OPPORTUNITY FOR CHANGE PROGRAM
2014-2015

The OFC Program is a unique place where you as BHS students truly have an opportunity to change how you look at your education so that you can take more ownership of it so that you can chart your path to graduation! The OFC staff is ready to support you and remind you of all that you are capable of so that you never stop believing in yourself and what you can accomplish. If you’ve made the choice to come into the OFC Program, you’ve already taken a big step by deciding that you need the OFC structure and that you are ready to accept the responsibility that comes with it.

In OFC, you, your classmates and the staff create a community of trust and respect. It is essential that together we build a safe and supportive environment where everyone feels like they can be themselves and feel comfortable asking for whatever help they might need to succeed. So, as a member of OFC, we ask you to uphold the program’s CORE VALUES which include:

1. **Respect** for self, staff and others
2. Demonstrating an honest, sincere **effort** to succeed
3. Staying healthy and **substance free at all times**
4. Being an **active participant** in all aspects of the OFC Community
5. Using **self-discipline** to show up every day, work hard and aim high

In order for you to be successful in OFC, you need to understand how important your attendance is. Because the program has such short, concentrated class cycles, you cannot afford to miss classes as you will fall behind in learning the required content. You will also miss out on the activities, discussions and questions in class and preparation for assessments. If you show up every day, on time, you will be well on your way to success!

OFC Rules and Expectations:

The following OFC list of rules has evolved over the years to provide explicit expectations of how you can achieve credit and perform well in OFC. In addition to these OFC specific rules, the **BHS Student Handbook** also applies to all OFC students. If you do not already have a copy of this handbook, you can obtain the full document on the BHS website.

It is important to point out that staff have intentionally created an in-school homework time, called Academic Achievement, for you to get your homework done. This is an important feature of the program to help set you up for success if you have found it difficult to get your homework done outside of school hours.

**Academics**

- Our expectation is that all homework will be done each day to the satisfaction of the assigning teacher.
● If your homework is not completed when due, you will need to complete your homework during Academic Achievement. If you are still not done with it, you will be expected to stay after school for Homework Club (HC) until that homework is completed.

● If you turn in work late, you have 24 hours from the time it is due to get it in. Otherwise, the grade is a zero. Please be advised that the teacher may deduct points from the assignment even if you make the “24 hour late” deadline.

● There will be teacher-supervised Homework Club and detention every day until 4:00 p.m. Detention starts 5 minutes after the end of the last block of the day. At that time, you must check in with the teacher on duty. You are also required to check out with that teacher at the end of the time you were expected to stay.

● During HC/detention, if you need to leave the room for ANY reason, you must first check in with the late teacher.

● If you have been required to attend HC or detention, you will be given permission to leave once you complete your homework and show it to the supervising teacher for approval. If you were also staying for additional detention time, all the time served will count, as long as you have completed your work.

● If you have an appointment after school, you must take responsibility to communicate with both your classroom teacher and the late teacher before you leave. Failure to check out could result in suspension.

● On the last day of a cycle, all work due must be handed in by 4pm that day to receive credit.

Credit

● If you receive a D or an E in any subject, you will be required to attend HC when you next return to the cycle of that content class.

● If you earn D’s or E’s (IPR or quarter grade) in your mainstream elective, you will have EHD until you raise your grade. Once that happens, you will need to ask your teacher to let the coordinator know that you are earning a C- or better in order to stop attending EHD.

● Academic Achievement and Homeroom are graded pass/fail based on attendance and productivity. If you do not use these class times for their intended purposes and require frequent re-direction, you may fail these classes for the year and receive no credit.

● If you enter OFC after the first quarter, the grade that you earned in mainstream will be calculated into your final grade. If you have received an N for a quarter in mainstream before entering OFC, the grade under the N will be calculated into your final grade if your attendance improves in OFC. If you have received an E for a quarter in mainstream before entering OFC, a grade of at least 50% will be calculated into your final grade if you earn successfully passing grades in OFC.

● If you enter OFC after the second quarter with two Es in any mainstream class, you must sign and follow a personalized contract in OFC to receive credit for the year.

● If you enter OFC having not had a particular course (e.g. science), or a quarter grade for a course, the remainder of your grades in OFC will be calculated to determine your final grade. You must have at least 3 quarters with passing grades to receive credit for that class.

Attendance
Maintaining excellent attendance is essential for success in OFC. You should only miss OFC if you have a genuine emergency or illness. Every effort should be made to schedule any needed appointments during after school hours.

All “absence calls” should be made to the OFC office (617) 713-5252 and not the school’s main attendance line. All absences must be cleared within 24 hours. Failure to do so will result in a zero for the day and 3 hours of detention. Transportation issues and oversleeping are not excused absences. If you miss a day of school, you are responsible for getting any work that you missed from your teachers on the day that you return to school.

- Excused absences – you will have 36 hours to make up work for every day absent. (For example, if you are absent on Monday, you must see your teacher for your work on Tuesday. All of your make-up work is then due on Wednesday by 4pm.) Failure to do so will result in a zero on those assignments. If you are absent or tardy due to a doctor’s appointment, you must bring in a note from the doctor upon return to school.
- Since all BHS students are now allowed no more than 21 absences (unexcused and excused), you are strongly discouraged from scheduling doctors’ appointments during school hours. Even if you bring in a note to excuse this absence, it will count toward the total number of absences allowed per class.
- If you want to attend a special event at the school (sporting events, prom, dances, etc.), you must be in school that day in order to attend. If there are extenuating circumstances, you must receive permission, in advance, from the OFC Coordinator and your classroom teacher, at least a day before the event.
- If you have detention and need to go to work or participate in an after school activity (e.g. sports), you must clear it with the coordinator and serve that detention on Thursday mornings from 8:20-9:20am during mainstream’s B block. If you have more than 7 hours of detention, you cannot go to work or any after school activity.
- If you arrive more than 30 minutes late to any class, you must first check in with the OFC Coordinator. If she is unavailable, you need to see the guidance counselor. If she is not available, you should return to class immediately and inform the teacher.
- If you are tardy for a class, you must serve detention for the same number of minutes that you were tardy. Students who are AWOL for an OFC class must make up that full class time in detention and meet with the OFC Coordinator and parent/guardian.
- Breaks are a privilege. If you are tardy to class, you may lose all or some of your break at the discretion of the teacher.
- If you have an appointment with the nurse, social workers, therapists, etc, you must always obtain a pass with the time-stamp of start and end of appointment. Missing class for any of these reasons, without a pass, will count toward the total number of absences for the class.
- Attendance in mainstream classes is subject to the BHS attendance policy. Additionally, if you are late for your A or F block classes, you owe 30 minutes after school in detention. If you skip either of these classes, you owe one hour in detention and you will be asked to meet with the OFC Coordinator and parent/guardian. If you skip your Wednesday long F-Block, you have detention for two hours and a meeting with the OFC Coordinator and parent/guardian.
• If you are late but you arrive before lunch, you are allowed to make up the work from that morning and must serve 2 hours of detention. If you arrive after lunch, you will receive a zero for all of the work completed in the morning, serve 3 hours of detention, and have a meeting with the OFC Coordinator and parent/guardian.

General
• The school’s electronic policy applies to OFC.
• Non OFC students may not hang out in OFC classrooms or the hallway.
• Destruction of OFC property will lead to hold slip(s) and/or community service.
• No drinks in the classrooms while using computers. No food or drinks in the science classroom during labs. Eating in other classrooms is a privilege that is up to the discretion of the teacher.
• You may only use school phones with the permission from and under the supervision of an OFC staff member.
• Hats may be worn in the classroom at the discretion of the teacher. Hoods and sunglasses are not allowed in the classrooms.
• You may not bring student visitors to OFC classes.

Participation in all aspects of OFC is mandatory.
• Participation in the classroom is required of all students. If you are refusing to do work, you will be sent to the OFC Coordinator and Guidance Counselor.
• If you have been asked to go see the OFC Coordinator or Guidance Counselor and you refuse to do so, you could receive a suspension.
• Attendance and participation in all OFC field trips is mandatory.
• Juniors are required to take PSAT’s.
• Seniors are required to take SAT’s, write a college essay, attend the college essay workshop, apply to one college, and attend the senior trip.

After reading this Rules and Expectations document please sign and return the attached signature sheet to the OFC office.

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Please sign and return to the OFC office after reading the Rules and Expectations document
_____ Yes, we have read the OFC Rules and Expectations and we agree to honor them.

Student Name: __________________________________________________________

Student Signature: __________________________ Date: __________

Parent Signature: __________________________ Date: __________