

BROOKLINE HIGH SCHOOL  
115 GREENOUGH STREET  
BROOKLINE, MA 02445

Scott Butchart  
Dean of Students  
(617) 713-5207

Brian Poon  
Associate Dean  
(617) 713-5192

April 20, 2017

Dear Class of 2017 Parents and Guardians:

As our seniors near three quarters of the way through their final year, we write to touch base on several fronts. Speaking for the entire faculty of Brookline High School, we have been delighted to witness the growth and accomplishments of the Class of 2017 over the past four years. Our seniors have demonstrated high levels of commitment in many areas: academic, athletic, artistic and civic. While we want to bask in your children's growth and accomplishments, we also need to begin planning for them leaving us.

In order to help you plan for the end of the year, we have prepared a calendar of events below. We also address important issues which relate to a successful end of the year, such as "hold slips," "senior skip day," "senior pranks," and special rules pertaining to the last week of school, including the Prom and After-the-Prom Party. It's a long list but very important. Please read it carefully and take time to discuss it with your student. We want to be clear and to avoid any incidents that may disrupt a celebratory and dignified ending to the year.

### **Senior Calendar**

- April 24      Deadline for submitting design for After-the-Prom Party t-shirt. Cash prize for the winner.
- April 25      Special Awards Program in the Auditorium for academic excellence and citizenship. Award recipients and their families will receive individual invitations. All students are encouraged to attend.
- April 27      Senior Assembly during X block in the Auditorium to review the closing calendar, discuss graduation planning, and the After-the-Prom Party.
- May 1-12      Advanced Placement exams will be given for students who have opted to take them.
- May 5          Graduation speaker deadline: If you are interested in speaking at graduation, please submit a 3-5 minute audition video to Mr. Poon by Friday, May 5. From the videos we will select a smaller group to live audition the week of May 8. You will be evaluated for appropriateness, delivery, and clarity of thought. We do not expect a finished speech but the more you have completed, the better you will do.
- May 5          Musicians/singers for graduation deadline: Students interested in playing an instrument or singing at graduation should submit their names and proposed performance to Ms. McIntosh. Auditions will be scheduled the week of May 8 (likely May 10 at 3:00 pm) in the band room. Mr. Driscoll, Ms. Castellano, and other faculty and students will help select the final performers.
- May 8-19      Prom, After-the-Prom Party and Cap & Gown tickets on sale. All seniors must buy a cap & gown by May 19 in order to participate in graduation. Payments must be made online.

- May 9 Last Senior PTO meeting: 7:00 pm in the MLK room.
- May 18 Senior Assembly X-block in the Schluntz gym. A raffle for prom items will occur at the beginning of the assembly. All students who purchase prom tickets are eligible to win.
- May 19 Deadline to buy Prom, After-the-Prom Tickets, and Cap & Gown.
- May 22-26 Seniors return all materials to respective departments and pay any outstanding fees. Students will not be allowed to attend the prom or graduation until all their hold slips are resolved. Payments must be made in cash to the department in which they have the hold slip. Please resolve any outstanding debt with the issuing teacher and / or the department.
- May 23-25 Final Exams for Seniors will be given in class.
- May 25 Annual Varsity Awards Banquet will be held at 6:30 pm at Boston University - George Sherman Hall. Many seniors will be recognized at this event.
- May 26 From 8:30 am - Noon seniors will clean out their lockers and remove their locks. Items left will be discarded or donated to charity.
- May 30 Brookline High School Senior Prom will be held at the Hyatt Regency Cambridge from 7:00 pm - 11:30 pm. (See details below and attached contract.)
- May 30-31 After-the-Prom Party from 11:30 pm until 5:00 am **Students who attend the ATPP must stay until at least 3:30 am.**
- June 1 Annual Senior Class Day-This is an opportunity for seniors to share time with each other and the BHS staff as they sign yearbooks, eat, and have fun. On this day seniors will:
- Clear all final hold slips and complete guidance survey. No senior will be allowed to pick up a cap & gown until this is done.
  - Pick up their caps and gowns from 8:30 am - 11:30 am in the Schluntz Gym.
  - Pick up their yearbooks in the Schluntz Gym. The cost is \$100.00 and yearbooks must be purchased at [Jostensyearbooks.com](http://Jostensyearbooks.com) by May 15. Students have the ability to make installment payments online.
  - Enjoy Senior Class Day festivities from 11:30 am to 2:00 pm on Cypress Field.
  - **Participate in a mandatory graduation rehearsal on Cypress Field at 2:30 pm.** Graduating seniors will meet on Cypress Field at 2:30 pm as we begin the graduation rehearsal. If it rains, all outdoor activities will take place in the Schluntz Gym.
- June 4 The Brookline High School Scholarship Breakfast will take place at 9:00 am in the Viola Pinanski Quadrangle. If we experience inclement weather, the breakfast will take place in the cafeteria.
- June 4 GRADUATION! All seniors must report for the pre-processional line-up at 12:15 pm. (See below for more specifics on graduation.)

### **Prom and After-the-Prom Party**

Our Prom will be held at the Hyatt Regency Cambridge from 7:00 pm until 11:30 pm on **Tuesday, May 30, 2017**. The tickets are \$160.00. The price of the ticket includes:

- The Prom, including required bus transportation to and from the Prom
- The After-the-Prom Party (ATPP)
- Cap & Gown
- Senior activities fee

- **May 8 -19 Prom, After-the-Prom Party tickets, and Cap & Gown on sale. All Seniors are required to pay for a cap & gown online by Friday, May 19 even if you are not attending Prom.**
- **Payment Receipt for Prom must be attached to the Prom Contract.**

Our After-the-Prom Party will be held at the BHS Tappan Street Gym from 11:30 pm Tuesday, May 30 until 5:00 am on Wednesday, May 31. Students attending the ATPP are not allowed to go home to change after the prom. ATPP is the result of a long-standing collaboration between the PTO, BHS parents, the school, town, and larger high school community. The idea is to help our seniors celebrate their upcoming graduation within a safe, community-sponsored event. The parents who organize the ATPP work innumerable hours to make it an enjoyable time for everyone. We hope we have your support to ensure that this important community endeavor continues for years to come.

**The Prom tickets, ATPP, and Cap & Gown will be sold online starting Monday, May 8-19 at: Myschoolbucks.com**

The cost of the Prom/ATPP is \$160.00. This cost includes the Prom (\$105), cap & gown (\$30) plus After-the Prom Party (\$25). Any senior may purchase just an After-the-Prom party ticket for \$25 but all seniors are required to purchase a cap & gown (\$30) online even if they do not attend the Prom/ATPP.

Alcohol and substance abuse at the Prom and the ATPP will not be tolerated. Consequently, breathalyzer tests will be administered to any student who appears to be under the influence of alcohol. **Any student suspected of being under the influence of alcohol or drugs will be immediately sent home with his/her parent/guardian and will be prohibited from participating in all remaining graduation related events, including, but not limited to, senior class day and the graduation ceremony.**

Students will be ineligible to attend the Prom, receive their graduation gown or tickets, or participate in graduation until all outstanding hold slips are resolved. Payments must be in cash. We have reminded all seniors of hold slips during homeroom and letters mailed home with any outstanding obligations from prior years. Please resolve these with the issuing teacher/department ASAP.

### **Brookline High School Graduation**

Our graduation will take place on Sunday, June 4, 2017 from 1:00 pm to 3:00 pm on Cypress Field.

We provide four chairs in the formal seating area for each graduate. If more than four guests will attend, please bring your own seating and enjoy the festivities.

We will make every attempt to have the graduation outside. The threat of dangerous winds and/or lightning would move us inside. In light rain, we would stay outside. We will notify you by phone and email on Sunday morning with the plan for such weather contingencies. **If we are indoors, the fire department will strictly limit us to the gym's capacity, which means two guests per graduate in the gym.**


If any senior or any member of his/her family requires accessible seating or other arrangements because of a disability, please contact Hal Mason, Assistant Headmaster at [Hal\\_Mason@psbma.org](mailto:Hal_Mason@psbma.org) by May 31.


A professional photographer will take pictures of your graduate as they ascend to the stage, receive congratulations from Headmaster Anthony Meyer, and as they leave the stage with the BHS diploma. You will receive details of this from our photography company, Gradimages, before graduation. In addition, Brookline Interactive Group (B.I.G.) will provide a live stream of the graduation ceremony in its entirety. This video stream will be available during and after the graduation at: <http://brooklineinteractive.org/live> . Please invite distant relatives to join us in that way. For these reasons, we ask that family and friends refrain from coming forward during the graduation to take pictures. People will not be allowed to block the aisles or stand in front of seated guests at the ceremony.

### **Other Important Notes**

We all look forward to these exciting senior events, and of course, we expect responsible behavior throughout from all our students. In the interest of clarity, it is necessary that everyone understand that we will enforce the following.

1. We do not award blank diplomas. No senior will receive a diploma until s/he has successfully completed all graduation requirements.
2. To participate in the graduation ceremony, each student must have cleared all outstanding hold slips and must purchase a cap & gown. Caps & gowns from previous graduations may not be used.
3. Each student will be required to sign a Prom contract at the time of ticket purchase (copy attached). The contract, in part, says, "*The Prom is considered a school event. All school rules of conduct apply. Any student found to be in possession of, or under the influence of, drugs or alcohol will be required to leave the Prom accompanied by a parent/guardian, will be immediately suspended from school, will not be allowed to attend the After-the-Prom Party, and will be suspended from future school related activities including graduation ceremonies.*"
4. Please read the contract carefully and sign it with your son or daughter. If you expect your son or daughter to attend the After-the-Prom Party, please be sure to indicate that. If you want to be called if your son or daughter does not arrive at the After-the-Prom Party, please indicate that as well.
5. Absolutely no tickets will be sold at the door for either the Prom or After-the-Prom Party. If any student will be seeking financial assistance, please contact your Dean.
6. We do not condone senior pranks. In the past, senior pranks have turned malicious and destructive despite our best efforts to work on them with the students, and can no longer be sanctioned. Students who damage property or behave in a disrespectful manner will be subject to BHS school rules, including paying for damages, either individually or through class funds, and being excluded from the graduation ceremony.
7. Any senior who commits a suspendable offense as defined by the Student Handbook (including an action committed as part of a senior prank) during the final week of school will not be allowed to participate in any other school activities, including athletic events, Prom, After-the-Prom Party, Class Day, Award ceremonies and the Graduation ceremony itself.
8. There is no such thing as senior skip day or a class trip. Students who miss a day of school for this reason will receive AWOLs. Students who N-out of a class due to excessive AWOLs or exceed the total absence cap put their graduation at risk.
9. In compliance with Massachusetts law and 603 CMR 23.06(3), Brookline Public Schools will oversee the destruction of all temporary student records five (5) years after those students have left the Brookline school system, due to transfer, graduation or withdrawal. Therefore, please collect your temporary record within five years of leaving the system. The student's permanent record (transcript) is maintained by the school system for sixty (60) years. [See: M.G.L. c. 71, s. 34D; 603 CMR 23.00]

  
\_\_\_\_\_  
Scott Butchart  
Dean of the Class of 2017

  
\_\_\_\_\_  
Brian Poon  
Associate Dean of the Class of 2017