

The MATCH Charter Public High School

Student and Parent Handbook

2009-2010

**1001 Commonwealth Avenue
Boston MA 02215
617.232.0300
www.matcheschool.org**

The MATCH Charter Public High School is a tuition-free charter public high school that prepares its students for success in college and beyond through the development of courage, discipline, and perseverance.

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Dear Families:

Welcome to another school year!

The **Student and Parent Handbook** along with the **Code of Conduct** provide you with a great deal of information about the school and the coming year. The Code of Conduct contains important information about our culture, how we expect students to behave and what consequences students will face if they do not follow our behavioral standards. It includes sections on the *non-negotiables, demerits, detentions and suspensions*. The Student and Parent Handbook contains important information about MATCH policies and procedures. It includes sections on our *promotion policy, the curriculum and our daily schedule*.

Both documents contain numerous other subjects with which you and your child should familiarize yourselves so both of you can fully enjoy all that we offer to you and expect from you. I am sure you will have questions, and I welcome them. Please, do not hesitate to contact the school or me with any concerns.

We cannot succeed with our mission if you are not informed. We are partners and collaborators in our children's education and that means we want and need your attendance at school functions ranging from parents' nights to sporting events. The more you are here, the better we serve our children. We look forward to working closely with you.

Warmly,

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MATCH SCHOOL SCHEDULE

Monday to Thursday Schedule

Time	Monday	Tuesday	Wednesday	Thursday
7:45am	Doors Open	Doors Open	Doors Open	Doors Open
7:45am - 8:20am	Breakfast	Breakfast	Breakfast	Breakfast
8:30am - 9:26am	Period 1	Period 1	Period 1	Period 1
9:30am - 10:26am	Period 2	Period 2	Period 2	Period 2
10:30am - 11:26am	Period 3	Period 3	Period 3	Period 3
11:26am - 12:00pm	Lunch	Lunch	Lunch	Lunch
12:04pm - 1:00pm	Period 4	Period 4	Period 4	Period 4
1:04pm - 2:00pm	Period 5	Period 5	Period 5	Period 5
2:04pm - 3:00pm	Period 6	Period 6	Period 6	Period 6
3:04pm - 4:00pm	Period 7	Period 7	Period 7	Period 7
4:04pm - 5:00pm	Period 8	Period 8	Period 8	Period 8
5:00pm	Dismissal	Dismissal	Dismissal	Dismissal
5:12pm - 6:12pm	Detention or Afterschool Programs	Detention or Afterschool Programs	Detention or Afterschool Programs	Detention (until 7:15) No other after school activities – <i>all other students must leave the building by 5:15 pm</i>
6:20pm - 7:20pm	Afterschool Programs	Afterschool Programs	Afterschool Programs	
7:20pm - 7:45pm	Dinner	Dinner	Dinner	
7:45pm – 8:00pm	Dismissal; all students <u>must</u> leave the building			

Off Campus Lunch:

- Students must arrive by 8:15 am in order to be eligible for off-campus lunch. Please see section on off-campus lunch for additional requirements and policies.

9th Grade Instructional Reading Group and Independent Reading Circle:

- 9th have required reading period(s) built into their school day. 9th graders have two programs that occur each day:
 - The Instructional Reading Group is designed to support students in their Fiction and Non-Fiction reading by employing active reading strategies (i.e. practicing what good readers always do).
 - The Independent Reading Circle is designed to have students read on their grade level in order to systematically advance their reading in order for all students to read at grade level.

Student Intervention Program:

- For a complete description about the Student Intervention Program (SIP), see section entitled Student Intervention Program.

- Students must be supervised while they are in school after 5:12 pm (either in SIP, in a teacher tutorial or in a supervised Study Hall). Students must have a pass when they are in the halls and all rules of the Code of Conduct are in effect, every day of the week.
- The only activity after school on Thursday is detention. No other students are allowed to remain at school Thursday evenings. There will be no after-school tutorials or activities. All students (unless they have detention) must leave the building by 5:15 pm.
- Dinner on Monday, Tuesday and Wednesday is only for students in SIP. Dinner is optional for these students – they may choose to leave at 7:15 rather than 7:45 pm.

Friday Schedule

Time	Grade 9	Grade 10	Grade 11	Grade 12
7:45	Doors Open	Doors Open	Doors Open	Doors Open
7:45-8:20	Breakfast	Breakfast	Breakfast	Breakfast
8:30-9:15	Assembly/Class Meetings/Student Meetings			
9:20-10:05	Health Class; Computer Class; Physical Education	Biology MCAS Tutoring or Physical Education	Chemistry Lab or Physical Education	Lab/Practice
10:05-10:50				
10:55-11:40				
11:40-12:25	Announcements and Clean-Up			BU Course Discussion Section
12:25-12:30	Lunch/Dismissal			
12:30-12:56				
1:00-3:00	Detention/Friday Academy	Detention/MCAS	SAT Tutoring	Detention
3:00-5:00		Two Hours of MCAS	SAT Tutoring (until 4 pm)	

This schedule will be adjusted some weeks in order to allow time for MCAS and SAT Practice tests, Writing Proficiencies and Midterm and Final Exams. A complete schedule will be made available to students in advance.

All students (except seniors) will be required to stay at MATCH until at least 12:30 pm. There is no early dismissal before 12:30 pm.

The 1-5 pm MCAS tutoring session for sophomores on Friday is one option for when to have weekend tutoring. Sophomores will also have the option of scheduling their required tutoring session on Saturday or Sunday. Upon completing any weekend tutoring, students must depart MATCH unless they have an appointment with a teacher or tutor.

There is no off-campus voucher lunch for any students on Fridays. There is on-campus lunch available for juniors only. All other students who are choosing to stay at MATCH after 1 pm must provide their own lunch, or go off campus with their own funds.

After 1 pm on Friday, the only students in the building are a) Students in Clubs or Enrichments, b) any sophomores who have their 4-hour block of Math/English/Biology Tutoring “MCAS tutoring,” c) Juniors who have a 3-hour block of SAT tutoring, d) any student who is required to serve Friday detention or e) any student who has signed up for supervised study hall from 1 to 3 pm.

After 4 pm on Friday, the only students in the building are a) any sophomores who have their 4-hour block of Math/English/Biology Tutoring “MCAS tutoring and b) any student who is directly supervised by a MATCH staff member.

Weekend Access (9:00 am to 4:00 pm)

- All students must be directly supervised while at MATCH and any meetings with teachers or tutors must be scheduled in advance.
- Students will not be allowed to enter MATCH without an advance appointment.
- Students must always be in dress code when entering the building and adhere to the Code of Conduct.

Math/English Weekend Tutoring (MCAS) will be on Saturdays or Sundays from 9am-1pm. Upon completing any weekend tutoring, students must depart MATCH unless they have an appointment with a teacher or tutor.

Extra Help Sessions with teachers and tutors are by appointment only.

SCHOOL CANCELLATION

In the event of poor weather conditions, MATCH will follow the regular Boston Public School system. If they delay by one hour, we delay by one hour; if they cancel, we cancel. Listen to your local television or radio stations for relevant information regarding school cancellation.

To discover if school has been cancelled or delayed during the week or if tutoring/detention has been cancelled on the weekends, call the MATCH phone number 617-232-0300 and listen to the outgoing message. Any weather-related cancellations will be made there. If there is no announcement, school is still scheduled.

OVERVIEW OF MATCH SCHOOL CURRICULUM

09-10

The core classes for each grade level are in *italics*.

Grade 9

Algebra 1A or Algebra 1AB (Advanced)

English 1: Fiction

English 2: Non-Fiction

Science: Physics

Instructional Reading Group (Fiction/Nonfiction Reading)

Independent Reading Circle

Tutoring – 2 Periods

Plus

Health (Friday course)

Computer Class (Friday course)

Physical Education (Friday course)

Grade 10

Geometry

Algebra 1B or Algebra 2 (Advanced)

English

History 10

Biology

Tutoring - Math/Geometry/Algebra

Tutoring - English

Silent Sustained Reading (English)

Plus

Math, English, and Biology MCAS Weekend Tutoring

Physical Education (Friday course)

Grade 11

Algebra 2 or Pre-Calculus

AP (Advanced Placement) English Language and Composition

AP (Advanced Placement) United States History

Chemistry

Spanish

Tutoring (AP United States History) – twice per week

Tutoring (AP Language and Composition) – twice per week

Study Groups

Plus

SAT Tutoring (Friday course)

Physical Education (Friday course)

Grade 12

AP English Literature and Composition or English 12

AP Calculus or Senior Math

AP Biology or AP Physics

College Courses (Semester 1 and Semester 2) at Boston University

Spanish

College Placement Seminar

Bi-weekly Group Tutorial sessions for English, Math, Science and BU courses

PROMOTION POLICY

Students must earn a 70% or higher for **each** year-end grade to be promoted to the next grade level.

9th, 10th and 11th Grade Students:

Grades are assigned as follows:

1st Quarter	20%	3rd Quarter	20%
2nd Quarter	20%	4th Quarter	20%
Midterm Exam	10%	Final Exam	10%

All students must pass the final exam in order to be promoted. If the final exam causes students to fail for the year, they must attend *Summer Academy* to retake the course. They must pass the course and the final exam during *Summer Academy* if they are to be promoted.

Grade 9: In order for students to enter the 10th grade, they must pass *all of their core classes* with a 70% or better for their year-end grade. Additionally, they must successfully pass the following benchmarks and requirements:

- All of their final exams with a 70% or higher
- The Reading Proficiency exam with an 8th grade reading level or higher
- The Writing proficiency exam with a 70% or higher
- The Grammar proficiency exam with a 90% or higher
- The Math proficiency exam with a 90% or higher
- The Instructional Reading Group course (a pass/fail course)
- The Independent Reading Circle (a pass/fail course)
- Health Class (a pass/fail course)
- Computer Class (a pass/fail course)
- Physical Education (a pass/fail course)

Failing Exams and Proficiencies: If students fail an exam or proficiency, they must attend *Summer Academy* for two weeks and then retake the exam. If they fail it a second time, they must remain in *Summer Academy* for the next three weeks.

Failing non-core classes: If students fail a non-core class, they must attend MATCH's *Summer Academy* for a specified period of time.

Failing Core Class: If students fail one core class, they may attend MATCH's *Summer Academy* to retake the class where they must achieve a 70% or better to advance to the 10th grade. **If students fail more than one core class will remain in the 9th grade and they *must* attend Summer Academy.**

Grade 10: In order for students to enter the 11th grade, they must pass *all of their core classes* with a 70% or better for their year-end grade. Additionally, they must successfully pass the following benchmarks and requirements:

- All of their final exams with a 70% or higher
- The Writing proficiency exam with a 70% or higher
- Weekend Tutoring (with a 70% or higher)
- Physical Education (a pass/fail course)

Failing Exams and Proficiencies: If students fail an exam or proficiency, they must attend *Summer Academy* for two weeks and then retake the exam. If they fail it a second time, they must remain in *Summer Academy* for the next three weeks.

Failing non-core classes: If students fail a non-core class, they must attend MATCH's *Summer Academy* for a specified period of time.

Failing Core Class: If students fail one core class, they may attend MATCH's *Summer Academy* to retake the class where they must achieve a 70% or better to advance to the 11th grade. **If students fail more than one core class they will remain in the 10th grade and they *must* attend Summer Academy.**

Grade 11: In order for students to enter the 12th grade, they must pass *all of their core classes* with a 70% or better for their year-end grade. Additionally, they must successfully pass the following benchmarks and requirements:

- All of their final exams with a 70% or higher
- The Writing proficiency exam with a 70% or higher
- SAT Tutoring (with a 70% or higher)
- Physical Education (a pass/fail course)
- College Placement Portfolio (a pass/fail requirement)

Failing Exams and Proficiencies: If students fail an exam or proficiency, they must attend *Summer Academy* for two weeks and then retake the exam. If they fail it a second time, they must remain in *Summer Academy* for the next three weeks.

Failing non-core classes: If students fail a non-core class, they must attend MATCH's *Summer Academy* for a specified period of time.

Failing Core Class: If students fail one core class, they may attend MATCH's *Summer Academy* to retake the class where they must achieve a 70% or better to advance to the 12th grade. If students fail two classes they will be given the option of re-taking one course in the summer and re-taking the second course during their senior year. However, they must agree to remain at MATCH an additional semester beyond their senior year in order to complete all MATCH requirements. **If Students fail more than two core classes will remain in the 11th grade and they must attend Summer Academy.**

12th Grade Students:

Grades are assigned as follows:

1st Quarter	22%	3rd Quarter	22%
2nd Quarter	22%	4th Quarter	8%
Midterm Exam	10%	Final Exam	16%

Grade 12: In order for students to graduate from MATCH, they must pass *all of their core classes*, including their BU courses, with a 70% or better for their year-end grade. Additionally, they must successfully pass the following benchmarks and requirements:

- All of their final exams with a 70% or higher
- The Writing proficiency exam with a 70% or higher
- The College Placement Seminar (a pass/fail course)

Failing Exams and Proficiencies: If students fail an exam or proficiency, they must attend Senior Extension for two weeks and then retake the exam. If they fail it a second time, they will be given one final opportunity before graduation.

Failing Core Class: If students fail one class (a MATCH course or their college course), they must make that class up in order to graduate. If they complete *Senior Extension* successfully, they will be granted their diploma in June. **If students fail two or more classes, they do not get promoted – that means they do not graduate in June. They must attend regular Senior Extension and return to MATCH for one more semester.** This means students would return for an intensive fall semester at MATCH, get a diploma once they have passed, and begin college in January. *We will discuss the individual circumstances with students and their parents.*

Please note: In order to graduate, seniors must have an average of 70% in their fall and spring BU courses. Remember, the BU class performance is a strong indicator of whether seniors are actually prepared to succeed in college, and if students are not, it is the mutual duty of students and the school to get prepared.

THE MATCH CORPS

The MATCH Corps is a **one-year** Urban Education fellowship program for recent college graduates. It is possibly the most competitive such program in the nation, more competitive than

admission to the Harvard Graduate School of Education or Teach for America.

The demands on tutors is intense: many Corps members work 60 hour weeks, usually with two students at a time. With freshmen and sophomores, Corps members tutor students in mathematics and in English Language Arts and, for students in the after school tutorial program, they tutor for all subjects. With juniors, the support is for students to master Advanced Placement coursework and to prepare students to do well on the SAT college entrance exam; for seniors, preparation for AP exams as well as classes at nearby Boston University. Corps members not only tutor; they also serve as teaching assistants providing additional academic support in particular subject areas, provide leadership of strong extra-curricular activities for our students, as well as coach sports and run clubs.

MATCH Corps members work relentlessly to build in-depth relationships with their students, acting as mentors and helping their students to reach specific goals. Each Corps member has close contact with parents and guardians, building the strong bridge between home and school that is an important part of the MATCH philosophy. The school environment is small enough that every Corps member knows every student. If a suburban parent paid for the number of hours of personal tutoring every MATCH student receives from a MATCH Corps tutor, the cost would reach \$20,000 a year...but as a public school, we provide this free for each of our students.

Elite recent college graduates from excellent universities across the country commit one year to public service in Boston. This year, the Corps of 40 tutors is led by a Corps Director (Ms. Smith) and a Corps Staff of seven returning MATCH Corps members. Our students work with a new tutor each academic year. Therefore, a switch in tutor and student pairings are not made in the first three months of the academic year, as many students and tutors are beginning to develop a positive and productive tutoring relationship and learning how to work together. Ms. Smith welcomes all feedback – as it is how the program improves and becomes more effective – for students, parents, and families. Her contact information can be found on page 2 of the Student and Parent Handbook.

PROGRESS REPORTS, REPORT CARDS AND PARENT CONFERENCES

We aim to keep parents regularly informed of student academic progress. Progress Reports are distributed in the middle of each quarter and report cards are distributed at the end of each quarter. Therefore, approximately every 5 weeks students and parents will receive a written update on grades and performance in courses. Progress reports and report cards will be distributed at school and also mailed home. Additionally, parents and students have the option of checking grades online via the powerschool system. Log-in IDs and passwords will be distributed at the beginning of the year.

Progress Reports:

Progress reports are only a snapshot of student grades at the exact moment that they are printed. Students still have significant time to change their grades before the end of the quarter. The progress report only contains grades (not comments or explanations from teachers).

Students who receive below a 70 in any course must have their progress reports signed by a parent/guardian by the following Monday (they are typically distributed on Thursday). If they are not signed and returned on the appointed time, the missing progress report will be treated as a missing homework assignment and students will continue to be assigned homework detention until it is brought to school.

Report Cards:

Report cards are the final grades for that given quarter. Students who receive below a 70 in any course must have a parent/student conference with the teacher of the course that was failed. If a student receives below a 70 in multiple courses, they are required to have a parent conference with the Principal or Assistant Principal. There will be designated days for the parent conferences and a staff member from school will call home to schedule the meeting. If a meeting is not held or scheduled by the designated day, the student will not be allowed to return to school until the meeting is held.

We appreciate parents' support in maintaining strong communication between the school and home, especially when a student is not succeeding academically. The aim of the parent/teacher conference policy is to ensure that academic failure is targeted as early as possible.

HOMEWORK

How much homework is assigned varies by grade level. However, students will have homework (problem sets, reading assignments, writing assignments) in each class, every night.

Coming to class without homework completed will lead to a range of potential consequences including phone calls home, homework detention, required participation in SIP and loss of credit for the assignment. Not completing homework is the number one reason why students fail at MATCH. Typically, students who do not complete homework will also not do well on tests and quizzes. Additionally, students who do not complete homework by the start of the day and try to complete homework throughout the day often fall further and further behind.

When students have an unexcused absence, the homework assignment will be considered missing and ineligible for make up.

Homework Line

If students are absent or did not copy down their homework, they can call the school after 5:00pm to listen to the current day's assignments recorded on the school's voice-mail system. Call the school at 617-232-0300 and follow the recorded directions for homework information. This same information is also available on the MATCH website at www.matcheschool.org.

HOMEWORK ACCOUNTABILITY

The MATCH school takes homework completion very seriously. All homework assignments will be collected in the morning as students arrive to school. The homework will be checked for completeness (not accuracy) and any student who has incomplete homework will be immediately assigned a homework detention for that afternoon. The list for students with Homework detention will be posted by 11:26 am. Details about students' homework completion will be sent home each Friday via the Weekly Snapshot (see section on MATCH Merits and Weekly Snapshot for more information).

Homework detention will be Monday, Tuesday, Wednesday and Thursday. The first session (for students who do not have behavior detention) will begin at 5:12 pm and go until 6:12 pm. The second session (for students who have behavior detention) will begin at 6:16 and go until 7:16 pm.

Expectations for Homework Detention Monday through Thursday:

- Students must work silently for the entire hour.
- Students must bring all necessary work materials to detention. Incomplete homework will be provided by the supervisor.
- Students *must* complete the incomplete homework and turn in to the supervisor.
- If students finish before the end of the detention, they must begin their homework assigned on that day.
- No electronic devices allowed in homework detention (including laptops).
- Tutoring cannot replace homework detention.
- Students must refrain from any communication including passing notes.
- Students may not sleep or slouch.
- Students who are sent out of detention will be given an Academic Violation.

Students cannot be excused from homework detention by a parent or guardian. If a student has a previous conflict or appointment, they must plan ahead and ensure that they complete their homework.

STUDENT INTERVENTION PROGRAM (SIP)

Class-based after-school help will be offered from the first day of school. For juniors and seniors, teachers and TAs will hold after-school sessions on Mondays, Tuesdays and Wednesdays to support the AP and other high-rigor courses of junior and senior year. For freshmen and sophomores, support will be offered by teachers only for the first two weeks of school.

After two weeks, teachers and tutors will meet to determine whether students need individual support after school. This one-on-one or one-on-two support is referred to as the Student Intervention Program, and it will be required after being agreed upon by you, your student, your student's tutor and teachers.

The times students can be required to remain at school are as follows:

- Mondays 5:12 – 7:20, with a 25-minute optional dinner served 7:20-7:45
- Tuesdays 5:12- 7:20, with a 25-minute optional dinner served 7:20-7:45
- Wednesdays 5:12 – 7:20, with a 25-minute optional dinner served 7:20-7:45
- Weekend 3-hour session
 - Friday PM
 - Saturday AM or Saturday PM
 - Sunday AM or Sunday PM

Students will be supervised and supported by a MATCH Corps tutor (it may not be the same tutor they have during the day).

Students are academically unsuccessful because they either have not completed homework or do not understand the material. The SIP time at MATCH will provide a clear, structured opportunity for students to get the support they need. Students work is complete when the tutor determines that homework is complete and of high quality. No student will remain after 8:00pm and an earlier exit is possible, as determined by the tutor. When a student leaves, the tutor will call the parent.

We will begin this academic support initiative on Monday, September 21st. Class-based support will begin immediately from the beginning of the school year and continue throughout the year.

MATCH MERITS AND WEEKLY SNAPSHOT

MATCH merits are used to reward students who follow the Code of Conduct consistently throughout the year. They serve as an *extrinsic* motivation but in no way do they replace the need for *intrinsic* motivation from each student in our community.

MATCH merits may be used to buy official MATCH and college gear (1 MATCH merit is the equivalent of 1 US dollar) and also used towards the cost of field trips and other fees (also at 1 to 1 ratio). MATCH merits can also be redeemed for gift certificates to a variety of popular stores in Boston (at a 2 to 1 ratio of MATCH merits to US dollars – in other words, 20 MATCH merits would equal \$10 in gift cards). Students can exchange their MATCH merits at designated times throughout the year.

Students can save MATCH merits from one year to the next. However, MATCH merits are not transferable from one student's account to another student's account. If a student is expelled or withdraws from the school, all MATCH merits are forfeited.

Every student automatically earns 4 MATCH merits per week. Therefore, over the course of an entire year, each student has the potential of earning at least 160 MATCH merits. However, students have the opportunity to increase or decrease the number of MATCH merits they receive any given week based on their positive behavior and actions or their inappropriate behavior and choices (demerits).

As outlined in the Code of Conduct, students receive demerits for not following the non-negotiables. Demerits lead to additional consequences such as detention and potentially suspension and expulsion. Demerits also decrease the number of MATCH merits that students earn any given week. For every demerit that they earn, students lose 1 MATCH merit. Therefore, if students receive 4 demerits in a week, they earn 0 MATCH merits that week.

Students also earn merits for behavior that exemplifies our values of courage, discipline and perseverance. There will be opportunities throughout the week and year for students to be recognized for their positive contributions to the community. Some examples of how students can earn extra merits are: 100% homework completion for a week (2 MATCH merits), 100% perfect attendance for a week (1 MATCH merit), Student of the Month (30 MATCH merits), receiving the fewest demerits each quarter (30 MATCH merits), random acts of kindness (5 MATCH merits), honor roll for a quarter (10 MATCH merits), etc. Because we strive to recognize the great work that our students are doing each and every day, we will always come up with new and different ways to award merits to students.

Each Friday students will be given a **weekly snapshot** that details the demerits and merits that they have earned that week. It will include the current total of MATCH merits that they have accumulated thus far and will also include detailed information for students and their families on absences, tardies and homework completion.

SUMMER ACADEMY

All incoming 9th graders must attend Summer Academy. There are no exceptions. Summer Academy for incoming 9th graders is held at MATCH. Dates for Summer Academy for incoming 9th graders will be announced in April.

Additionally, the following students must also attend Summer Academy:

- Students who fail classes, final exams, proficiency tests, or any other standard required in the promotion policy must attend.
- If students fail one class, a grade lower than a 70, they must attend for the full five weeks and pass their final exam in order to receive credit and be promoted.
- If students fail more than one class, they still must attend *Summer Academy*, but they are not promoted.
- If students fail a final exam or a proficiency test, they must attend *Summer Academy* until they pass it. They will be given a two week tutorial, and then retake the final exam. If

they fail it a second time, they must complete *Summer Academy* and retake the exam in the final week.

- There is a special Summer Academy for Seniors offered after Seniors complete their Final Exams.

Dates for Summer Academy for upperclassmen will be announced in April.

RE-ADMITTANCE POLICY

Withdrawing from MATCH is a serious matter. When students withdraw from MATCH, they automatically relinquish their spot at MATCH and are no longer guaranteed a place in the community. We realize that some students may believe that transferring to another school is their only recourse, but may later regret this decision. Students have the option of re-applying to MATCH. Re-admittance is not automatic; in fact, it is extremely rare.

In order to re-apply, students must submit an essay explaining why they chose to leave MATCH, why they have chosen to return, what they have learned from their experience, and how their return to MATCH would be more positive for them and the community. After consulting with the faculty and students and receiving input from them, the principal will make a decision. Decisions regarding re-admittance will be at the discretion of the principal. One important factor will be the amount of school the student has missed. It is recommended that students reapply as soon as possible.

If students are granted re-admittance, they must make up the time they have missed through tutoring during the school year, holidays, and possibly summer. Re-admittance conditions will vary from student to student depending upon the academic standing of the student and the amount of time missed. The exact schedule for making up missed time will be agreed upon prior to a student returning.

Students who choose to withdraw because they do not want to attend Summer Academy are warned that re-admittance is not automatic and their re-application may be rejected. In all cases students will repeat the grade they were in prior to Summer Academy. **Students who have been expelled or asked to leave for disciplinary reasons are exempted from this policy.**

Students are only allowed to re-apply once and, if they are reaccepted, students cannot use this process again.

SPECIFIC CONDITIONS:

- All missed time is made up
- Decisions will be made within five school days
- Parents must attend re-entry meetings
- Essay must be written for reentry
- Essay will be read to the community by the student

- Community and staff will be consulted
- Once reaccepted, students cannot use process again
- Other conditions will be contingent upon the circumstances

MEALS

On-campus Lunch and Breakfast

The following rules are in effect for breakfast and lunch at MATCH in the Big Hall. We ask all students to respect and follow these rules in order to keep a safe and orderly environment. We ask the following:

- Students need to take off jacket, bags, and be in dress code before they can enter the Big Hall.
- Door 1 (right side – furthest from Babcock entrance) is the only entrance
- Door 2 (left side - closest to Babcock entrance) is the only place where they can get a pass and leave. They must get pass from staff member.
- All students must be seated unless they are getting food, tossing out their garbage, getting a pass, cleaning up or just walking in (one demerit for wandering).
- Students should talk quietly (first offense - one demerit, second offense - student will be assigned Silent Lunch for one week third offense – student will be sent out and receive an AV).
 - No shouting/yelling to other tables (if you're talking to another table, it'd loud enough to be too loud)
 - No shouting at your own table (this includes very loud laugh or scream at your table – if a staff member can hear you, it's too loud)
- Students must have a pass if they leave the Big Hall during breakfast or lunch. They must receive the pass from the staff member that is on duty.
- Students must behavior appropriately and professionally (first offense - 1 demerit; second offense - student will be assigned Silent Lunch for one week, third offense – student will be sent out and receive an AV)
 - No play fighting
 - No throwing or flicking food
 - No running or unprofessional behavior
- If a student refuses to do what a staff member asks (take off coat, sit down, find a new seat, etc), they may be sent out and receive an Academic Violation. Students are always expected to follow staff directions.
- At the end of the meal students must:
 - Throw trash away
 - Wash tables
 - Push in chair
 - Wait at table for morning debrief with Mr. Miranda or Ms. McDonough and dismissal
- When a staff member raises their hand, all hands must be raised and students must be silent. If students fail to do this within the allotted time (as indicated by a poster of expectations in the Big Hall), there will a silent meal the next day for all students.
- If a table is not clean, two students at the table WILL be assigned 1 demerit, may be asked to return in order to clean up, may be assigned a silent lunch or may be asked to return after school to clean up. These students will be chosen at random.

- Silent Lunch will be assigned to students if they are not capable of having lunch in the Big Hall. They will be assigned to a smaller room for a specific period of time and have lunch with a staff member. They may regain their privileges after the time has lapsed.
- All doors can be used to exit.

Off-campus Lunch

Off-campus lunch at local restaurants is a privilege that has been granted to us from the owners and it can be stopped at any time. We have worked hard to establish our community as one that honors its commitments and because we have usually fulfilled our promises, many other opportunities have opened for us, like the use of the BU gym. We want to ensure that our students have as many opportunities as possible to have access to local businesses and university facilities, so our students must always be on their best behavior.

We provide all students with the privilege of eating lunch at off-campus restaurants, providing they:

- have not received an Academic Violation the preceding week.
- have no “unsatisfactory” conduct grades on their most recent progress or report card
- have all of their forms and payments up to date
- arrive early enough to get a lunch pass (before 8:15 am)
- follow the Code of Conduct while off campus
- do not bring food from another restaurant into the one they are entering
- do not re-enter the building until the lunch dismissal bell rings
- put any food brought back into school directly in locker until snack time or after school
- arrive to 4th period on time

Consequences for not following the above expectations are as follows:

1. Returning late from lunch will result in a loss of off-campus privileges for one week as well as 2 demerits.
2. Failure of a student to return his/her unused lunch pass will result in loss of privilege for 1 week.

EXTRACURRICULAR ACTIVITIES

While our main focus at MATCH is on academics, we know that “college success and beyond” includes skills learned outside of the classroom. In order to create well-rounded individuals, we are committed to providing students with a variety of extracurricular opportunities. MATCH also sees the value in using extracurricular opportunities as incentives for students to focus in class and complete their homework.

Physical Education

MATCH students will attend physical education classes throughout the school year. The physical education schedule can be found on the school calendar. Students will receive physical education through a combination of work at the BU Gym, at local parks, and at the MATCH

School. Before they can participate, students must turn in both the BU and MATCH consent forms. If you have not received these two forms, they are available at the front desk.

Student Clubs and Sports Teams

Through participation in clubs, MATCH hopes to foster a stronger sense of community and celebrate student talent beyond the classroom.

Clubs: We hope to create four sustainable, well-attended student clubs that will compete and perform throughout the year. Clubs in 09-10 school year: *Step Team, Music, Art, and Hip-Hop Dance*. Club practice will take place on Saturdays with morning options available during the week.

Eligibility for Club Participation:

Students are allowed to participate in a club as long as it does not interfere with contractual academic obligations. An after-school commitment (including homework detention for any reason or behavior detention) must always be served before any club commitment—even if this commitment is a performance, competition, or event. Leaders of clubs are also able to include additional eligibility requirements (e.g. practice attendance) as they see fit.

Sports: This year MATCH will offer a varsity sport and a club sport for both boys and girls during each season. Club sports are subject to change.

Fall

- § Soccer (Varsity)
- § Cross Country (Club)

Winter

- § Basketball (Varsity)
- § Volleyball (Club)

Spring

- § Track (Varsity)
- § Flag Football/Ultimate Frisbee (Club)

Eligibility for Sport Participation:

- **Student Academic Eligibility**

Students must be passing all of their classes from the previous quarter/progress report in order to be eligible to participate in any varsity game against another charter league school or out of conference varsity game. However, the students are permitted to play in varsity scrimmages against charter and non-charter league opponents.

Students are permitted to play in a competitive club event as long as it does not interfere with a contractual academic obligation.

A student's academics has no bearing on their practice eligibility for a varsity or club sport; unless, they are placed on a required after-school academic program. Any contracted after-school academic requirements supersede practice and games.

It is a coach's discretion to make initial cuts with a student's grades in mind.

- **After School Academic Commitment**

Any student participating in a varsity sport must attend a homework lab/review for two hours each week during the course of the season. It is important that the student demonstrates their commitment to their studies because they are students first, and athletes second. Students, who are unable to attend two hours over the course of a week, must have their parents call one of the coaches with an excused absence. The student will have to make up any missed hours the following week. Failure to abide by these guidelines will be a breach of the student contract, and the following steps will be taken:

§ The first offense will result in an extra hour the following week.

A second offense will result in 2 extra hours the following week.

A third offense will result in a meeting with the head coach and the athletic director. Missed hours must be made up the following week.

A fourth offense will result in dismissal from the team.

- **Behavioral Contract**

Students are expected to stay out of detention and not receive AV's while competing on any varsity or club team. Building a team requires students to be held accountable for their actions, and a player who is consistently in detention is not being fair to his teammates. If detentions become a significant problem for any student-athlete, the head coach holds the right to administer his/her own appropriate discipline.

Students must attend behavior or homework (complete and incomplete) detention, regardless if they have a game or practice. The student must find his/her own transportation to a game or practice once they have served their detention. It will be up to the coach to decide whether the student must sit out a portion of the game if they had to serve detention on the same day.

All students who participate on a varsity team will be automatically dismissed from the team upon earning two AV's during the course of a season.

- **Standards for Attendance**

Being late or tardy to a practice or game is simply unacceptable and is a waste of the effort of the coaches and fellow teammates. Each varsity sport will create its own policy for attendance because of the varying logistics. The policy will be explicitly outlined in each sport's student contract to be signed at the beginning of the season.

TECHNOLOGY USE POLICY

Students are NOT allowed to:

1. Enter into or initiate an **Internet chat** session using Instant Messenger, Yahoo Messenger, etc., unless specifically granted permission by a staff member for class.
2. Have any **food or drink** in the Computer Lab or while using a laptop;
3. Download any **music files or photos** over the Internet unless specifically granted permission by a staff member and for a class assignment or project;
4. Play **games** online;
5. View web sites not directly related to a classroom assignment unless specifically granted permission by a staff member and for a class assignment or project;
6. **Waste or take supplies**, such as paper, accessories, mice, disks, etc;
7. Use **inappropriate language** while using our school network of computers to transmit a message of any kind or material posted to a web site;
8. **Illegally copy** documents, software, and other materials;
9. Allow others to use their network accounts. Network storage areas should be treated like lockers. Designated school personnel may review files and communications to maintain system integrity and insure that the system is being used responsibly. Users should not expect that files stored on school file servers would always be private.
10. Send hate or harassing or mass e-mail. Receipt of inappropriate mail should immediately be reported to a teacher or administrator. Encryption is not permitted.
11. Post **personal information** about one's self or another person including such items as residential address, telephone number, or certain school information;
12. Use the MATCH network and Internet connection for commercial purposes; steal computer hardware components, tampering with a computer or software, or pirating software residing on school computers; Attempt to gain unauthorized access to any

computer that is a part of the Internet including file and web servers. In addition, the act of simply probing another computer to find computer security weaknesses is considered an illegal activity; Attempt to disrupt normal computer operation or network operation in any fashion so that users are limited or stopped from accessing other computers on the network (including the Internet). Activity such as downloading a virus onto a computer or spreading a virus over a network of computers constitutes an illegal action;

Punishments include detention, suspension, parent notification, parent conference, and loss of access to technology – even if this compromises the student’s academic progress.

PARENT INVOLVEMENT AND PARENTS AT MATCH

MATCH is committed to providing parents with more phone communication than any other public school in Massachusetts. We need your help to succeed. Please keep the office informed of new phone numbers or addresses.

Additionally, a mailing is sent home to parents twice per quarter. It will include either a progress report or report card and will also contain a newsletter that contains important details on your child’s grade-level activities, events and schedule.

Parents are notified of the school’s Title I parent involvement policy in an understandable and uniform format and to the extent that it is practicable, this information is provided in the language of the home. MATCH involves parents in an organized, ongoing, timely way in the planning, review, and improvement of school parental involvement policy.

Parents at MATCH (PAM) is open to all parents. The meetings are announced in advance and all parents are invited to join or to attend. During the first Parents’ Night in September, all parents are updated on their civil rights and invited to become members by parents and students. They are also invited again October during the open house. Annual meetings are convened at convenient times for parents.

PAM is a parent-run organization and the Principal of MATCH attends all the monthly meetings. At the PAM meetings, parents have the opportunity to plan events and activities, raise important issues to the Principal and also act as a sounding board on new policies and changes at MATCH. If you are interested in receiving more information, please contact Catherine Lewis at 617-232-0300.

The first meeting of the year will be Tuesday, 9/15 at the MATCH middle school (86 Wachusett Street, Jamaica Plain, MA 02130)

RIGHTS AND RESPONSIBILITIES OF ALL STUDENTS AND FAMILIES

All students at MATCH have the right to attend a safe and orderly school. In addition to this inalienable educational right, students and their families have the right to:

- have all rules, the Code of Conduct and the Student and Parent Handbook suitably explained to them;
- receive due process;
- expect fair and equal treatment from the School;
- be kept apprised of behavioral performance through progress reports, report cards, phone calls, and as-needed meetings with teachers or the Principal;
- have all disciplinary actions suitably explained to them in conversation and/or in writing;
- appeal suspensions and expulsions made by the school's principal (within 10 days) to the school's Executive Director who will handle the appeal with two trustees.
- if violations of the Code of Conduct are the possible result of a disability, MATCH will refer the student, with parent permission, for eligibility determination, functional behavioral assessment and/or Manifest Determination.

Responsibilities of students and parents at the MATCH School include the following:

- read the Code of Conduct and the Student and Parent Handbook and ask questions if they do not understand it;
- sign and return the parent/student contract by September 12th
- accept the consequences of their actions;
- follow the "Chain of Complaint" if they are unhappy with a particular event or consequence.

COMPLAINT PROCEDURE FOR PARENTS AND STUDENTS

We want to know when you are dissatisfied with any aspect of the MATCH School! Even giving our best efforts, we will make our fair share of mistakes. We want you to know we are committed to listening to your thoughts and responding as quickly and appropriately as we can. The School's phone number is 617-232-0300.

1. *When you have a concern or question for a particular teacher, we ask that you call that teacher first, and try to resolve the issue with that teacher.*
2. When you have a concern with the school, or if you still are not satisfied after an initial conversation with a teacher, please do not hesitate to call the Principal, Jorge Miranda, at the office phone number above or at 617-821-7344, his home number (until 9pm).

1. Mr. Miranda has made parent satisfaction an absolute priority. He will be calling proactively to hear your concerns.
2. If after conversations with the Principal, you remain unhappy and feel that the issue is serious, please contact the executive director, Alan Safran. He has the same office number and his cell phone is 617-501-9401.
3. If you have a *serious* concern that you feel cannot be addressed by Steps 1, 2, and 3 above – if, for example, you feel that there has been misconduct or discrimination by a staff member which has not been resolved by the Principal or Executive Director – then you contact the Chairman of the Board of Trustees of the MATCH School, Stig Leschly, 617-232-0300.

SUSPENSION AND SPECIAL NEEDS STUDENTS

The MATCH School is committed to educating all of its students under a fair and consistent discipline policy. The school pledges to operate in accordance with all local state, and Federal laws with respect to students with special needs. Such students will be subject to the provisions of the school's Code of Conduct and will be treated in a manner that closely resembles the treatment of their peers in regular education while at the same time considers their unique needs.

Students with special needs, as defined by the state's 603 CMR 28.00 regulations, will be subject to the provisions of the school code except with regard to suspensions as provided by this section.

1. Definition of Suspension

Suspension is any disciplinary action that results in the removal of students from the program that is prescribed in their Individualized Educational Program (IEP). This includes out-of-school suspension as well as any exclusion from transportation services that prohibits students' participation in their prescribed program.

2. General Requirements

The Principal or his or her designee will ensure that:

- a. There is an appropriate procedure for notifying the administrator of special education or his or her designee of the proposed suspension.
- b. The number and duration of suspensions is recorded and maintained by the school.
- c. The IEP indicates whether the student can be expected to meet the regular discipline code or if a modification is required, and that such a modification is written into the IEP.
- d. No student with special needs is suspended for more than ten cumulative days in the school year by court order.

3. IEP Review

When it is known that the suspension of a student with special needs will accumulate to ten days in a school year, a review of the IEP, as provided in 603 CMR 28.00 regulations, will be had. Participants in the meeting will include, but not be limited to, individuals who are trained in the area of the student's special needs. At that review, the review team will determine whether the student's misconduct is related to the student's special needs, or results from an inappropriate special education program/placement or an IEP that was not fully implemented. Depending on the result of that determination, suspension may or may not be implemented. If the student has demonstrated repeated instances of dangerously assaultive or self-abusive behavior, a Functional Behavior Assessment will be performed with a Manifest Determination Hearing.

Accumulating More Than Ten Days of Suspension in the School Year

If the team concludes that the student's misconduct is related to the student's handicapping condition or results from an inappropriate special education program placement or an IEP that was not fully implemented, the student may not be suspended. Instead, the student's IEP must be amended to reflect a new program designed to meet the student's needs more effectively, or, if the misconduct resulted from an inappropriate IEP that was not fully implemented, all necessary steps must be taken by the school to ensure that the IEP is fully implemented.

If a new program is designed for the student as a result of the review, the new program must be implemented immediately following parental approval of the IEP. If the parent refuses consent to the IEP, the Board of Trustees or parent may request a hearing before the Bureau of Special Education Appeals to determine the appropriateness of the program, pursuant to Massachusetts Laws Chapter 69 – 78A and its associated regulations and IDEA 2004 and its associated regulations. Alternatively, the parties may seek mediation to resolve the dispute.

If the school wishes to impose a suspension which will result in more than ten cumulative days of suspension in the school year, the team must conclude that the misconduct is not related to the student's special needs, is not the result of an inappropriate placement of program, and the current IEP was fully implemented.

SHUT-DOWN POLICY: In Case of Theft / Property Damage / False Fire Alarms

On four occasions in MATCH's history, we have been faced with a situation where an unknown student stole from another student or staff member, or damaged school property.

Because we are a community, on those occasions, we have, at the principal's sole discretion, kept students after-school for several hours. On 3 of these 4 occasions, the guilty student ultimately came forward and admitted to the violation.

Therefore, we have decided to write a policy defining what will occur when we are faced with these situations, to better educate students and parents on what to expect:

If a theft or other incident (destruction or defacing of property) occurs during the school day, the School will detain all students if the following conditions are in place:

- a. It is confirmed that the incident occurred during the day, before students or others have exited the building for break or lunch;
- b. Visitors have been registered to a degree that the staff feels it is unlikely that a non-student participated in any violation;
- c. And, in the case of theft, there is a high probability that the stolen object is still within the building.

If these conditions are in place, then, at the Principal's sole discretion, the School will:

Continue classes in a normal manner and, if the situation has not changed by the end of last period, we will have all students and staff report to the Big Hall for a briefing on what happened and we will provide a schedule of what we will be doing to recover the stolen object or discover who committed the damage;

Either keep students in the Big Hall, or return students to their last period classes where they will do homework, read, or otherwise remain seated and in the room;

Emphasize that the Code of Conduct will be effect and students will not be able to use cell phones or beepers and no food or drink will be brought into classrooms;

Notify all parents that we will be keeping the students in school from 3.30pm until 7.00pm unless the object is recovered or the person who caused the damage becomes known. (If we cannot reach a parent or guardian, we will note the time we called and continue to call even after the crisis is over).

Notes on Process for "School Shut-Down"

Students who have appointments or must notify their place of work will be asked to write the name of the person they are to report to and provide a phone number and we will contact that person or work site to explain that it is not the students' fault they are not there;

Students who need to use the bathroom must be given a pass with the time and destination written on it and it must be collected and saved upon their return to the room;

Students with any medical needs will be attended to;

All unassigned staff and teachers will remain behind to meet with principal and to receive assignments;

One room will be designated as the room for uncooperative students and will be staffed by one of the unassigned teachers;

Lockers and bags may be searched.

Consequences

If the student is identified or discovered, s/he will be suspended for three days. After three days a meeting will be held with the student, the parents or guardians, and the principal to determine additional consequences.

These consequences may include any or all of the following:

- Extended community service within the school;
- A written apology to the community, to be read at the School's Friday assembly;
- Reimbursement of damage done to the school or to the object or a full payment for the stolen object if not recovered;
- Counseling;
- Notification of police;
- Suspension;
- Expulsion.

STUDENT SEARCH POLICY

The MATCH School reserves the right to conduct random searches of students and their property, including backpacks.

Searches will be conducted so as to respect the privacy and interests of students to the fullest degree possible, but will balance such concerns with its predominant interest in maintaining student safety and discipline.

Such searches will take place in the presence of a school administrator and at least one other staff member. The parent(s) or guardian of a searched student will be notified as soon as possible to inform them that a search is about to or has just occurred.

Should a student refuse to cooperate with a search request, the school will confiscate the property in question. School *lockers* and desks, which are assigned to students for their use, remain the property of the School and students should, therefore, have no expectation of privacy in these areas. Such areas are subject to searches by school officials at any time.

HARASSMENT: Complete Grievance Procedure for Harassment may be picked up at the main office.

The MATCH community is committed to safeguarding all students' right to learn in an environment that is free from harassment of all types. It is also committed to educating the community about the nature and effects of harassment. Some forms of harassment can be

subtle: harassers may or may not know that their behavior is causing problems. This policy is therefore designed to educate as well as punish harassers.

Sexual Harassment is ***unwanted sexual attention*** from peers, teachers, administrators, or anyone with whom students must interact in order to pursue school activities. It can be physical or verbal conduct.

An individual who is found to be responsible for sexual harassment will be subject to consequences up to and including expulsion or termination of employment at the MATCH School.

What You Should Do If You Feel You Are Sexually Harassed

If you feel you are being sexually harassed, you have the right to file a formal complaint. The MATCH School recommends the following procedure as the most direct, effective, and confidential approach.

STEP 1: Talk to the person yourself. Explain the behavior and that you consider it harassment and it must stop.

STEP 2: If the harassment does not stop or the harasser retaliates then you should report the complaint to the principal.

If you feel uncomfortable approaching the principal, then you should seek out a teacher.

FINAL OPTION: The target of harassment can seek outside legal counsel for violation of Title IX, a federal law guaranteeing your rights.