

The MATCH Charter Public High School

Code of Conduct

2008-2009

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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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School Mission: The MATCH School prepares all students to succeed in a four-year college and beyond through a rigorous curriculum focused on English, history, science, and math. We challenge our students to develop the traits of courage, discipline, and perseverance to help them succeed academically and socially.

School Philosophy: The MATCH School was founded on the belief that all students are capable of developing the skills, motivation and perseverance required to complete college. Well-taught classes with high rigor curricula successfully combined with one-on-one attention and a positive culture can allow all students to become college-ready. We believe:

- What we do is important.
- We will not give up on you (even if you have given up on yourself).
- You can do it.

Students' role in the MATCH community: In addition to our focus on academics and respectful conduct, the school asks each student to take an active part in making MATCH a better place. We believe this teaches students lessons of equal value to those learned in the classroom.

Given the school's emphasis on responsibility and community, students are responsible for cleaning classrooms and the school throughout and at the end of the day. While the school will also employ professional maintenance services, it is important that everyone in the school — students and staff alike — participate in light daily cleaning activities. Additional opportunities may include interviewing prospective MATCH staff, attending fund-raisers, setting-up and taking down school furniture, leading tours of the school and speaking to prospective students in Boston Middle Schools.

Parents' role in the MATCH community: MATCH needs the support of parents in order to successfully achieve our mission and to allow our students the maximum opportunity to succeed. We realize that MATCH is a demanding place, not only for students but also for parents, and ask that parents remember that every rule, every policy and every decision was grounded in the mission of MATCH.

MATCH promises to keep an open relationship with parents by providing more communication than any other public school in Massachusetts through letters, weekly written reports, phone calls, and meetings. We also create opportunities for parents to be leaders in the school through Parents at MATCH (PAM) – a parent-run monthly meeting that facilitates communication between parents and the principal throughout the year around important issues and topics.

Non-Discrimination Policy: The MATCH School, in accordance with its non-discrimination policy, does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of race, color, age, disability, sex, religion, national origin, or sexual orientation, and does not tolerate any form of discrimination, intimidation, threat, coercion, and/or harassment that insults the dignity of others by interfering with their freedom to learn and to work.

We further consider LOW EXPECTATIONS based on race, color, disability, sex, religion, national origin, or sexual orientation a form of **discrimination**. We believe all of our students can succeed in college, regardless of their background. Our "NO EXCUSES" ethic means **all** students will be expected to succeed academically and adhere to the Code of Conduct.

The MATCH “No Excuses” Approach: Our high academic standards require a “no excuses” approach. We believe all our students are capable of achieving our mission and we do not allow anyone to make excuses for why our students cannot reach these high standards. We also do not accept excuses for any circumstances or actions that interfere with students learning. We do not believe that anything should get in the way of giving our students access to the education that they deserve and our rules and consequence exist in order to create an environment where our mission can be fulfilled.

We try to balance strict, consistent enforcement of the rules with individual attention to each student – helping him or her to maximize academic potential and ultimately graduate from a four-year university. As a result, even slight misbehavior at MATCH leads to consequences. Each student who misbehaves is someone we want to help as an individual. But we must also balance the needs of other MATCH students. Therefore, we ask for continued parental support because this is an arduous process and sometimes students may complain that the school is too demanding or “unfair.”

Each MATCH teacher and staff member devotes an enormous amount of energy and time to helping each child succeed, but we realize that MATCH may not be the right fit for every student. No school is perfect for each individual. We are a “choice” school: parents and students choose to enter our lottery, and for that we are humbled and grateful. To honor our commitment to provide an environment where all students can and will learn, continued or serious misbehavior by a student means that MATCH is not the right fit for that particular student.

NON-NEGOTIABLES

In order to maintain our high standards and foster an effective learning environment MATCH students must:

1. Attend school daily. Arrive on time and remain at school for the entire day.
2. Respect **all** members of the MATCH community.
3. Be focused on learning and take active notes throughout every class.
4. Arrive on time to each class and be seated and silently working on their “Do-Now” when the first bell rings.
5. Follow the MATCH School dress code.
6. Be prepared for every class by arriving with the necessary tools to effectively participate.
7. Respect the building and all community property.
8. Turn off and put away all electronic devices before entering school.
9. Always have a pass in the hallways.
10. Complete all assignments with academic honesty and integrity.

Demerits

In order to ensure a high level of consistency the following consequences will apply when the 10 Non-Negotiables are not upheld. Keep in mind that we reward good behavior through the MATCH Dollar system (as described in the MATCH school handbook) and penalize poor choices through demerits described below. (Please note that these are examples and that staff and faculty discretion will be used as needed.)

Stage One Demerits are given for misbehaviors that may seem relatively minor but their combined effect diminishes the culture and community of MATCH.

Behavior that is worth 1 Demerit and will not contribute to an AV:

- **(B) Bags** – Wearing bags in class or laying them on the floor or table (drawstring bags are allowed but must be placed on back of chairs.) This is a fire code violation.
- **(U) Unprepared** – Not having a pen/pencil, paper, notebook, textbook, novel or other materials required by teachers and not returning forms on time or not having report card/progress reports signed.
- **(D) Dress Code Violations** – Please note that students must be in proper dress code in order to enter the MATCH School any day, any time and for any reason. (*please see section on Dress Code for additional consequences*).
- **(P) Poor posture** – Not sitting up straight and attentive in class, individual instances of head down or leaning back in chair

- **(F) Food, Drinks, or Candy** – Eating/drinking anywhere except during snack and SIP - the one exception is designated times in the Big Hall
- **(G) Gum Chewing** – not allowed at any time in the building.
- **(M) Not Cleaning** – Not cleaning tables (applies to in the classroom or after any off or on campus lunch)
- **(E) Electronic device audible, turned on or visible** – In addition to demerit, staff will confiscate the item for 1 week after for the 1st offense, 1 month for the 2nd offense and 1 year for the 3rd offense. Electronic device will not be returned under any circumstances until the requisite time period elapses. This includes parent, other family members or another individual who owns the phone.
- **(H) Not using pass correctly** - In the hallway without a pass, wandering or taking too long with pass; not filling out pass correctly or completely
- **(J) Jaywalking** – Crossing against the traffic lights or putting pedestrians/vehicles at risk

Behavior that is worth 2 demerits and will not contribute to an AV:

- **(T) Tardy** (to school, to class, etc.) – This includes not being seated and working on the “Do Now” activity when the first bell rings (*additional consequences as outlined in Code*)

Stage Two Demerits: Behavior that is worth 1 demerit and additionally may result in expulsion/withdrawal from MATCH:

All behavior that earns a demerit diminishes the culture of MATCH. However, the types of behavior described below jeopardize the school’s ability to foster an environment conducive to learning for all our students. Therefore, *if you receive 10 of the following demerits in one week (Monday to Sunday), you will also earn an Academic Violation.* The Stage Two Demerits are:

- **(C) Disrespect** - Rude comments, calling another member of the community by an inappropriate name, disrespectful comments to others and “talking back.” Depending on the context, disrespect is also grounds for an automatic Academic Violation.
- **(I) Inattentive or Wasting time** - Not working on class work or taking notes, uncooperative or disengaged in groups; not following directions, not paying attention to assignment or teacher/tutor, etc.
- **(V) Unprofessional Behavior** – Horsing around, swearing, yelling or running in the halls, throwing paper
- **(K) Disrespecting Property** – Writing on tables, tagging white boards or leaving them with any non-academic writing on them, touching thermostats or low hanging lights.
- **(R) Rough Housing** (any behavior, regardless of intent, such as play fighting, pushing, tripping others, etc. that may lead to injury)

DETENTIONS

Behavior Detention: Students who accumulate 3 or more demerits in a single day will have to serve detention the very next day. For example, demerits earned on Monday will result in a detention on Tuesday. Demerits earned on Friday and over the weekend will be served on Monday. “Demerits” described below refer to both Stage One and Stage Two demerits.

Number of demerits:	Consequence:
3 or 4 demerits in one day	1 hour of detention
5 or 6 demerits in one day	2 hours of detention
More than 6 demerits in one day	Automatic suspension and student cannot return to school without a parent meeting the next day or there has to be a conference call
10 or more Stage Two demerits from Monday to Sunday	Academic Violation (see table below for additional information)

Students may also earn detention for the following reasons:

Action:	Consequence:
Unexcused Tardy to school	1 hour of detention (same day) for every portion of an hour that students are tardy (we will round up)
Unexcused Absence	4 hours of detention. Student cannot return to school without a parent meeting. (see section on absences for additional information)
Sent out of SSR/RAP	1 hour of detention
Academic Violation	1 hour of detention and parent meeting or phone conference

If students accumulate more hours of detention than can be served that week, students will have silent on campus lunch for the entire next week. Hours will not carry over from week to week.

How students know if they have detention:

1. The names of students with detention are posted by the main door every morning before school begins.
2. **It is always the student’s responsibility to check the list every morning!**

Behavior Detention on Monday, Tuesday and Wednesday:

- Runs from 5:12 pm – 6:15 pm
- The Code of Conduct applies during detention and if a student misbehaves he/she will be given one warning and then asked to leave detention and given an Academic Violation.
- If student is up to 5 minutes tardy to Detention from Monday to Wednesday, the student will be admitted but they will receive 2 demerits for being tardy.

- If student is later than 5 minutes, there are no exceptions or excuses, the student will **not** be admitted to detention and will receive an additional 2 hours of detention.

Expectations for Detention on Monday, Tuesday and Wednesday:

- Students serve detention in silence.
- Students will not be allowed to read and/or do schoolwork.
- Students must refrain from any communication including passing notes.
- Students may not sleep or slouch.
- Tutoring cannot replace detention.
- Students who are sent out of detention will be given an Academic Violation.
- Not attending detention will result in an additional 2 hours of detention and will not be allowed to return to school without a parent meeting.

Thursday Detention:

- Thursday detention begins promptly at 5:12 and runs until 7:15 pm.
- The Code of Conduct applies during detention and if a student misbehaves he/she will be given one warning and then asked to leave detention and given an Academic Violation. (*consequences specified on page 16*)
- If student is up to 5 minutes tardy to Detention on Thursday, the student will be admitted but they will receive 2 demerits for being tardy.
- If student is later than 5 minutes, there are no exceptions or excuses, the student will **not** be admitted to detention and will receive a 2 hour Friday detention and automatic silent on-campus lunch for the entire next week.

Friday Detention:

- Friday detention begins promptly at 1:00 and runs until 3:00 pm.
- The Code of Conduct applies during detention and if a student misbehaves he/she will be given one warning and then asked to leave detention and given an Academic Violation. (*consequences specified on page 16*)
- If student is up to 10 minutes tardy to Detention on Thursday, the student will be admitted but they will receive 2 demerits for being tardy.
- If student is later than 10 minutes, there are no exceptions or excuses, the student will **not** be admitted to detention and will receive automatic silent on-campus lunch for the entire next week.

Expectations for Detention on Thursday and Friday:

- Students must be silent and will NOT be allowed to read and/or do schoolwork for the first hour.
- After the first hour, students are allowed and expected to read and/or do schoolwork in silences, and/or do community service around the school, such as cleaning or other chores.
- Students must refrain from any communication including passing notes.
- Students may not sleep or slouch.
- Students must bring all necessary work materials to detention.
- Laptops or any electronic devices may not be used in detention.
- Tutoring cannot replace detention.
- Students who are sent out of detention will be given an Academic Violation.

- Not attending detention will result in an additional hours of detention and silent on-campus lunch for the entire next week. Students will not be allowed to return to school without a parent meeting

If a student has a Friday religious obligation, the Dean of Students must be notified by the second week of school. If there is a family obligation or emergency a parent must call the Dean of Students, to ask permission to reschedule their child's detention, prior to when the student is scheduled to serve detention. Failure to notify Dean of Students will result in an unexcused absence and a mandatory parent meeting before the student can return to school. Dean of Students' cell phone number: 617.283.0606

Homework Detention (M, T, W, Th):

Students who do not complete every assigned homework are required to attend 1 hour of Homework Detention on that same day.

Expectations for Homework Detention Monday thru 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.

ADDITIONAL CONSEQUENCES FROM FACULTY AND STAFF

At the MATCH School, faculty and staff actions determine the climate of the classroom and hence of the school. As good educators have different management styles, the exact nature of an educator's consequence may vary, but will always be in compliance with the Code of Conduct. Possible consequences include time-outs in the hall, moving students' location within the classroom, one-on-one conferences with students, and phone calls home to students and their parents/ guardians.

TARDIES AND ABSENCES

Tardies

1. Students arriving between 8:30 a.m. and 8:45 a.m. are late and will be sent to their first period class. Those who arrive too late to make it to class prepared by 8:45 will spend first period in the disciplinary office – unless their first period class is Tutoring, in which case they will be sent to their tutors.
2. The consequences for being late to a first period tutoring session are the same as those for being late to a first period class; however, students will be sent to meet with their tutor even after 8:45 a.m.
3. For every unexcused tardy, students will receive half an absence (*see section on Absences for more information*). Students will be considered late to school if they arrive to school after the 8:30 bell.
4. Additionally, all students who are late to school earn a zero for missed work, and will be given detention hours (depending on how tardy they are).
5. Detention earned for having an unexcused tardy must be served that same day. If a student receives more than one hour, it will carry over to the next day. *See below for how many hours of detention students earn for being late.*
6. If a student arrives after 1 pm, they will be assigned an absence instead of a tardy.
7. It is a late student's responsibility to find out exactly what work was missed.
8. Traffic or a train being late is not an acceptable excuse for being late to school. The only exception is when "T" trains or buses are late by at least 20 minutes and that delay can be confirmed by the Principal's assistant or other staff with "T" officials.
9. Tardy students do not have an opportunity to turn in their homework. As a result, they must report to 1 hour of Homework detention that same day.

The following detention hours will be given to students based on how late they arrive to school:

- If students arrive up to one hour late (unexcused), students will be assigned 1 hour of homework detention to be served that same day.
- If students arrive more than one hour late and up to two hours late (unexcused), students will be assigned 2 hours of detention, one hour of behavior detention and one hour of homework detention to be served that same day.
- If students arrive more than two hours late and up to three hours late (unexcused), students will be assigned 3 hours of detention, one hour of behavior detention and one hour of homework detention to be served that same day, then one hour of behavior detention to be served the following day.

- If students are more than three hours late (unexcused), students will be assigned 4 hours of detention, one hour of behavior detention and one hour of homework detention to be served that same day, then one hour of behavior detention and one hour of homework detention to be served the following day.

Late arrival or early departure: We realize that students have doctor, dentist and other appointments. Parents should make every effort to schedule these for weekends, vacation days or other times when the student is less likely to have school.

- If a student arrives to school after 1 pm, it will be considered an absence.
- If a student is dismissed from school before 1 pm, it will be considered an absence for the day. If a student is dismissed after 1 pm, it will be considered an early dismissal.
- If students are dismissed early 5 or more times in a single quarter, there will be a mandatory meeting scheduled with the parents and the student to discuss whether MATCH is the best fit for the student. Missing too many classes may jeopardize a student's chances of being promoted.
- In order to be dismissed early, students must have a note signed by a parent/guardian stating the reason for the early dismissal and a phone number where the parent can be contacted. Someone from MATCH will call home to verify every note.
- A student who would like to leave because he or she is not feeling well must get an administrator's approval **before calling home**. It will be at the administrators' discretion as to whether or not the student is allowed to leave early.

Absences

Attendance is crucial to success at MATCH. Consequently we expect students to be at school every day for the entire school day.

In the case of a necessary absence:

1. Parents and guardians should **call** the school as early as possible if their child will not be attending school due to illness, religious observance, or a family emergency.
 - If you are unable to speak to someone at the front desk, please leave a message stating the student's name, the reason for missing school, a phone number where you can be reached and a convenient time to call you. Failure to do this will lead to an unexcused absence for your child.
2. Students who are absent or tardy due to medical appointments or illness must bring in a doctor's note or a parent/guardian note stating:
 - The date of the absence
 - The reason for the absence
 - A phone number where a parent or guardian can be reached
 - The parent/guardian signature
 - The note must be turned in upon returning to school, no more than 24 hours after the absence

3. Absent students should make every attempt to get their assignments for the day they miss: either through the homework line at 617-232-0300 or by simply calling fellow students, a tutor or a teacher that evening.
4. On the day of their return, students should certainly be prepared to hand in any homework or paperwork previously announced or to take any quiz or test previously announced.
5. If students are late or absent on the day of a school function or event, they cannot participate in that event or in any extracurricular activity that day.

What is an Excused Absence or Tardy?

To be considered for an excused medical absence, **the student must bring a written note from a parent or doctor**; any parent note may need to be authenticated by the Principal, at his sole discretion, through a note or phone call from the doctor, or it will be considered an *unexcused* absence.

Non-Medical Excused Absences Include:

1. A death in the family (parent, sibling, grandparent, aunt, uncle, cousin)
2. Family member hospitalized
3. Court appearance
4. Medical or psychological tests with note from test provider. (All tests should be made after school hours if possible.)
5. Religious holy days as defined by a religious calendar
6. Other extraordinary situations approved by the Principal

Unexcused Absences Include:

1. Being sick at home without a doctor/parent note or parent phone call.
2. Baby sitting
3. Family vacation
4. Trips to homeland
5. Extension of a religious or cultural holiday beyond the designated day or days on the school calendar.

Consequences for unexcused absences:

1. Unexcused absences result in 4 hours of detention and students may not re-enter the school without a parent meeting or phone conference.
2. Skipping class, tutorial, or required after-school tutorial is considered an unexcused absence.

Chronic Absenteeism and Tardiness

Twenty (20) unexcused absences (including absences from tardies), in any year will result in a student **repeating the year or being expelled at the Principal's discretion.**

- **If your child is going to be absent for an extended amount of time, you should inform the Principal and request home tutoring from the Corps Director.**

MATCH SCHOOL DRESS CODE

Every student MUST be in dress code upon entering the building for any reason at any time, 7 days a week.

In order to allow students to focus on learning and to create a sense of community, the MATCH School has a MANDATORY student dress code. It has evolved over the past seven years through parent, student, and teacher input.

- At all other times, including before and after school and on the weekends, students must follow dress code while in the school building or while attending school-sponsored activities.
- Clothing worn by students at the MATCH School should emphasize the level of professionalism we expect at MATCH.
- Student attire should be neat and tidy and should conform to **MATCH's dress code at all times.**
- For activities requiring non-dress code clothing, students will receive permission from the Principal.
- Students may wear their MATCH sports uniform jersey on days of a game only, but it must be tucked in.
- Students are not permitted to wear non-dress code clothing that is visible under their dress code.
- **If students are sent home because of a dress code violation, they will receive a zero for missed work and must make up the time missed during detention.**

If there is any doubt about an article of clothing, the student should bring it to the school office to ask about its compliance with the dress code BEFORE wearing it to school (and before removing store tags, if purchased for school use, so it can be returned if it does not meet dress code).

MATCH SCHOOL DRESS CODE CHART

Item:	Acceptable Style:	Color:	Not allowed:
Pants (or shorts)	1. Standard cloth pants: cotton, wool blend or small weave corduroy	Black or khaki	<ul style="list-style-type: none"> • No jeans or pants that look like jeans • No painting or design on pants • No overalls, leather, sweats or nylon sports pants • No white or dark brown in place of khaki • No skin-tight pants • No gaucho pants • No pants hanging below the waist are acceptable • Shorts no higher than 2" above knee and only after April vacation
Skirts	1. Standard cloth skirts: cotton, wool blend, or small weave corduroy	Black or khaki or tan.	<ul style="list-style-type: none"> • Skirt length must be no shorter than 1" above knee length and it must have no slits above this point • No jean skirts or multi-colored skirts
Shirts	<ol style="list-style-type: none"> 1. <u>White</u> Oxford cloth shirt or polo with a collar 2. The MATCH shirt 3. Any college shirt 4. MATCH Athletic jersey on days of games 5. Shirts must be long enough to tuck in 	Must be white.	<ul style="list-style-type: none"> • All shirts must be buttoned and tucked in • No waist length, tight-fitting, or navel-revealing shirts • No shirts may be worn inside out or half/on and half/off • No logos or designs should be visible beneath shirt • All shirts, including MATCH gray and black shirts and college shirts must be tucked in
Sweaters, sweatshirts, fleeces, blazers	<ol style="list-style-type: none"> 1. Official MATCH sweatshirt or fleece 2. Long-sleeved college sweater or sweatshirt 3. Must be worn over collared dress code shirt (collared dress code shirt must be visible). 	Any solid color.	<ul style="list-style-type: none"> • Sweaters and sweatshirts must be clean, un-cut and with no sayings other than MATCH or that of a college • No puffy vests, windbreakers, or any coat can be worn in school • No hooded sweaters or sweatshirts allowed • No sweatshirts with hoods tucked in • No ponchos • No short-sleeve shirts may be worn over collared shirt
Shoes	<ol style="list-style-type: none"> 1. Personal preference, appropriate for school. 2. Loafers or tie shoes are suggested. 	Any color	<ul style="list-style-type: none"> • No open toed or open back shoes; no sandals • No heels more than 2 inches • All laced shoes must be tied • In bad weather, snow boots may be worn, but removed once in school. No cleats
Accessories	<ol style="list-style-type: none"> 1. Personal preference 2. Headbands must be a solid color and functional (not decorative) 3. Any color belt 4. Ties worn around the neck properly tied 5. Solid color suspenders 		<ul style="list-style-type: none"> • No inappropriate tights or stockings • No hats, scarves, or headgear may be worn inside the school building except for religious reasons (parents please send a note) No bandanas (bandana cannot be visible or hanging from pockets). • No visible body piercing except earrings or a small nose stud • Belts must be worn around the waist and put through belt loops • No large chains (including on pants). No sunglasses

OFF-CAMPUS LUNCH RULES

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 8:20 a.m.)
- 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.

FIELD TRIPS

Field Trips (such as to a Celtics game, Six Flags, etc) are a privilege at MATCH and students who are not in good standing at MATCH will not be allowed to attend field trips.

In order to be in good standing, a student must:

- Have less than 4 Academic Violations
- Have all school forms accounted for and turned in
- Attend school the day of the field trip
- Have any and all permission slips signed by parent/guardian and turned in
- Have no outstanding bills for school lunches

ACADEMIC VIOLATIONS

Learning is our most important activity at MATCH. Students who accrue 8 academic violations have **repeatedly** chosen to behave in an inappropriate manner that interferes with learning will be asked to leave MATCH.

Academic Violations are given for:

1. Disrespectful or insubordinate actions in class, tutorial, or other school functions (including passing in the hallway) – this includes ignoring or walking away from staff or faculty members when they are speaking to a student.
2. Disrupting a test, proficiency or exam.
3. Any behavior that leads to a student being asked to leave class and report to the office
4. Lying; intentionally deceiving a staff or faculty member; not reporting to office
5. Receiving 10 **stage two** demerits in one week
6. Receiving two suspensions in one quarter.

Students sent to the disciplinary office automatically receive an Academic Violation.

- There does not have to be a warning before this happens.
- In the **disciplinary** office, students will reflect and discuss the situation that led to the Academic Violation through a conversation with a designated staff member.
- When deemed necessary, a follow up discussion between the student and the person who issued the Academic Violation will take place before the end of the day and will be facilitated by a staff member.
- Parents will be called by the staff member that issued the Academic Violation.

This policy exists because we value classroom time and because we will not allow classroom time to be wasted by student misbehavior.

Three -Level System for Academic Violation Expulsion

Level One

One (1) Academic Violation will result in:

- A parent call from, and/or parent meeting with the faculty member who gave the AV
- One hour behavior detention
- Loss of off-campus lunch privileges for the following week
- Missing school events, trips, or activities on the day the AV is given

Level Two

Four (4) academic violations in a school year will result in:

- A mandatory parent meeting or phone conference, during which a CONTRACT will be reviewed and signed by student, parent, administrator and tutor.
 - The contract will affirm that the parents and student acknowledge that the student has reached **level two** in the expulsion process.

- After signing the contract, the parents and student will receive a copy of the contract which states that with four (4) additional academic violations, the student will have to leave MATCH.
- Student will not be able to attend school trips (including but not limited to the college, Washington D.C and Six Flag trips). If a student loses the privilege of the college trip he/she will be required to visit three colleges with a MATCH staff member or his/her parents.

Level Three

When a student receives eight (8) academic violations in a school year, it is evident that the student has not positively responded to the meetings, contract, and repeated efforts to keep him/her in the MATCH community. Consequently, there will be a meeting to initiate the expulsion process. (The expulsion policy is outlined on page 21).

CHEATING VIOLATIONS

Violations in this category threaten our ability to successfully fulfill our mission of college success. Cheating violations represent actions in which students receive or give unauthorized help on any assignment. Committing a cheating violation represents an act of academic dishonesty – essentially students are lying about the work that they or others are completing. Without academic honesty, we cannot be sure if students are making actual academic progress towards our learning goals.

At the start of each year students will sign a statement that reads: *“I pledge that I will not receive or give unauthorized help on any assignment.”*

Examples of cheating include:

- a. Any indication of copying another person's work during an exam, during any other assessment, or while completing an assignment including homework;
- b. allowing someone to copy work on an exam, quiz, assessment or assignment;
- c. using any unauthorized materials not specifically approved by the instructor during any exam or for any academic assignment; including but not limited to the use of spark notes, cliff notes, grade saver and classic notes;
- d. collaborating on any group or individual assignment without the direct permission of the instructor;
- e. altering a graded work after it has been returned, then submitting the work for re-grading;
- f. stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor;
- g. intentionally continuing work on an exam or assignment after the allocated time has elapsed;
- h. citing a source that does not exist, attributing to source ideas and information that are not included in the source, or citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper;
- i. inventing data or statistical results to support conclusions.

Examples of plagiarism include:

- a. copying another student's work and submitting it as one's own work;
- b. using any other person or organization to prepare work and then submitting it as one's own;

- c. quoting or paraphrasing the thoughts of another writer without acknowledgement.
- d. copying and using information from websites or other sources without properly citing the source.

Procedure for cheating violations:

1. The staff member will initially meet with student re: the potential cheating violation.
2. If the staff member deems necessary, Principal will meet with the student(s) and the staff member to discuss the circumstances.
3. Principal will communicate with parents as soon as possible to let them know the process and to allow them an opportunity to come in a meet and discuss the situation.
4. Principal will determine if the student(s) is responsible for a cheating violation and what the appropriate consequence should be using whatever evidence is available.
5. The consequence and violation will be recorded and student's tutor, teachers and family will be informed.

Consequences for cheating or plagiarizing: Final consequences are at the discretion of the principal. The history of a student's cheating violations, the circumstances surrounding the cheating violation and whether the student was forthright and honest about the violation will be taken into consideration. Each offense remains with the student until graduation. A new academic year does **not** erase previous offenses. When a student reaches three cheating violations, students may be expelled.

Any offense will result in all of the following consequences:

Zero for the assignment

Letter in permanent school file

Saturday detention

Parent meeting

A letter of apology written by student to teacher and to class and/or on why *cheating hurts the community and the student* to be read and placed in student's file.

A second will result in the following additional consequences:

F (Grade of 59) for the course for the quarter (only if grade earned is above a 59)

Suspension from school until a parent meeting is convened

A third or subsequent offense may result in the following additional consequences:

Fail (Grade of 59) course for the year (only if grade earned is above a 59)

Suspension from school until a parent meeting is convened

Automatically repeat the year

Expulsion

SAFETY VIOLATIONS

Violations in this category threaten the safety of anyone in the MATCH community and the community environment. Safety violations result in immediate severe consequences and they are the only type of violations that may lead immediately to expulsion. Police may also be notified when the situation warrants it.

Examples (the following is not a comprehensive list):

- Using or possessing a weapon (automatic expulsion)
- Arson (automatic expulsion)
- Setting off false fire alarms or safety shower (automatic expulsion)
- Possessing, using, selling or transferring drugs/alcohol (automatic expulsion)
- Fighting (automatic expulsion)
- Student trespassing on the Third Floor (automatic expulsion)
- Unwanted physical contact
- Threats
- Sexual/racial harassment
- Theft
- Trespassing (entering or going into a staff member's personal space without explicit permission from that staff member)
- Using the elevator without explicit permission
- Entering the back or front stairwell that is marked off-limits without explicit permission.
- Graffiti, defacement, or damage to the building or community or its contents
- Smoking or possession of tobacco (regardless of age)

Possible Consequences of Safety Violations: (not limited to one and may include a combination of most)

- Loss of Match dollars
- Community Service
- Letter of apology to community to be read at community assembly
- Parent Meeting
- Contract
- Loss of ALL off-campus privileges for year
- Suspension
- Expulsion

INTEGRATION OF NON-NEGOTIABLES AND CONSEQUENCES:

1. Arrive to school on time and remain at school for the entire day.
 - **Tardy** - to school (*additional consequences as outlined in Code*)
 - **Unexcused Absences** – Not attending class, detention, tutorial or required after-school tutorial is considered an unexcused absence.
2. Respect **all** members of the MATCH community.
 - **Disrespect** - Rude comments, calling another member of the community by an inappropriate name, disrespectful comments to others and “talking back.”
 - **Rough Housing** (any behavior, regardless of intent, such as play fighting, pushing, tripping others, etc. that may lead to injury).
 - **Safety Violations**
 - **Academic Violations**

3. Be focused on learning and take active notes throughout every class.
 - **Poor posture** – not sitting up straight in class, individual instances of head down or leaning back in chair.
 - **Inattentive or Wasting time** - Not working on class work or not taking notes, uncooperative or disengaged in groups; not following directions, not paying attention to assignment or teacher/tutor.
 - **Unprofessional Behavior** – Interrupting class, horsing around, swearing, yelling or running in the halls.
 - **Academic Violations (described later in the code)**
4. Arrive to each class on time and be seated and silently working on the do-now when the first bell rings.
 - **Tardy** - to class. This includes not doing the “Do Now” when the first bell rings
5. Follow the MATCH school dress code.
 - **Dress Code** Please note that students must be in proper dress code in order to enter the MATCH School any day, any time and for any reason. (*please see section on Dress Code for additional consequences*).
6. Come each day prepared to actively participate and focus on learning.
 - **Unprepared** – Not having a pen/pencil, paper, notebook, not returning forms on time, not having report card signed.
7. Respect the building and all community property.
 - **Food, Drinks, or Candy** – Eating/drinking anywhere - the one exception is designated times in the Big Hall
 - **Gum Chewing** – Is never allowed, for adults or students, no matter the time of day.
 - **Not Cleaning** – Not cleaning tables
 - **Disrespecting Property** – Writing on tables, leaving a mess behind after classes or tutorials, or touching thermostats or low hanging lights.
 - **Bags** – Wearing bags in class or laying them on the floor or table (drawstring bags are allowed but must be placed on back of chairs.) This is a fire code violation.
 - **Jaywalking** – crossing against traffic and putting pedestrians/vehicles at risk
 - **Safety Violations**
8. Turn off and put away all electronic devices before entering school.
 - **Electronic device audible, turned on or visible** – This applies to anytime that a student is in school or on school-sponsored trips (unless otherwise noted). Additional consequences include staff confiscating the item for a prescribed duration (as outlined earlier in the code).
9. Always have a pass in the hallways.
 - **Not using pass correctly** - In the hallway during class without a pass, wandering or taking too long with pass; not filling out pass correctly or completely

10. Complete all assignments with academic honesty and integrity.

- **Cheating Violations**

STUDENT CONTRACTS

MATCH is committed to supporting the learning and personal growth of all of its students. At the same time, we feel that frequent student misbehavior, poor attendance or poor academic performance and homework completion may be a sign that he/she is not willing to comply with our standards and we will hold a parent conference to discuss student expectations and to develop a contract.

Behavior contract:

When repeated or extreme misbehavior leads to a suspension or an accumulation of Academic Violations, which can not be removed, (see previous section on Academic Violations for more information) students and their parents/guardians will be required to meet with the Principal or Dean of Students to sign a contract of necessary conditions in order to return to school. The contract will include the following:

1. Specific description of student's behaviors that need to change
2. Specific strategies for students and his/her teachers to use in order to change said behaviors

Academic contracts:

If a contract is necessary for academic reasons, parents and students will meet with the Principal, the Director of the MATCH Corps and/or teachers to create a contract with the following:

- Specific description of previous academic performance and data on homework completion
- Academic goals the student needs to achieve in order to be in good academic standing
- Additional days and hours the student will be required to stay at school and work with a tutor until homework is complete

These contracts may be established at any point (including at the start of the year), in order to help the student succeed academically.

SUSPENSION

In some situations the Principal may decide that a student cannot return to school/classes because of their behavior/actions. Suspension, because it removes a student from classes, is a very serious consequence. It is instituted in cases where a student's future at MATCH is in jeopardy and a parent/guardian meeting is required in order to determine under what conditions a student will be allowed to return.

In-School Suspension

- Students will arrive at school at 7:30 am and report to a designated suspension room.
- Students will sit alone or with their tutor and quietly work on school work for the remainder of the day.
- Students will eat lunch in a designated room, not off-campus or in the Big Hall.
- Students receive credit for work completed during an in-school suspension.
- A variation on the In-School Suspension is a Saturday suspension. The student would report at 9am and depart at 3pm. If a student had a religious holiday on the Saturday, a Sunday suspension would be arranged. This would be to limit the number of days students miss school.

Out-of-School Suspension (in situations where it is deemed that a student's behavior poses a threat to the community and/or the culture of MATCH)

- Students will be immediately removed from class and will be sent to the Front Office.
- Parent or guardian will be notified immediately, and if we cannot contact a parent, the child will remain in the office until we do.
- When it is established that students have a safe destination, they will leave school.
- The Principal will set a meeting date with the parents/guardians and students as soon as possible. Students and their parents or guardians will be notified over the phone of the date, time, and place of the meeting. Students may not return to school until the meeting is held.
- Before the meeting, the Principal will consult with students' teachers to determine the appropriate course of action including consequences and a written contract of necessary conditions for students' return to school. This contract will be written within one day of the meeting, and copies will be forwarded to students, parents or guardians, the school's Executive Director, and placed in the students' permanent record file.

Students who are suspended will have the right to appeal the Principal's decision in writing to the school's Executive Director within seven days of that decision, and will have the right to counsel at that appeal. The school's Executive Director will be joined by two of the School's Trustees to hear the appeal. A binding decision will be provided orally and in writing shortly thereafter. Suspension will stand until appeal. Every effort will be made to hear the appeal within 48 hours. If student's appeal is granted, the student's record will be expunged of any reference to suspension.

PROCEDURE FOR EXPULSION

In situations where MATCH determines that a student is no longer able to remain in the community, the MATCH administration will follow the steps described below:

1. The Principal or another representative of the school's administration will notify the parent or guardian immediately of the incident.
2. The student will be removed from school.

3. The Principal will take all possible steps to ensure that the student and their parents or guardians are fully informed of their rights. These steps may include arranging a meeting between a representative of the school's administration, parents or guardians, and students to discuss the rights of the student before the hearing itself. The incident itself will not be discussed this meeting. It is to clarify the process and establish a date for the hearing.
4. A hearing date will be set by the Principal, and the student and his/her parents or guardians will be notified in writing of the date, time, and place of the hearing at least seven days prior to the hearing. Students will have the opportunity to present evidence and witnesses at the hearing and have the right to have an attorney present.
 - If parents request a hearing, students will continue in their current placement and program until such a hearing takes place, another program or placement is agreed upon by the parties, or a court order permits a change of placement based on a showing that the student's continued presence in school presents a substantial likelihood of injury to the student or to others.
5. After the hearing, the Principal will determine the appropriate course of action. A written decision will be made within three days of the formal hearing, and copies will be forwarded to student, the parents or guardians, the school's Board of Trustees, and student's permanent record file.
6. A student who is expelled will have the right to appeal the Principal's decision in writing to the school's Executive Director within seven days of that decision, and will have the right to counsel at that appeal. The school's Executive Director will be joined by two of the School's Trustees to hear the appeal. A binding decision will be provided orally and in writing shortly thereafter.
7. In cases where a student is receiving special education services, we will:
 - a. Provide an alternative plan for the delivery of special education services during the period of suspension.
 - b. Obtain approval for the alternative plan by the Massachusetts Department of Education.
 - c. Present the alternative plan and an explanation of parental rights to the student's parent or guardian prior to the plan's implementation. The failure or refusal of the parent to consent to the provision of services under the alternative plan will not prevent implementation of the suspension.