’S CORE VALUES
We foster a community that educates young people through intense and joyful inquiry. Inspired by the classical tradition, we value honesty, integrity, and kindness as we strive to learn what it means to live life well.

DIPLOMA REQUIREMENTS
To remain in good standing, students in ninth through eleventh grade must enroll in five full-credit courses each semester; twelfth grade students must enroll in four and a half credits each semester.

Requirements for Four-Year Students (entering grade 9)
- English: Four years including EN25, EN45, and EN65
- History: Three years including HI25, HI45, and HI65
- Classical Language: Two years of either Ancient Greek or Latin
- Mathematics: Three years and completion of MA80
- Science: Two years including PY25 and CH45
- Visual or Performing Arts: Two years
- Physical Education: Two years
- Foundations in Language and Logic: One year
- Senior Thesis: One Year
- Community Service: 20 hours per year

Requirements for Three-Year Students (entering grade 10)
- English: Three years including EN45 and EN65
- History: Two years including HI45 and HI65
- Classical Language: One year of either Ancient Greek or Latin
- Mathematics: Two years and completion of MA80
- Science: Two years including PY25 (or equivalent) and CH45 (or equivalent)*
- Visual or Performing Arts: One year
- Physical Education: One year
- Senior Thesis: One Year
- Community Service: 20 hours per year

Requirements for Two-Year Students (entering grade 11)
- English: Two years including EN65
- History: One year including HI65
- Mathematics: One year and completion of MA80
- Science: Recommendation based on a student’s previous coursework*
- Senior Thesis: One year
- Community Service: 20 hours per year

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

Academic Expectations
The Academy assumes that its students are capable of superior academic accomplishment and expects all students to work assiduously to rise to their potential. As emerging scholars, Academy students are expected to proactively seek help when needed, and actively accept assistance and support when offered.

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

A grade of “D” is considered to earn credit for the course, but is “unsatisfactory” and might require significant remedial work over the summer. A grade of “F” receives no credit, and precludes advancement to the next level.

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

Families can access student grades reports through PORTA, the Academy’s online family portal. Only the final grade report will be mailed home. Students can access grades for University courses at the University Student Link, accessed through the Academy’s website.

Students needing an official transcript should put a request in writing to the Director of College Counseling.

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

Course Credit and Waivers for non-Academy Courses
The Academy does not encourage students to pursue courses for credit outside of Academy and University offerings. In rare cases, if a student hopes to receive advanced standing or a waiver from an Academy course (such as advancement in math), the Assistant Head of Academics can guide a family in the steps needed to make this request. Such acceleration requests should be begun no later than April for the following year and completed by early August.
Announcement of Tests and Independent Work
Scheduled full-period tests, substantial paper assignments, and projects are announced at least a week in advance. Students are given ample notice of completion dates for independent work. Teachers announce in class, as well as post to Blackboard, all full-period tests and major assignments. It is each student’s responsibility to keep track of such announcements. Students will have no more than two major assignments or tests due in the same day in their Academy courses. Student should expect that major assignments should be returned to students within two weeks of being submitted.

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

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

In a rare situation that extraordinary circumstances prevent a student from completing work by the end of the semester, the teacher, with approval from the Assistant Head of Academics, 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 Head of School.

Appeals
A student wishing to discuss any grade should respectfully consult the teacher assigning the grade. The teacher and student may consult with the Assistant Head of Academics, if necessary. We strongly encourage parents to support students in taking ownership for these conversations.
UNIVERSITY COURSE INFORMATION

The Academy’s Director of Student Affairs serves as the University Registrar for Academy students, and will assist all students in the scheduling process. A College Counselor, advisor, and the student’s parents must first approve all courses selections. Academy students may not register for courses, drop courses, change sections or change their mailing address on their own through the University Registrar’s office. Students who deal directly (or through their families) with the University Registrar are subject to disciplinary action, up to and including dismissal from the Academy. Academy students follow the University policies and timeline for adding and dropping courses although the process differs.

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

Students wanting to take more than the required credits may request a course overload at the time of registration, though this overload is strongly discouraged. A committee of faculty reviews all University course requests, with a final decision on any exceptions made by the Assistant Head of Academics.

Adding or Dropping a Course

Boston University Academy is bound by all guidelines for adding and dropping classes set forth by Boston University. To add or drop a course or change a section after course registration has occurred, students must complete a class adjustment form, available from the Director of Student Affairs. Parental permission is required, as well as the approval of the student’s advisor and a College Counselor.

To add a University course after the start of a term a student must obtain written permission from the instructor. Students will only be given permission to drop a class when there are unusual and extenuating circumstances, such as a medical leave of absence.

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.

Students wanting to add or drop a junior or senior seminar at the Academy follow the same timeline for adding or dropping as noted for the University, and would communicate the request to the Director of Student Affairs.

Auditing Courses

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

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

BU College Admission Guarantee
BU Academy students who earn a 3.0 grade point average in their BU coursework, do not have any Ds or Fs on their BUA transcript, and do not have any reportable disciplinary record at BUA, upon completion of a timely admission application, will gain automatic admission to BU College of Arts and Sciences.

FERPA Policy
Parents should never contact a professor directly. Families should work with the University Liaison and the faculty advisor on any questions relating to University courses. Professors are required by federal law under FERPA (Family Educational Rights and Privacy Act) not to disclose undergraduate information to parents without written permission from a student, and so the professors are especially hesitant to talk directly with parents. The Academy is allowed to convey any information from a professor to a family, indirectly, and will do so as a situation warrants. If a parent does contact a University professor, the student is at risk for immediate dismissal from BU Academy.
RECOGNITION OF ACADEMIC HONORS

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

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

Advisors
Each student is assigned an advisor who monitors the academic and social progress of a group of advisees. Advisors meet with students regularly and counsel students on academic and social matters. Advisors also keep parents and guardians informed about concerns or progress.

Faculty advise a group of students in grades nine and ten or a group of students in grades eleven and twelve. Students are assigned an academic advisor for ninth and tenth grade; students express preference from a group of upper-class advisors for eleventh and twelfth grade prior to assignment.

In the ninth and tenth grade, advisors help students adjust to the academic rigors and community of the Academy. In the eleventh and twelfth grade, they help the students to meet the demands of the University while maintaining a connection to the Academy community.

The advisor is the primary point of contact between families and the Academy. 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 Academy subjects should also be referred directly to the student’s Advisor.

Concerns about a student’s Advisor should be directed to the Assistant Head of Academics.

Class Advisors
Class advisors for the ninth and tenth grades work with the School Counselor to help to create a grade identity by coordinating weekly class meeting and by organizing grade activities. The College Counseling Office serves as the class advisors for the eleventh and twelfth grade in matters pertaining to the transition to Boston University coursework as well as in the college search and application process. For eleventh graders, this means mandatory regular group meetings in the fall semester and weekly meetings in the spring semester. Twelfth graders meet weekly in groups in the fall semester; less frequent meetings in the spring semester focus on the transition from high school to college.

School Counselor
The school counseling model at Boston University Academy is developmental in nature, supporting students to address their academic and social-emotional needs. The goal of the program is to take individual students’ needs and learning styles into consideration. The counseling program is designed as proactive and developmental. As a result, the counselor is easily accessible to all students. Preventative aspects of the program include class meetings, individual counseling, assistance with transition, and new student adjustment. The collaborative piece of the program involves outreach to University resources and ongoing communication with parents and faculty.
Learning Accommodations
In the case of students with documented learning differences, students will work with the School Counselor to determine if the school can support their needs and coordinate supports, as appropriate and possible within the structure of the program. For accommodations in University coursework, the School Counselor collaborates with the University’s Office of Disability Services.

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

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

College Counseling
In the second semester of the junior year, students meet regularly with the College Counselors. In the senior year, students work closely with the Office of College Counseling. Advice is offered for the college admission process and University coursework. Seniors also consult with their faculty advisors.

Academic Block
Every day, except Wednesday, from 2:10 – 3:00 p.m. is Academic Block, a required component of the academic day. The purpose of Academic Block is to give students the opportunity to meet with teachers, to have time to complete homework in a quiet space, and to have structured time for peer tutoring. Students will be assigned to a study hall for attendance. Students are encouraged to meet with teachers for extra help, with advisors, or with peer tutors; or they may use this time to study. Tenth grade students may also choose to enroll in Short Courses during this time. Academic Block is an academic commitment and part of the school day, therefore students may not schedule external appointments during this time.

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

In October, tenth graders in good standing, as determined by the Assistant Head of Academics based on coursework and behavior, may request to be excused from Academic Block (with parent and advisor permission) and leave the BUA building.

Peer Advisors
Peer Advisors help new students transition into the Academy community.
Peer Tutors
Peer Tutors volunteer their time to help Academy students who are having difficulty in a particular academic subject. They have weekly meetings with students to help them learn and understand material and develop successful work and study habits. Students can request a Peer Tutor through the Director of Student Affairs.

Educational Resource Center (ERC)
Students seeking help in a University course can request a tutor on the web through the Educational Resource Center. Students can work with the Director of Student Affairs on such a request.

Professional Tutors
Parents or guardians wishing to secure an outside tutor for their child may contact the Director of Student Affairs, who will work with the family to assess a student’s needs and suggest appropriate resources. Academy teachers may give extra help to any Academy student, but may not tutor one for pay without the permission of the Head of School (and may never be paid to tutor a student whom that teacher is currently teaching).
FAILURE TO MEET ACADEMIC EXPECTATIONS

Academic Review
The school’s expectation is all students are capable of academic accomplishment both at the Academy and the University. Academic Review is instituted with the intention of marshalling Academy and family resources to help a struggling student succeed. The purpose of Academic Review is supportive intervention rather than punishment.

Students will be placed on Academic Review for any or all of the following grades at the end of a semester or year:
- 1 or more F’s
- 1 or more D’s
- Average grade for all classes of C or below

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

The review process begins with a meeting between parents, advisor, Director of Student Affairs, and relevant faculty to discuss strategies for improvement. The family then receives progress reports on a biweekly basis to monitor closely the work of the student in his or her Academy courses. The Academy may impose special restrictions and requirements on these students for the period of Review, such as mandatory study halls.

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

At the conclusion of each semester on Review, a determination will be made if it is in the student’s best interest to continue at BU Academy. Students on review for two or more semesters may not be retained at the Academy as determined by the Head of School at the recommendation of the Director of Student Affairs and the faculty. In extreme situations when the Head of School, at the recommendation of the Director of Student Affairs and the faculty, determines after one semester on Academic review that a student cannot be successful at BU Academy, that student will not be allowed to matriculate past the conclusion of that semester.
Biweekly Progress Reports

Biweekly reports are intended to update the family on a student’s unsatisfactory academic work at an interval before a mid-semester or semester comment and grading period.

All students on Academic Review receive biweekly progress reports.

Students may also be placed on biweekly report by the Director of Student Affairs for a period for time. Although the student is not on Academic Review, there are concerns that the student’s progress needs consistent monitoring.

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

Promotion and Academic Separation from School

A grade of “D” is adequate to earn credit for a course, but is “unsatisfactory” and might require significant remedial work over the summer. In the cumulative subjects of math and language, a student would be required to complete summer work in order to proceed to the next level of study. A grade of “F” receives no credit, and precludes advancement to the next level without special permission by the Head of School.

At the end of any academic year, any student with one “F” for a year-end grade in an academic subject may not be allowed to matriculate for the following school year. A student with two “F”s at the end of the year will be dismissed from the Academy, subject to the approval of the Head of School.

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

School Hours
The Academy opens at 7:30 a.m. and closes at 4:45 p.m., Monday through Friday. Students arriving before 7:30 a.m. or staying beyond 4:45 p.m. may wait in the George Sherman Union. The Academy is open until 4:45 p.m. to students who are involved in an organized, faculty-supervised after-school sport or activity (which can sometimes run later than 4:45p.m.), or who are seeking academic help, tutoring or computer lab access. The Academy is not open to students on weekends, holidays, or school vacations. Notice of unusual opening and closing times will be posted on the school’s website calendar and emailed to the students.

On-Campus Field Trip Permission
Boston University Academy offers its students the opportunity to participate in field trips within the Boston University campus during the school day. To that end, each student’s parent or guardian must authorize the Academy to take a child outside the confines of the Academy’s facilities. When you execute the Student Handbook agreement form, you authorize your child to participate in Academy field trips on the University campus during the current academic year. Please see Appendix A for details.

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.

If the destination of the Academy day trip is too far to walk, students and their supervisors usually take public transportation. Off-site trips begin at Boston University Academy; students must leave for their trip from the Academy and cannot meet the school group at the designated location from another site (e.g., home). Furthermore, the Academy requires that students who are participating in field trips return to the Academy before they are dismissed for the day, unless a student’s parent provides the Academy with specific written permission to allow the student to embark for another destination upon the conclusion of the trip. Such permission must be provided to the Academy no later than 24 hours prior to the start of the trip. Parents may receive additional information from the Academy setting forth specific details, including costs not borne by the Academy, in advance of particular field trips.

Calendar
The Academy’s online calendar (www.buacademy.org) is the accurate and most up-to-date source for key events and dates.

All School Meetings
All School Meeting (ASM) is held each week and attendance is required for all. Students who do not attend are issued a detention. The assembly format includes announcements and presentations, outside speakers, special functions, or performances by various academic, arts, or activity groups.
Community Service
Academy students must complete a minimum of 20 hours of community service during each year of attendance. Students should document hours served by completing a Community Service Sheet (whether in service to the Academy or external agencies) to give to the Director of Student Life.

Athletics and Extracurricular Activities
The Academy encourages all students to become involved in athletics, arts, and extracurricular activities, overseen by the Athletics Director and the Director of Student Life.

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

If a student will be absent because of illness or to be late for the start of school, a parent or adult guardian must notify the Academy by telephone 617-353-9000 before 8:00 a.m. This includes juniors and seniors, even if they will only be missing University courses.

Students are responsible for making up all missed work and approaching each teacher as soon as possible upon returning to school to arrange any missed work from an unplanned excused absence. The timelines for all make-up work will be determined between instructor and student and must not exceed one week of the student’s return.

Academy attendance rules apply to Academy students enrolled in University courses; students are expected to attend all required and optional sessions.

Academy students in University courses are also held to University rules for attendance and academic credit, over which the Academy has no authority.

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

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

Excused absences are not given, for example, to attend outside classes or other non-school-sponsored events. Routine dental and other medical appointments should be scheduled so as not to interfere with Academy commitments; requests for exceptions to this policy should be made in advance to the Director of Student Affairs. Students who are ill on the day of an exam must provide a doctor’s note in order to take a make-up exam.

All planned absences (such as for family religious observations) must be approved. A letter or email from a parent or guardian must be presented at least five class days in advance for approval. When a brief absence, lateness, or early dismissal is approved in advance, the student should speak with the teachers to arrange for missed classes. A failure to do this will result in teachers not accepting any make-up work for the time missed and possible disciplinary action.
Students excused from class for extracurricular activities must receive permission from their instructors, must come prepared for the next day’s class, and will not be granted extensions on any missed work.

**Unexcused Absences**  
Families are asked not to make travel or any other arrangements that conflict with the academic calendar. Students will not be excused from mid-year or final exams except, under very unusual circumstances, when special permission is granted by the Head of School.

For unexcused absences (skipped class or family vacation, for example) in Academy courses, students will be penalized two letter grades on make-up tests and a failing grade on exams, though make-up work must be completed in good faith for the student to receive credit for the course. Work for unexcused absences will be made up at a time that suits the teacher’s schedule.

The Academy holds our students to a higher standard for attendance expectations than University undergraduates might be held, and therefore the Academy assumes that our students will attend all scheduled University appointments (classes, lectures, labs, discussion groups, etc.), other than for reasons of illness or excused absences cleared in advance with a professor and with the Academy. The Academy’s ability to support a student having difficulty with a University course is undermined if that student has skipped a class or lab, and the Academy’s reputation is also diminished if a professor complains about one of our students being irresponsible in attendance.

Should an Academy 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. Moreover, the Academy communicates regularly with University professors, so when we discover cut appointments, or an unexcused absence, regardless of the various University consequences, at a minimum we will inform a student’s parents of this fact. Beyond that, the Academy reserves the right to apply the unexcused absence consequences for an Academy appointment to a University instance, as circumstances warrant.

**Tardiness**  
Students are expected to arrive on time for all classes and Academy events. Those who arrive late must pick up a late slip at the front desk before going to class. Any student earning three late arrivals or one unexcused absence will be assigned one period of detention.

Having a parent or guardian call the front desk before 8:00 a.m. to inform the school of a student’s late arrival is the required procedure, though it does not excuse the lateness. Cases of over sleeping, traffic, slow trains, etc., are all things we need to plan ahead for other than in exceptional circumstances.

Students arriving at school after 10:00 a.m. will not be allowed to participate in sports or extracurricular activities that day, unless the Director of Student Affairs has given special advance permission.
Pattern of Absences or Tardiness
Parents will be asked to come in for a meeting if a student earns six or more absences or late arrivals in a semester. If a student earns 10 or more excused or unexcused absences from any Academy class in one semester, the Academy reserves the right to withhold credit for that course. Disciplinary action will be taken if a student’s record of attendance or promptness becomes unacceptable, and such a pattern can have both academic and disciplinary consequences.

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

Athletics and Extracurricular Attendance
All students are required to participate in and attend all meetings of any group or team they have joined. Commitment to athletics and extracurricular clubs and activities, which are meant to be group endeavors, is necessary for the success of everyone. While the Academy values students who have varied interests, we also want to promote responsible focus to each involvement.

Medical Services and the Emergency Care of Students
Every student is required by law to have a current medical form with updated immunization records on file at the Academy. We recommend that parents consult with their health care provider, the local school committee or the local board of health, to ensure these physical exams are carried out.

Families must notify the school immediately of any changes to emergency contact information.

The Academy does not have a nurse on staff or an infirmary. Students who become ill during the course of the school day will be sent home to recover.

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

Medications
Students who need to take medications during the school day are responsible for the storage of their own medication. Faculty and staff will not store or dispense student medications, and a student cannot store more than one day’s supply at the Academy.
Visitors at the Academy
All visitors to the Academy need to sign in and out at the front desk.

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

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

Permission to Leave the Academy Building
The Academy is not an open campus. Students in grades nine and ten are required to be in the Academy building during school hours except for scheduled school activities and during lunch, when they are allowed to purchase food and are required to eat in the Academy Dining Room. Students in grade ten in good standing and with parental permission will be excused from Academic Block and will be allowed to leave the Academy building at the date set in October.

Academy students are not allowed to use the arcade in the George Sherman Union per request of the University; underclassmen returning to the Academy before the end of the regularly scheduled lunch period can go to the Academy Quiet Study Room or Computer Room for quiet study or to an instructor’s classroom with permission.

Juniors and seniors may leave the Academy 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.

Driving and Parking
An Academy student may only commute to or from school in a car driven by another Academy student with written permission from both parents (the parents of the driver and the parents of the student being driven). Parents may give a full year’s permission for commuting to and from school.

Students may not ride in a car driven by an Academy student at any time during the school day, including to or from after school extra-curricular activities, unless they have written permission by both parents approved by the Director of Student Affairs and on file for each requested instance.

The student driving must of course meet all the legal requirements of the state’s driving laws. Students may not park in the Bridge Lot (next to the Academy or behind Sargent Gym). Parking along the Academy sidewalk is for visitors only and students parking in these spaces may face disciplinary action and/or towing. Students may park at other pay parking lots on BU campus or 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 the Academy and may be inspected by Academy administrators for the purpose of maintaining health and safety or of investigating the suspected storage of dangerous, unauthorized, or illegal items; they also should not be defaced. The Academy is not responsible for theft or damage to items in the Academy building or on campus. Students should not open or take possessions from another student’s lock.

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 see the Director of Student Affairs or check at reception. Detentions may be given for students repeatedly leaving items in common areas.

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

Dress
The Academy students and administration have designed the following dress code. Students, faculty, and staff are expected to follow and enforce this code. In spirit, the Academy expects its members to dress in a way that is clean, neat, and inoffensive. The guidelines are as follows:

- No holes and/or rips on clothes in general.
- Shoe-laces must be tied.
- No undergarments can be visible.
- Shoes must be worn at all times.
- No explicit references to sex, drugs, alcohol, profanity, or anything offensive are allowed on any type of clothing.

Shirts:
- The neckline of a shirt and/or tank-top should not be revealingly low.
- No exposed midriff.

Skirts and Shorts:
- Skirts and shorts need to cover both upper and mid-thigh.

Students who fail to meet these standards will be sent to the Director of Student Life and asked immediately to resolve their dress code violation. If a student is unable or unwilling to make appropriate changes, he or she will be sent home and may face disciplinary action (and any missed work for the unexcused absence may not be accepted). Chronic dress code violations will result in disciplinary action.
Bathrooms and Locker Room Use
BU Academy values the rights of all students and community members to use bathrooms, locker rooms, and all other spaces consistent with their gender identity.

Athletic Teams
BU Academy supports students participating in athletic teams, clubs, and other school activities consistent with their gender identity.
Google Mail
All Academy students are required to check Google mail (www.bu.edu/google/mail) each day and respond to messages as needed. Academy Announcements to all students will be sent to a student’s Google mail account though the bua-students-1@bu.edu list-serv. Inappropriate use of Google Mail will result in disciplinary action that may range from detention to dismissal.

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

Blackboard Learn
All course information for Academy and University courses will be kept in Blackboard Learn (learn.bu.edu). Students are expected to check Blackboard daily for assignments and course communications. Blackboard Learn will also include posting board for Academy clubs, activities, teams, and art groups. Students can access the My Course and My Organizations through the BU Academy tab in Blackboard Learn.

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

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

Social Media
As social media exists primarily in the public realm, students’ social media pages or accounts should reflect the standards and expectations of their role as representatives of Boston University Academy. Conduct outside of school, including through social media, will be considered in the case of inappropriate action.

Appropriate Use Policy
Students are allowed to bring their own laptop, tablet, or cell phone to school. Each member of the community is expected to use personal devices and laptops and school computers in a mature and responsible manner. They should not be used in a way that is disruptive or disrespectful to the community. The Academy’s and University’s Appropriate Use Policy for computer use is included in Appendix B.
Wireless Devices and Computer Lab
Personal laptops and wireless devices may be used in the Academy. All members of the community should be mindful when making phone calls in the hallway that they are not disruptive to others. At no time should a student be texting or using a smart phone in a classroom without a teacher’s permission. Laptops, tablets, and phones may be used in the Junior/Senior room for personal purposes (though this privilege can be revoked if abused). Consistent with the Acceptable Use Policy, students should not view obscene, pornographic, vulgar, or sexually explicit material on a school computer or on a personal laptop or device in the school building.

The Computer Lab is a place for academic study only; all other purposes are prohibited. Computer Lab computers and personal laptops used in the computer lab may only be used for academic purposes.

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

Academy students are expected to exhibit honesty, integrity, and respectfulness when dealing with faculty, staff, administrators, guests, and other students, both in and out of the classroom, on the University campus, and in their communication with one another online and through other modes of communication such as texting, social media, etc. Students are expected to uphold the Academy’s standards of respect for diversity within the community. The Academy expects its students to conduct themselves with consideration for others at all times. The Academy maintains the same non-discriminatory policies as Boston University.

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

Inappropriate Behavior
Each student’s personal space is to be respected. This pertains to possessions, as well as physical space. Fighting or harassment of any kind is unacceptable. The respect of personal space is not limited to unwanted physical contact. Public displays of affection are not appropriate in the Academy, or any other building designated for the purpose of education or business. Similarly, disrespectful language or gestures are inappropriate. Violation of these expectations can result in disciplinary action ranging from detention to dismissal.

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

There is no gambling of any kind.

Students may not play ball or engage in disruptive or harmful physical activities in Academy hallways or classrooms. Roller blades and bicycles may not be used in the Academy building at any time.

Tobacco, Alcohol, Weapons, and Misuse of Drugs
Any use, possession, procurement, or distribution of weapons, tobacco, alcohol or illegal drugs, as well as any misuse of prescription or over-the-counter (OTC) drugs, by a student on the University campus or at school functions will be considered a serious disciplinary offense, incurring penalties up to and including dismissal. Attending a school function under the influence of alcohol, illegal substances, or misused prescription or OTC drugs is also grounds for serious disciplinary action, up to and including dismissal. A student may 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 drugs. Students who observe unsafe or illegal behavior or are concerned for a peer’s safety should alert an adult. The use of tobacco is not permitted at the Academy or on the University campus, at any Academy-sponsored event, or during school hours at any off-campus location.
Pornography
Any use, possession, or distribution of pornographic materials of any sort is strictly forbidden on campus or at Academy events off campus, and could result in disciplinary action, up to and including dismissal.

Sexual Harassment
The Academy will not tolerate any form of sexual harassment. Boston University Academy adheres to Boston University’s Policy on Sexual Harassment, which can be reviewed at http://www.bu.edu/safety/sexual-misconduct/. The policy outlines sexual harassment as sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature, whether intentional or unintentional.

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

Hazing and Bullying
Hazing (as defined by Massachusetts General Laws -- Chapter 269, sections 17, 18, and 19; see Appendix C) and bullying behavior, either of which willfully and recklessly endangers physical or mental health, are unacceptable at the Academy, and will not be tolerated. Such behavior will be handled as a serious infraction of Academy rules. The Academy recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identify or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, development or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. Anyone who feels he or she has been the victim of hazing should report it immediately to his or her advisor, or to another faculty member or administrator. Anyone who is aware of such hazing towards others is obliged by law to report it to an appropriate enforcement official or face a fine. Bullying victims or those who are aware of bullying should also report it to an Academy adult as soon as possible. The situation will be reported to the Head of School. Bullying can include physical, verbal, and emotional acts intended to intimidate and belittle another person. The Academy supports vulnerable students and provides all students with the skills, knowledge, and strategies needed to prevent or respond to bullying, hazing, and/or harassment through our student discussion groups run by the Academy’s School Counselor.
Plagiarism and Cheating
At the beginning of every year, faculty in all Academy courses will review the principles of academic integrity and their rules for homework and tests. They will also outline in their written course syllabus. Teachers expect Academy students to be engaged learners who use common sense. The core principle must be that when you put your name to a piece of work, you are pledging that the work is yours, and yours alone, in all cases. Falsely submitting work which is not one’s own impedes true learning and may result in disciplinary action up to and including dismissal.

When references and sources are permitted, they should be correctly cited; this includes all online sources. Any help from friends, family, or tutors should stop short of suggesting ideas, words, or phrases and should be acknowledged in writing. Consulting online translations for language classes without the express permission of the instructors is a form of cheating.

Copying another student’s homework and sharing information about tests or labs outside of class are not permitted. Copying another student’s notes may lead to inadvertent plagiarism and should be avoided unless explicitly permitted by a teacher (after an absence, for example). Allowing another student to copy your work and turn it in as if it were his or her own is also a form of dishonesty, subject to disciplinary action up to and including dismissal.

Teachers will alert students when collaboration is appropriate and desired. Without such instructions, students should assume that collaboration is not permitted. If you are in doubt about the standards in any course, it is your responsibility to ask the instructor for clarification; all Academy students will be held to the Academy’s standards, even in University courses. Furthermore, 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 instructors of both courses involved.

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 by the instructor. Such expectations include pointing out errors on each other’s work, but should stop short of correcting or appropriating any part of each other’s work. Dividing up an assignment among students to produce a single work from the assembled parts is not acceptable, unless the expectations for the assignment or project allow for it.

Students and faculty are expected to report all cases of suspected plagiarism, cheating, and dishonesty to the Director of Student Affairs. All students are expected to review and adhere to the University’s plagiarism policies.

The University’s College of Arts and Sciences’ Student Academic Conduct Code can be found: http://www.bu.edu/academics/policies/academic-conduct-code/
Language
Inappropriate language in either written or spoken form will not be tolerated anywhere on the
Academy or University campus. Students are expected to interact with all members of the
community with kindness and respect at all times. This includes electronic communication.

Computer Lab
The Computer Lab is available during non-class hours and after school until 4:30 p.m. The Computer
Lab is a place for academic study only; all other purposes are prohibited. Computer lab computers
and personal laptops used in the computer lab may only be used for academic purposes. Food and
drink are never allowed in the Computer Lab.

Quiet Study Room
The Quiet Study Room is a place for quiet, independent study. In showing respect for other
community members, students may not use this space for group work or as a lounge. No food and
drink are allowed in the Quiet Study Room. Students may neither play computer games nor watch
online or DVD video in the Quiet Study Room.

Junior/Senior Room
The Junior/Senior Room is a privilege meant to give Academy Juniors and Seniors a place to
congregate, relax, and socialize. The room should be kept neat, the behavior in it respectful of others
in the space and 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. Food is not immediately allowed in the Junior/Senior Room, but at some point in the
year, should good behavior be maintained, food and drink might be permitted.
FAILURE TO HONOR RULES AND EXPECTATIONS

Students who break Academy or classroom rules and expectations will be referred to the Director of Student Affairs. Junior and senior students are held to a higher standard in matters of discipline because of their experience and maturity. The Academy may respond to rule violations with one or more of the following actions: verbal or written disciplinary warning, detention, disciplinary restriction, in-school separation, disciplinary probation, out-of-school suspension, or dismissal.

Disciplinary Committee
The Disciplinary Committee (DC) is a council made up of both students and faculty member, typically three students, two faculty members, and the Chair of the Disciplinary Committee. The student’s advisor will serve as their advocate during the DC process. The DC will convene to hear all cases concerning major student infractions, such as academic dishonesty, verbal or physical harassment, on-line harassment, theft, chronic disregard for basic school policies, and the like. The DC may also meet with a student who has accumulated several detentions or other minor discipline infractions. At the start of the meeting, the Director of Student Affairs will brief the DC on the details surrounding the case. The DC will then interview the student or students involved, as well as any other students or teachers who could share pertinent information. Once the DC feels it has a firm understanding of all the facts surrounding the case, it will work together to reach an appropriate disciplinary response to recommend to the Head of School for consideration. The Head of School will then make the final decision about any consequence. The Head of School may accept, reject, or modify the recommendations of the DC.

The Assistant Head of Academics or the Head of School may take disciplinary action without convening the DC. Reasons for not using the DC include (but are not limited to) if the facts are unclear, if there are significant confidential factors, or if time is of the essence.

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

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

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

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

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

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

**Dismissal**

The permanent dismissal of a student from the Academy can result from the Disciplinary Probation process, or from a single egregious violation of Academy or University rules and regulations, or of the laws of the land, that requires the instant and permanent removal of the student. Such a flagrant violation need not be done on the Academy or University campus, or even during the academic day or year, for the Academy to respond. 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 the school or attend school activities.

The Academy reserves the right to require a student to withdraw or be dismissed if there is any breach of the Academy’s enrollment contract, including financial obligations. The Academy also reserves the right to conclude its investigation and reach a decision to dismiss, even when a student “Withdraws” before that decision has been conveyed to the family. The Academy’s decision would be used for the official transcript.

**Year-End Discipline Review**

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

**Reporting Disciplinary Action to Colleges**

The Academy will report all disciplinary probations, suspensions, and dismissals occurring during a student’s ninth – twelfth grade career in the context of the school report provided to each college. The student portion of the college application may ask directly about disciplinary actions, and students are expected to answer honestly and in accordance with these Academy reporting guidelines. Disciplinary Warning, Disciplinary Restriction, or In-School Separation will not be reported; a student is not expected to note these statuses.
Appendix A: On-Campus Field Trip Permission
Boston University Academy offers its students the opportunity to participate in field trips within the Boston University campus during the school day. To that end, each student’s parent or guardian must authorize the Academy to take a child outside the confines of the Academy’s facilities. When you execute the Student Handbook form, you authorize your child to participate in Academy field trips on the University campus during the current academic year.

Appendix B: Technology Appropriate Usage Policy
Taken from the University’s policy and applies to all Academy and University Technology Resources: http://www.bu.edu/tech/policies/computing-ethics/

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

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

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

The University disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities or from system malfunction or any other cause. As used herein and in the Policy on Computing Ethics below, the term "computing facility" means, refers to, and includes any and all forms of computer-related equipment, tools, and intellectual property, including computer systems, personal computers, computer networks, and all forms of software, firmware, operating software, and application software, which are owned or leased by the University or are under the University’s possession, custody, or control.
POLICY ON COMPUTING ETHICS
Thousands of users share the computing facilities at Boston University. These facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to disrupt University business or the work of others. You are therefore required to exercise responsible, ethical behavior when using the University’s computing facilities. This includes, but is not limited to, the following:

1. You must use only those computer resources which you have been authorized to use by the University. The unauthorized use of computer resources, as well as the providing of false or misleading information for the purpose of obtaining access to computing facilities, is prohibited and may be regarded as a criminal act and treated accordingly by the University. You must not use University computing facilities to gain unauthorized access to computing facilities of other institutions, organizations, or individuals.

2. You may not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone else, and you should change your password regularly.

3. You must use the University’s computer resources only for the University-related purposes for which they were authorized. As with all University equipment, use of the computer facilities, including the Campus Network, for private or commercial purposes is prohibited, except as expressly authorized. You must not use the University’s computer resources for any unlawful purpose, such as the installation or distribution of fraudulently or illegally obtained software. Use of external networks connected to the University’s networks must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.

4. You must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data, and electronic mail) without prior authorization from the appropriate University data trustee, security officer, or other responsible party. You must not copy, distribute, display, or disclose third-party proprietary software without prior authorization from the licensor. Proprietary software must not be installed on systems not properly licensed for its use.

5. You must not use any computing facility irresponsibly or in a way that might needlessly interfere with the work of others. This includes transmitting or making accessible offensive, annoying, or harassing material, or materials such as chain letters, unauthorized mass mailings, or unsolicited advertising; intentionally, recklessly, or negligently damaging any system, material, or information not belonging to you; intentionally intercepting electronic communications or otherwise violating the privacy of information not belonging to or intended for you; intentionally misusing system resources or making it possible for others to do so; or loading software or data from untrustworthy sources, such as freeware, onto administrative systems.

6. You are encouraged to report any violation of these guidelines by another individual and any information relating to a flaw in or bypass of computing facility security to Information Technology, University Information Systems, or the Office of Internal Audit.
The unauthorized or improper use of Boston University’s computer facilities, including the failure to comply with the above guidelines, constitutes a violation of University policy and will subject the violator to disciplinary and/or legal action by the University, and, in some cases, criminal prosecution. In addition, the University may require restitution for any use of service which is in violation of these guidelines. Any questions about this policy or of the applicability of this policy to a particular situation should be referred to Information Technology, University Information Systems, or the Office of Internal Audit.
Appendix 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.

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

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

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

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

Bullying:
Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:
- causes physical or emotional harm to the targeted student or damage to the targeted student’s property;
- places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the targeted student;
- infringes on the rights of the targeted student at school; or
- materially and substantially disrupts the educational process or the orderly operation of the school.

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

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

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

Hazing:
Hazing is any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.
**Criminal Harassment:**
Criminal harassment is when an individual willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress.

**Policy against Hazing, Bullying, and Retaliation**
Hazing and bullying behavior, either of which willfully and recklessly endangers the physical or mental health of another person, are unacceptable at the Academy and will not be tolerated.

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

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

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

At the beginning of every school year, the Academy Student and Family Handbook is reviewed with students at an All-School Meeting and shared with parents. This Handbook includes clear definitions of school policy about appropriate use of technology, the Massachusetts State anti-bullying/hazing policy, as well as appropriate behavior of all students.

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

**Reports**
Any student or faculty member who is the target of bullying, has witnessed an incident of bullying, or otherwise has relevant information about bullying prohibited by this policy must report the matter promptly, either orally or in writing, to the Head of School. The individual may in addition report the matter to any other faculty or staff member with whom the reporting person is comfortable speaking. Also, any student, faculty or staff member who is subject to retaliation in violation of this policy or who knows of another person who has been subject to retaliation is urged to report it as soon as possible.
Any member of the Academy faculty who witnesses or otherwise becomes aware of bullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to the Head of School. There are no exceptions.

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

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

Response Procedure Investigation
The Director of Student Affairs and the Head of School will lead the investigation. The investigation itself will involve:

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

Depending on the circumstances, the Director of Student Affairs and Head of School may choose to consult with other faculty, administrators, staff, the students’ advisors, and the School Counselor. All students involved may choose to have their advisor present at the time of each interview.

Notification
The Academy will notify the parents of the student who is an alleged target as well as the parents of the student who has been accused of the bullying behavior.

Resolution and Follow-up:
Following the interviews, the Head of School with the Director of Student Affairs will determine if sufficient evidence has been presented to support the reported bullying charge. If the above policy has been violated, the Head of School with the Director of Student Affairs will determine what disciplinary action is appropriate (usually taking the case to the Disciplinary Committee if there are no evidentiary issues unresolved), as well as reporting to the authorities if required.

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

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