Brookline High School

Anthony Meyer, Headmaster
Harold Mason, Assistant Headmaster

Lisa Gilbert-Smith, Dean of Students
Brian Poon, Dean of Student Support
Jenee Ramos, Dean of Faculty
Lisa Redding, Dean of Students
Wendy Ryder, Director Special Education

Melanee Alexander, Associate Dean
Rachel Eio, Associate Dean
Brendan Kobus, Associate Dean
Alexia Thomas, Associate Dean
Summer Williams, Associate Dean

ACE (ALTERNATIVE CHOICES in EDUCATION)
Amy Bayer, Coordinator

METCO
Courtney Valentine, Coordinator

SCHOOL WITHIN A SCHOOL
Dan Bresman, Coordinator

WINTHROP HOUSE
Owen Minott, Coordinator

SCHOOL COMMITTEE
David Pollack, Chair
Julie Schreiner-Oldham, Vice Chair
Helen Charlupski, Susan Wolf Ditkoff
Suzanne Federspiel, Michael Glover
Jennifer Monopoli, David A. Pearlman
Barbara Scotto

CENTRAL ADMINISTRATION
Andrew Bott, Superintendent of Schools
Mary Ellen Dunn, Deputy Superintendent for Administration and Finance
Nicole Gittens, Deputy Superintendent for Teaching & Learning
Casey Ngo-Miller, Interim Deputy Superintendent for Student Services
Ben Lummis, Special Assistant to the Superintendent for Strategy and Performance

Cover artwork by Elizabeth Cho (Class of 2019)
August 31, 2018

Dear Brookline High School Students,

I write with tremendous excitement as we make final preparations for the 2018-19 school year at Brookline High School. As the principal, it is my privilege to welcome you all to the academic year at BHS, especially rising ninth graders and tenth, eleventh, and twelfth graders who join our school for the first time this September. Welcome, Warriors, one and all.

As the deans for the Class of 2022, Lisa Redding and Brendan Kobus, wrote in their letter to ninth graders, we begin classes on Thursday, September 6th with a day devoted to those who are new to BHS. We will have myriad staff and students to help you find where you need to go. This is a truly welcoming school community, and students new to us quickly become part of BHS.

On Friday the 7th we have everybody in school, and we’re off: learning and teaching, stretching and growing, being and becoming. It continues to be an honor for me to help lead BHS and to support all members of our community. This is a large school, with many students and teachers, many ideas and initiatives, and many issues to understand and resolve. I point to the sheer size and complexity of this institution to clarify a simple point: the most sacred work we do every day happens among and between students and educators in classrooms and learning spaces throughout our campus. Your growth and learning, along with your health and safety, is what I and we care most about as we enter another year of working with you.

During the last week or so, it has been a pleasure to see many of you returning to school for various activities, especially athletic tryouts and practices. These appearances will continue and increase over the next week and a half. Such student engagement and involvement powers BHS and reminds me why I chose education as my vocation: to help challenge, shape, and support young people to be and become their best selves, academically, and socio-emotionally.

I look forward to another amazing school year with all of you. See you soon.

Sincerely,

Anthony Meyer
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**Public Schools of Brookline: Central Administration**

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Casey Ngo-Miller, *Interim Deputy Superintendent for Student Services* 730-2444

**Brookline High School Administration**

**Office of the Headmaster**

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Dean of Faculty  
Jenee Ramos  713-5098
Secretary to the Headmaster  
Kelli McDermott  713-5003
Secretary  
Kathy Keaveney  713-5002
International Student Advisor  
Betsy Davis  713-5007
Fax  713-5005

After hours answering machine  713-5000

**Office of the Assistant Headmaster**

Assistant Headmaster  
Harold Mason  713-5011
Dean of Student Support Systems  
Brian Poon  713-5192
Registrar  
Linda Wentzell  713-5006
Application Support  
Amy Steele  713-5121
MCAS  
Lisa Gaffney  713-5136
Fax  713-5013

**Office of the Dean of Students-Grades 10 & 12**  713-5190

Dean of Students  
Lisa Gilbert-Smith  713-5207
Associate Dean of Students (grade 12)  
Alexia Thomas  713-5195
Associate Dean of Students (grade 10)  
Summer Williams  713-5132
Secretary  
Sabrina McIntosh  713-5190
Counselor  
Sara Apgeler  713-5191
Counselor  
Ellen Herz  713-5196
Counselor  
Eric Schiff  713-5198
Counselor  
Kathleen Whelan  713-5194

**Office of the Dean of Students-Grade 9 & 11**  713-5035

Dean of Students  
Lisa Redding  713-5038
Associate Dean of Students (grade 11)  
Melanee Alexander  713-5037
Associate Dean of Students (grade 9)  
Brendan Kobus  713-5179
Secretary  
Sharon Fagan  713-5035
Counselor  
Nicole Bent  713-5039
Counselor  
Richard Gorman  713-5042
Counselor  
Clifton Jones  713-5036
Counselor  
Alexandra Young  713-5040
9th Grade Social Worker  
Kate Lipman  713-5071
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<td>Dan Bresman 713-5401</td>
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## DEPARTMENT COORDINATORS

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<tr>
<th>Athletics</th>
<th>Peter Rittenburg 713-5288</th>
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<tr>
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<td>Britany Stevens</td>
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<td>Secretary</td>
<td>Patricia Walsh 713-5365</td>
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<td>Darby Neff Verre</td>
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<td>Brenda Aguilar 713-5016</td>
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<td>Bethany Castellano 713-5015</td>
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<td>Josh Paris</td>
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<td>Fauzia Mazhar 713-5167</td>
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<td>Kenny Kozol</td>
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<td>Jeanine Dias-Gaylor 713-5216</td>
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<td>Ed Wiser</td>
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<td>Gary Shiffman</td>
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<tr>
<td>Special Education</td>
<td>Wendy Ryder</td>
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<td>Coordinator</td>
<td>April Zyirek</td>
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<td>Lorraine Hughes</td>
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<td>Alicia Mitchell</td>
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<td>Patricia Walsh</td>
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<td>World Languages</td>
<td>Agnès Albérola</td>
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<td>Fauzia Mazhar</td>
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<td>Nurse</td>
<td>Jill Seaman-Chandler, R.N.</td>
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<td>Nurse</td>
<td>Megan Day, R.N.</td>
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<td>Secretary</td>
<td>Valerie Emmerich</td>
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<td>Substance Abuse &amp; Violence Prevention</td>
<td>Mary Minott</td>
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<td>Kendall Jones</td>
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<td>Violence Prevention Coordinator</td>
<td>Doreen Gallagher</td>
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BROOKLINE HIGH SCHOOL WEB PAGE
bhs.brookline.k12.ma.us
THE CORE VALUES OF THE BROOKLINE PUBLIC SCHOOLS

1. HIGH ACHIEVEMENT FOR ALL
2. EXCELLENCE IN TEACHING
3. COLLABORATION
4. RESPECT FOR HUMAN DIFFERENCES
5. EDUCATIONAL EQUITY

BROOKLINE HIGH SCHOOL MISSION STATEMENT
The mission of Brookline High School is to develop capable, confident life-long learners who contribute to their community, participate thoughtfully in democracy, and succeed in a diverse and evolving global society.

INSTITUTIONAL GOALS
- To provide intellectual and personal challenge with support for all students.
- To deliver instruction which blends the traditional with the innovative, emphasizing both the acquisition of knowledge and its application.
- To encourage in students the curiosity to ask questions and the resourcefulness to find answers.
- To develop clear communication and creative expression in a variety of media.
- To celebrate diversity so that our students gain an understanding of differences and an appreciation of our essential kinship.

To these ends, the administration, faculty, staff and students work together to provide a safe setting in which all can flourish as members of this community.
EXPECTATIONS FOR STUDENT PERFORMANCE
Expectations for student performance are the skills that we want our students to possess upon graduation from BHS. They must be observable and measurable.

CONTENT KNOWLEDGE AND UNDERSTANDING
BHS students:
• develop the skills and knowledge described in the BHS coursesyllabi.
• develop the skills and knowledge to respond satisfactorily to a variety of mandated internal and external assessments.
• will meet graduation requirements as defined by the Brookline School Committee.

COGNITIVE POWERS/Critical THINKING
BHS students:
• learn to analyze, to synthesize, and to draw reasonable conclusions.

COMMUNICATION
BHS students:
• develop skills to communicate clearly and persuasively through writing, speaking, technology, and the arts.
• develop skills in listening and reading.

CITIZENSHIP/SOCIAL VALUES
BHS students:
• adhere to community standards as defined by the Code of Conduct in the BHS Handbook.
• demonstrate proficiency in collaborating and negotiating with individuals of varied backgrounds.
• behave in a respectful and ethical manner.
• demonstrate understanding of multiple perspectives and respect for human diversity.

LIFE SKILLS
BHS students:
• develop organizational and time management skills.
• set goals and work to achieve them.
THE CONSTITUTION
FOR THE GOVERNMENT OF BROOKLINE HIGH SCHOOL

We, the Brookline High School community, by adoption of this Constitution, abolish the previous governance structures and agree that the rules passed by that former government and that the rules stated in The School Handbook will stay in effect until the new government votes to alter them.

PREAMBLE
In order to provide all members of the Brookline High School community with (1) a supportive and effective educational environment that encourages unity and community among people of diverse backgrounds and interests, (2) a representative, efficient, and democratic government, (3) an opportunity and forum for students, faculty, staff, and administrators to express their opinions, (4) defined areas of authority and responsibility, and (5) protection of the rights of all individuals in the school, we, the Brookline High School community, declare this Constitution to be our governing document.

ARTICLE I
THE EXECUTIVE BRANCH
The Executive Branch shall consist of the Headmaster, the Assistant Headmaster and the Deans, who are directly responsible for implementing the policies of the State, the School Committee, the Central Administration, and who shall be responsible for implementing the policies of the all-school Legislature and the decisions of the Judicial Council.

Section 1: The Headmaster
1.1: Responsibilities
The Headmaster is ultimately responsible for implementing the educational policies of the Federal, State, and local governments (the School Committee and the Central Administration).

In addition, the Headmaster shall be responsible for implementing the policies of the all-school Legislature and the decisions of the Judicial Council, provided those policies and decisions do not conflict with the policies of the State, the School Committee, the Central Administration, or the BEA/BSC contract.

Section 2: The Government’s Liaison
The Headmaster is also responsible for appointing a faculty member to serve as the Government’s Liaison. In making this appointment, the Headmaster shall consider the recommendations of the Legislature and the Judicial Council. The Government’s Liaison shall serve on both the Legislature and the Judicial Council but shall not be a voting member of either branch. He or she shall serve as the Headmaster’s liaison to the Legislature and to the Judicial Council and shall be responsible for carrying out the administrative duties of the Legislature and the Judicial Council.
Section 3: Executive Councils

3.1: Responsibilities
The two Executive Councils shall be the Administrative Council and the Support Staff Council. These two Executive Councils are responsible for advising the Headmaster on current and emerging issues and for assisting the Headmaster in implementing all school policies. These two councils will file regular written reports with the Legislature, to keep it informed of topics of discussion and major decisions taken. Policies that evolve in these two Councils will be forwarded to the Legislature for endorsement or amendment.

3.2: The Administrative Council
The Administrative Council shall be composed of the Headmaster, Assistant Headmaster, the Deans, Associate Deans, and the program and curriculum leaders of the teaching and counseling staff, or their designated representatives.

3.3: The Support Staff Council
The Support Staff Council shall be composed of the representatives of the non-teaching personnel in the building: clerical, custodial, food service, security, and other non-teaching staff.

Section 4: Emergencies
In the event of an emergency requiring immediate action, decisions shall be made by the Headmaster or by her/his appointed representative. Following such decisions, the Headmaster shall inform the school community about the actions she or he took. An emergency regulation that has been promulgated by the Headmaster must be submitted to the proper legislative body for ratification as soon as feasible.

Section 5: The Headmaster's Veto
After 15 school days of a legislative session has passed, (counting from the date that the text is delivered to the Headmaster), a proposal adopted by the Legislature, or a judgment rendered by the Judicial Council shall stand as law if the Headmaster has not vetoed this proposal or judgment.

When the Headmaster does veto a proposal or judgment, this veto must be accompanied by a written rationale for that action. The statement shall be sent to the appropriate legislative or judicial body.

The governmental body concerned may override the veto of the Headmaster by a 2/3 majority vote. If the veto is overridden, the proposal or decision stands. If the Headmaster wishes, the proposal and the rationale for the veto may be carried forward to an open session of the School Committee for final deliberation and resolution.

ARTICLE 2
THE LEGISLATIVE BRANCH

Section 1: The Legislature

1.1: Responsibilities
The responsibilities of each member of the Legislature shall be to attend every meeting and to communicate clearly on a regular basis, in person or in writing, to his or her constituency (fellow students, faculty and administration colleagues), about the issues that are being discussed and the decisions that have been made in the Legislature.
1.2: Membership and Election Process

There shall be 34 regular members of the all-school Legislature. Five of these shall be members of the Administrative Council, but shall not include the Executive Branch members. They shall be selected by the Administrative Council at their first meeting of the academic year. Twelve faculty members shall be selected at the end of each academic year for service the following year. Seventeen student members shall be selected as follows: One ex officio member of the Brookline School Committee and 16 students, four students from each class.

The election process for the Legislators from each class shall be as follows:

During the first day of school, a mandatory assembly will be held where students will be notified of the election process. During the first month of school, each class shall hold a mandatory meeting for all students. At this meeting, candidates for Legislature shall present speeches outlining their candidacy. By the last Tuesday of September, there shall be direct elections for students to elect their class Representatives. A booth will be set up all day for students to come and vote – they may only vote for members of their own class.

The election process for the one ex officio member of the Brookline School Committee shall be as follows:

No later than June 1 of each year, the Student Council shall meet to elect the ex officio member to the Brookline School Committee. Any member of the Brookline High School student body may run.

The four students from each class and the ex officio member to the Brookline School Committee will also be members of Student Council. These students must serve on both bodies.

No members of Legislature may serve on Judiciary.

1.3: Jurisdiction

The all-school Legislature shall have ultimate jurisdiction over all policy decisions at Brookline High School. Thus, this jurisdiction includes but is not limited to all questions of discipline and school rules, attendance policy, scheduling questions (including general policies for test days), open/closed campus, course curricula, homework policy, and grading policy. All items relating to teacher evaluation, supervision, and other contractual matters may be discussed by the Legislature, but the actions taken in this area are strictly advisory, since the BEU and BSC have the ultimate authority in contractual matters.

The Legislature may vote to request either the Student Council or the Faculty Council or any other body to undertake the discussion of any matter that would normally be within the jurisdiction of the Legislature. The final decision in these matters may be delegated to these bodies, or it may be retained by the Legislature itself. In this second case, the Legislature is asking this body to serve as a committee of the Legislature; however, no other body is required to do so.

1.4: Meetings of the Legislature

The Legislature shall meet publicly every other week during X-Block at an announced time and place. Additional meetings of the Legislature may be scheduled by that body on an ad hoc basis.

The agenda for the beginning of each Legislature meeting shall include a review of the minutes of the previous meeting, and reports from the Student Council, Judiciary, Faculty Council, Administrative Council, GBRSAC, School Committee, and all other groups wishing to report.

A Regular meeting may be cancelled if there is no business to discuss. Special meetings shall be called upon the request of 20 members.

The Legislature shall elect two co-chairs, one student and one staff person. These two co-chairs shall alternate in presiding over the meeting.
The Legislature shall be empowered to elect such other officers for its proper functioning as it sees fit and to define the responsibilities of each officer and member. Officers may be removed by a 2/3 majority vote of the entire membership.

The parliamentary law for the Legislature shall be a simplified version of Robert’s Rules, to be adopted by the Legislature itself at the first meeting of each year. The Legislature shall print and circulate these rules at the start of each year.

1.5: Legislature Attendance Policy

- Members of Legislature must attend every meeting. No Proxies are allowed.
- Any Member who is absent three times during the first semester of the school year will lose his or her position.
- Any member who is absent four times during the school year will lose his or her position.
- A member of the Legislature who loses his or her position due to absences may appeal to the faculty advisor to be reinstated.
- Mandatory class meetings do not count as absences.
- If a faculty member loses his or her position, the Assistant Headmaster will be notified, the person will be reassigned a duty and a new faculty member will be chosen.
- If a student member loses his or her position, the position will be promptly posted in the information bulletin until the next student council meeting, at which time, a new member will be chosen.
- If no student in the same grade as the person removed from Legislature wishes to fill the vacated position, it will be open to students of all grades.

1.6: Ad Hoc Representatives

Whenever 50 members of the school community feel that they have certain issues to bring before the Legislature, they may organize themselves into a temporary legislative coalition, define its purpose, and draft proposals. Both students and staff may form part of a coalition. The group shall select five persons to serve as ad hoc representatives on the Legislature.

The proposals should be forwarded to the Legislature, which must schedule a discussion of these proposals. During the presentation and discussion of the proposals, the five representatives have all the privileges and responsibilities of any regular member of the Legislature, including the right to vote.

After the proposals have been finally dealt with, the ad hoc representatives cease to sit with the Legislature, and the group itself disbands.

1.7: All-School Discussions

Any proposal formulated by the Legislature may be submitted to the community at large for its comment and suggestion. If the desire is to have a complete survey of the community (an All-School Referendum), then the proposal should be forwarded through the Student Council and through the Faculty Council for a discussion. The Legislature may also submit a proposal at an Open Meeting of the entire community that has been called to discuss this proposal.

In each case, the Legislature shall determine beforehand just what the rules of the meetings must be, whether amendments shall be accepted, whether votes shall be taken, etc. In all cases, the final authority for adopting these proposals shall be the Legislature itself.
Section 2: The Faculty Council

2.1: Membership and Election Procedure
There shall be 21 members of the Faculty Council elected at large for a one-year term. Current members are eligible for re-election indefinitely.

The outgoing Faculty Council shall announce and conduct these elections, which must be completed on or before the third Friday of the school year.

Amendments to section 2.1 of this section shall be adopted by the Faculty Council and then submitted to the entire Faculty for ratification. Students shall have no jurisdiction over this sub-section.

2.2: Jurisdiction
The Faculty Council serves as the Executive Committee and the Steering Committee for the Faculty as a whole. It may take action on behalf of the Faculty, but in all questions, the entire Faculty may override by a simple majority vote (50% plus one) the decisions of the Faculty Council. It is expected that the Faculty Council shall submit major issues to the Faculty in regularly scheduled or emergency Faculty Meetings.

The Faculty Council may discuss any topics of interest to the Faculty as a whole. All items relating to teacher evaluation, supervision, and other contractual matters may be discussed by the Faculty Council and the Faculty, but the BEU has the ultimate authority to act on behalf of the Faculty in contractual matters. The Faculty Council, like the Administrative Council, is an advisory body, but it may bring major items to the Faculty as a whole for additional support, and it may submit formulated proposals to the Legislature for consideration.

2.3: Faculty Meetings
The Headmaster in conjunction with Faculty Council shall plan the Faculty Meetings.

2.4: Meetings of the Faculty Council
The Faculty Council shall meet after school at times to be determined by the members.

If there are no items of business, a regular meeting may be canceled. Special meetings shall be called at the request of any seven members.

Section 3: The Student Council

3.1: Responsibilities
The Student Council is a body which represents all students throughout the school. Each member of Student Council shall attend all meetings and communicate clearly on a regular basis, in person or in writing, to his or her constituents the issues that are being discussed and the decisions that have been made in Student Council.

3.2: Membership and Elections of the Student Council
There shall be four members of Student Council from each grade, one ex officio member to the Brookline School Committee, and 6 at-large positions.

The election process for the four students elected from each grade shall be the same as outlined in Section 1.2. Each of these members shall serve on both Legislature and Student Council.

At the first Student Council meeting of each year, the Student Council will elect six more members to its body. The candidates may be a member of any class, and will present a speech outlining their interest in the position.
The Student Council is also authorized to add by ordinary vote up to ten additional student members to facilitate the discussion of all-school events and other major topics. Committees devoted to such events may contain members from the faculty and the staff.

Student Council members from one particular grade shall sometimes meet separately to act on issues that are specific to that particular grade. At other times, all representatives shall meet together as the Student Council to discuss certain matters of interest to all students.

Amendments to section 3.2 of this Constitution shall be adopted by the Student Council and submitted to the entire student body for ratification. Faculty and staff shall have no jurisdiction over this sub-section.

3.3: Jurisdictions

The Student Council shall have delegated jurisdiction over the role of faculty advisors, over student assemblies, over special social, political and educational events of major interest to students, including special all-day events, and the use of the student activities budget. The Legislature retains the ultimate jurisdiction over these areas of discussion. The Student Council may take up any matter of interest to students, but decisions in areas other than those named must be forwarded to the Legislature for formal ratification.

Student Council members from any one particular grade shall also have jurisdiction over class fund-raising, and class social, political, and educational events.

3.4: Meetings of Student Council

The Student Council shall meet every other week during X-Blocks, on weeks when the Legislature is not meeting.

3.5: Student Council Attendance Policy

- Members of Student Council must attend every meeting. No proxies are allowed.
- Any member who is absent three times during the first semester of the school year will lose his or her position on both the Legislature and Student Council.
- Any member who is absent four times during the school year will lose his or her position on both the Legislature and Student Council.
- A member who loses his or her position due to absences may appeal to the faculty advisor to be reinstated.
- Mandatory class meetings do not count as absences.
- If a member loses his or her position, the position will be promptly posted in the information bulletin until the next Student Council meeting, at which time, a new member will be chosen.
- If no student in the same grade as the person removed from Student Council wishes to fill the vacated position, it will be open to students of all grades.

3.6: School Committee Representative and Alternate

Each May, the Student Council shall elect one student to represent Brookline High School Government on the Brookline School Committee. Additionally, it shall elect an alternate for this position. This representative to School Committee shall serve a one-year term the following year on both Student Council and Legislature.
3.7: Class Assemblies
At least once every other month during T-Block, the Steering Committees of each class and the Student Council members of each class shall cooperatively organize meetings for their class. The agenda shall be split up appropriately among Student Council issues, Steering Committee issues, and public concerns.

ARTICLE 3
THE JUDICIAL BRANCH

Judiciary shall be the Judicial Branch of the school government.

Section 1: The Judiciary

1.1: Responsibilities
The Judiciary shall uphold and interpret the BHS Constitution and Bill of Rights. Judiciary shall maintain confidentiality in all cases.

1.2: Membership
Judiciary shall consist of 13 members: 5 students, 4 faculty and staff members, 2 Alternate student members, and 2 alternate faculty and staff members. Alternates shall not be voting members. However if a voting member is absent from a Judiciary meeting, an Alternate shall become a voting member for that meeting. A staff Alternate can vote only in place of a staff member, and a student Alternate can vote only in place of a student member.

No member of Judiciary may serve on the Legislature.

Section 2: Appointment of New Members

2.1: Students
By the end of September new student members for Judiciary shall be chosen by a Judiciary subcommittee consisting of a Judiciary Moderator for the current school year, two student members of Judiciary, and two representatives from the Executive Branch.

Judiciary members shall serve for two years (seniors shall serve for one year).

2.2: Faculty and Staff
By the end of September new faculty and staff members for Judiciary shall be chosen by a Judiciary subcommittee consisting of Judiciary Moderator for the current school year, two student members of Judiciary, and two representatives from the Executive Branch.

Judiciary faculty and staff members may serve for up to four years. After serving a term on Judiciary, faculty or staff members will be ineligible to serve on Judiciary again for two years.

2.3: Alternates
Alternate members shall serve one year as Alternates. If there is a vacancy in the regular membership, an Alternate member will be elected to complete the regular member’s term. After serving for two years on Judiciary, students may reapply for a second term.
2.4: Election of Officers
Judiciary shall be responsible for electing its officers.

Section 3: Bringing a Case to Judiciary
Members of the school community can bring a case to Judiciary;

a. If they believe that their rights, as stated in this Constitution, have been violated, OR
b. If they believe that any rule in the Code of Conduct which they are accused of breaking violates their rights as stated in this Constitution.

All decisions of Judiciary shall be binding unless:

a. Otherwise stated by Judiciary,

b. Vetoed by the Headmaster, as explained in Article 1, Section 5, OR

c. Such decisions are in conflict with statutory or contract law.

Members of the school community can bring a case to Judiciary for a non-binding recommendation to the Legislature if no relevant rule yet exists or applies.

No case shall be heard until Judiciary has determined that the case is within its jurisdiction.

In the event that one of the parties to a case refuses to participate in Judiciary hearing, Judiciary has the right to proceed without the absent party.

Judiciary shall deliberate and vote in private. A 2/3 majority vote is necessary to make any decision.

If a case is brought against Judiciary concerning the Constitutionality of a law passed by Legislature, then with a 2/3 majority vote, Judiciary may declare this law unconstitutional.

Judiciary shall issue a public statement explaining the nature of each case, the issues involved, and its decision. If the hearing was closed, anonymity will be preserved.

Section 4: Guaranteed Rights
The following rights are guaranteed to individuals who bring a case to Judiciary and to those individuals against whom a case is brought:

a. The right to be informed of any and all charges brought against you.

b. The right to appoint your own Advocate to help with your case; or upon your request, Judiciary will offer you an Advocate.
ARTICLE 4
QUORUM

A quorum of the Student Council shall consist of 20% of the current members. For the Faculty Council and for the Legislature, a quorum shall consist of 50% of the current members. A quorum of the Judicial Council shall consist of 9 members.

ARTICLE 5
RATIFICATION OF AND AMENDMENTS TO THE CONSTITUTION

Section 1: Ratification

Ratification of this Constitution shall require an all-school discussion. If both the student body and the faculty and staff as a body accept this Constitution by simple majority, ratification is achieved. If either or both bodies reject this Constitution, ratification is not achieved, and amendments may be made to the Constitutional Steering Committee.

Section 2: Amendments

2.1: Procedures

Proposed amendments are introduced through the Legislature. No vote will be taken on any amendment proposal until 30 school days after the Legislature's initial discussion of the amendment. During these 30 days, the amendment proposal shall be published and distributed to the whole school for discussion.

If the amendment is approved by the Legislature, an all-school referendum will be held.

2.2: Voting Requirements

This Constitution must be amended by a 2/3 majority vote of the Legislature, followed by a simple majority vote (50% plus one) by the student body, and by the faculty and staff as a body in an all-school referendum.

BILL OF RIGHTS

The rights described here are guaranteed to each member of the Brookline High School community. All such rights shall be defined in accordance with current statutory and contract law.

1. Freedom from harassment and/or discrimination on the basis of race, gender, age, sexual preference, sexual identity, religion, national origin, or any disability or handicap.

2. Freedom of expression, except when such action constitutes slander, libel, obscenity, or violates violation of the rights of others.

3. Freedom of assembly, except when such action violates the rights of others.

4. The right to due process.

5. The right to privacy.
THE LEGISLATURE consists of 17 student representatives, elected by students, 12 faculty members, elected by the Faculty, and 5 Administrative Council members, elected by the Administrative Council.

STUDENT COUNCIL consists of 23 students – four from each grade, one ex-officio, and six elected at-large.

The local Student Advisory Council (S.A.C.) consists of 5 students elected for a one-year term in March. They choose one of their members to serve as the student member of the Brookline School Committee. Another S.A.C. member serves as the alternate. Three S.A.C. members serve on the Legislature.

In many schools, the S.A.C. acts as the principal voice of the student body. At Brookline High, the Legislature and Student Council serve that purpose. The S.A.C. has, in the past, functioned as a student body executive committee, dealing with emergency situations. They also help coordinate cooperation with student bodies in other schools.

The Greater Boston Student Advisory Council has two members, also elected in March. Because state funding has been cut for the G.B.S.A.C., they must now meet mainly to elect student members to the State Board of Education.

Both G.B.S.A.C. members and the two chosen members of the local S.A.C. serve *ex officio* on the Legislature.
SECTION 1: STUDENTS' RIGHTS AND RESPONSIBILITIES

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of people peaceably to assemble, and to petition to the Government for a redress of grievances.

First Amendment to the U. S. Constitution

"Neither the fourteenth amendment nor the Bill of Rights is for adults alone."

In re Gault, 387 U. S. 1 (1967)

STUDENT RIGHTS AND RESPONSIBILITIES
Students should respect others and be respected

YOU HAVE THE RIGHT TO:

- Be free from harassment or discrimination
- Freedom of expression and press
- Due process in discipline
- Postpone a major assessment or project if you have three on one day
- Participate in school government
- Complete anonymous year-end evaluation of your classes
- Meet confidentially with social workers
- Not have excessive homework over vacations or religious holidays
- See your school records
- Be responsible for your own attendance if you are 18 years old.
- Have all of the materials necessary for successful completion of homework before the end of the school day.

YOU DON’T HAVE THE RIGHT TO:

- Harass others verbally, physically or sexually
- Disrupt learning
- Smoke, drink, take drugs
- Vandalize or litter
- Fight
- Cheat or plagiarize
- Skip class
- Swear
- Withhold your name from a member of the faculty
- Prolonged kissing

Freedom and Responsibility; Liberty and Duty; That’s the Deal!
Freedom of Speech

Because of the many decisions reached by courts in the United States during the past five decades, each high school student is assured certain rights. However, with these rights come certain limitations. For example, you have the right to freedom of speech guaranteed by the First Amendment to the United States Constitution. But this basic right carries with it the following restrictions:

- What you say may not disrupt the work and discipline of the school in a material or substantial way.
- Your words may not incite other people to disrupt the work or discipline of the school or disobey the law.
- You may not be obscene.
- You may not say (slander) or write things about (libel) another person that are not true and may damage that person’s reputation if you know the statement to be false or don’t care whether it is true or false.
- You may not use fighting words; that is, words which, when spoken to a reasonable person are reasonably certain to produce a violent action. Included in this category are racial, sexual, ethnic, or religious slurs.

Freedom of Press

You may express your opinion in school publications and other written material as long as it does not violate the foregoing restrictions.

Neither "official" school publications (those financed by school - the Sagamore, and Refractions), nor "unofficial" or "underground" publications, may be censored by the school administration. The duty of the advisor to a publication is to advise -- not to censor. You may, however, be disciplined and/or sued and brought to court for printing material that is obscene, libelous, or violently disruptive.

Printed material may be distributed in school, as long as the distribution process does not disrupt the work and discipline of the school. Individuals and student groups must identify themselves on the material that is being distributed. As a courtesy, please inform the Headmaster or Assistant Headmaster when you plan to distribute material and indicate how you will distribute it.

Posted signs must be signed by an individual member of the school community or by a student organization recognized by the Student Council. New student organizations not yet approved by the Student Council should ask the Government Liaison, their Faculty Advisor, or another Faculty member to sign for them. Individuals who wish to post a sign anonymously may also ask the Government Liaison to sign for them. All signs must be dated, and they will be removed after one month.

Local fire regulations require that no signs be posted except on designated bulletin boards. In addition, all signs must be secured on all four (4) corners with pins or masking tape. No signs may be posted on any wall, door, or on glass of any kind.

No commercial signs may be posted in the building, except for the following:

1. Commercial signs may be posted advertising activities connected with the educational process, with post-high school careers, or with traditional student life and activities. These signs should be signed by a staff member.
2. Recognized student organizations may post signs in connection with fund-raising activities or social events and performances. These signs should be signed by the organization.
3. On an emergency basis, either the Government Liaison or the Student Advisory Committee may authorize other commercial signs.
Freedom of Symbolic Expression
You have the right to wear buttons, arm bands, clothing with messages, patches and peace signs in school. Your symbolic messages must not be disruptive, defamatory, obscene, or "fighting words." Banners may be hung on inward-facing walls of The High School, with the content restricted by the constitutional interpretation of free speech and by the rules of The Handbook. Banners may not obstruct views from windows. Graffiti on banners or removal of banners will be considered vandalism.

Freedom of Assembly
You have the right to assemble peacefully. Assembly is usually defined as a collection of three or more people gathered for a specific purpose. This does not mean that you can assemble for any purpose at any time. For example, if your assembly will disrupt the educational process in a substantial manner, you can be prevented from assembling.

Freedom of Religion
The U. S. Supreme Court has held that school prayers and ritual Bible readings in public schools violate the First Amendment. You have the right to be absent from school for observance of the holy days of your religion. Procedures to be followed for such absences may be found in The Handbook.

Freedom of Dress
The Fourteenth Amendment guarantees your right to choose the clothes you want to wear and the length of hair you prefer, taking into consideration that the same restrictions that apply to Freedom of Speech also apply to Freedom of Dress.

The school does not interfere with this right except where there is an overriding, legitimate school purpose that is more important than this right. The need to maintain a comfortable and productive learning environment for students and for faculty, and to comply with the sexual harassment policy, sometimes overrides individual rights. For example, undergarments should not be visible, and an excess of skin should not be revealed. Footwear must be worn to comply with health codes.

All members of the community may bring concerns about dress directly to the student and/or to the student's Administrator. The Administrator will explore the nature of the concern, employ discretion, and respond appropriately; for example: confer with the student, contact parents, supply extra clothes, etc.

Student Records
You and your parents have the right to see your records and to determine who else sees them. If you want to see your records, you make the request and the school must grant the request within two work days. You may also request to have a qualified school professional explain your records to you. The school must make available copies of your records (at cost) if you request such copies.

School professionals (teachers, counselors, administrators) working directly with you can see your records without your permission. Without the specific written permission of you or your parent (or a court order), no one else can see your records or make copies of them.

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 student’s 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]
Access of Non-Custodial Parents to Student Records
Access to student records by a non-custodial parent is governed by the provisions of M.G.L. c. 71, s. 34H and 603 C.M.R. 23.00. Ordinarily, non-custodial parents are entitled to receive copies of their child’s student records, unless one or more of the limitations set forth in M.G.L. c. 71, s. 34H applies. In order to gain access to his or her child’s records, a non-custodial parent must first make a written request to the principal of his or her child’s school. Once this request has been made, the principal or his/her designee must notify the student’s custodial parent of the request, who then has 21 days to respond. If the custodial parent’s response does not include certain records that are identified in the law and which limit or restrict the non-custodial parent’s access to the records, the non-custodial parent will be given access to his or her child’s student record in accordance with the law. See: M.G.L. c. 71, s. 34H; 603 CMR 23.00; Policy Manual of the Public Schools of Brookline, Section J(4)(d).

PPRA Notice and Consent/Opt-Out for Specific Activities
The Protection of Pupil Rights Amendment (PPRA), 20 USC §1232h, requires that the Brookline Public Schools notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom the respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. You will be sent notification prior to any of these activities.

18-Year-Olds
The school cannot require that students who have reached the age of eighteen have absence notes signed by their parent(s). If school officials wish to verify the truth of the absence note of an eighteen-year-old student, they may require the signature of another adult. This person does not have to be your parent; she or he could be another eighteen year old student who is in a position to provide such verification. The school may notify the parents of an eighteen-year-old student that he or she was absent.

All students enrolled in Brookline High School are subject to the rules and regulations set forth in this handbook regardless of their having attained the age of majority. Students should notify their Dean’s Office when they turn 18 if they plan to assume responsibility for their attendance. Once a student has notified the Dean’s Office, a standardized letter containing the "18 Year Old Rule" in the BHS Handbook and notification that the student has chosen to assume responsibility for attendance shall be sent to parents/guardians and teachers.

No Child Left Behind Notification
Parents have the right to accept or refuse Title One Services. When a child is selected to receive such services, a parent letter is sent home indicating your child has been selected and asking for your permission to begin services. Under the No Child Left Behind Act of 2001, parents also have the “right to know”:

• If the teachers and tutors working with their children are appropriately certified or qualified according to NCLB guidelines and state regulations for the grade or area they are teaching
• If any teacher is working under emergency or provisional status or “waiver”
• The type of degree and subject area of their child’s teacher’s degree
• If their child is being taught by paraprofessional/tutors, and what their qualifications are
• If a child is being taught by a teacher who does not meet these requirements for more than four consecutive weeks
• The level of achievement of their child in the state’s academic assessments
• The types of materials and programs that are being used with their child

If parents wish to obtain such information, they should make a written request specific to their inquiry to the Headmaster. [See: PL 107-110]

Rights to an Equal Education
You cannot be prevented or discouraged from participating in any class or extra-curricular activity because of your race, sex, sexual preference, sexual identity, religion, national origin or for any handicap you may have. Laws which prohibit discrimination in education include:

2. Title IX of the Educational Amendments of 1972 (Federal Law)
3. Title VI of the Civil Rights Act of 1964 (Federal Law)
5. Chapter 71B (State Law) and IDEA (Federal Law)

Chapter 622 was the first anti-sex discrimination legislation of its kind in the country. It prohibits any and all discrimination in public schools, including access to its courses and advantages, for reasons of "race, color, sex, religion or natural origin."

Title IX of the Educational Amendments of 1972 is the federal law preventing sex discrimination in any federally assisted education program.

Under Chapter 71B and IDEA, you are entitled to a public school education even if you require special services instead of, or in addition to, the school's regular program. You may obtain these services if:

• You are between the ages of 3 and 21 years,
• You have not obtained a high school diploma or its equivalent, and
• You have a disability (physical, emotional, or otherwise) that keeps you from progressing effectively in a regular class.

If you fulfill all of these criteria, any school official, your parent, your doctor or social worker or a court official can request that you be evaluated to determine whether you have special needs. If you are 18, you may make this request for yourself, and if you are under 18, you may ask one of the people listed above to make the request.

The law requires that a team evaluate your needs and, if you are found to require special services, to write an individual education program for you. You and your parents have the right to participate in all meetings pertaining to your evaluation and your educational program.

Prevention of Physical Restraint of Students
Providing an orderly, safe environment conducive to learning is an expectation of all staff members of the Brookline Public Schools. Further, students of the district are protected by law from the use of physical restraint, except in very specific emergency situations.

Physical restraint shall be used only in emergency situations after other lawful and less intrusive alternatives, (including de-escalation techniques), have failed or been deemed inappropriate, and with extreme caution.
Physical restraint is a last resort, emergency intervention to protect a student or others from a threat of assault or imminent, serious, physical harm. Physical restraints must be administered in compliance with 603 CMR 46.05.

Each building Principal will identify staff members to serve as a school wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of de-escalation techniques and physical restraint.

[See: M.G.L. c. 71, s. 37G; Brookline Public Schools Policy Section E (2) (b); 603 CMR 46.00; 603 CMR 18.00]

Parent and Volunteer Mandatory Criminal Record Checks
Under Massachusetts law, the Brookline Public Schools is required to obtain Criminal Offender Record Information on any current or prospective employee or volunteer of the School Department who may have direct and unmonitored contact with children. In order to comply with this law, a Criminal Offender Record Information (CORI) check shall be performed on all present and prospective employees and volunteers of the Brookline Public Schools. Please understand that information derived through the submission of CORI’s will be strictly confidential and provided only to the Director of Human Resources, the authorized agent for the district. If you have a concern based on the outcome of a CORI decision, you may request to review your state-issued report. It is the policy of the Brookline School Committee that convictions of certain crimes pose an unacceptable risk to the children who are served by the Brookline Public Schools. Please contact the school office to obtain the necessary form for a CORI check if you intend to volunteer in any capacity during the school year (field trip, etc.). [See, M.G.L. c. 71, section 38R; Brookline Public Schools Policy Section G (6)(m)]

Health Services
School Health fosters the growth, development and educational achievement of all students by promoting health and wellness. School nurses monitor health status and they identify and address the unmet needs of students and families. Health Services is committed to building collaborative relationships within the school and to outside agencies that will ensure effective services that are culturally appropriate and responsive to the diverse, changing needs of students in the Brookline Community.

Mandates: Vision- K,1,2,3,4,5,6,9; Hearing-K,1,2,3,6,9; Scoliosis- 5,6,7,8,9; Heights and Weights/BMI gr. 1, 4,7,10; Immunization review at PK/K or entry and grs. 4, 7, 10
Physical Exam required at PK/K or entry and grs. 4,7,10 and early for all students participating in HS athletics.

Please meet with the school nurse to discuss any health issues or concern and to authorize medical procedures or the administration of prescription medication.

Pediculosis (Lice) Management Guidelines
The school nurse is available to educate parents, teachers and children regarding the detection and treatment of head lice. The nurse will notify families when a case of head lice has occurred in their child’s class. No individual child will be identified. The nurse will monitor the treatment of an affected child to insure that appropriate and timely treatment has occurred.

1) Children with an active lice infestation will be sent home by the end of the day for treatment before they return to school the next day. They must be checked before reentry by the nurse/designee to ensure that treatment/lice removal has occurred.

2) When a child with untreated head lice is reported to the nurse by a parent, or detected at school, a note requesting parents to check their child’s head will be sent home to the class.
3) Each parent/guardian of each child in the class must check their child before they return to school the next day to make sure their child is free from lice or nits (eggs). If your child has head lice, treat your child with a pediculocidal shampoo, notify the nurse and bring your child to the nurse for reentry clearance. All live lice and most nits should be removed before your child returns to school. The nurse may deny reentry to a child who has not been treated.

4) The nurse may follow-up with periodic checks of individual children who had lice to make sure they have not been reinvested.

**Guidelines for the Administration of Medications in School**

Parent/guardian and physician consent are required for the administration of all medications, both prescription and non-prescription. The only exceptions to this practice are the following:

- Epinephrine will be administered, according to standing emergency medication orders, to individuals having severe, life threatening allergic reactions.
- You may elect, by signing permission on the Health and Emergency Information Card, for the nurse to administer the following medications:
  - Tylenol/acetaminophen for fever or discomfort (for grades pre-kindergarten through 8)
  - Benadryl/diphenhydramine for treatment of an allergic reaction
  - Hydrocortisone ointment to the skin for itching
  - Bacitracin ointment to the skin for scrapes or cuts
  - Cough Drops for minor cough or throat irritation
  - Silver Sulfadiazine cream 1% to skins for burns

On field trips where a nurse is not available students in some situations may self administer medications. See the section pertaining to field trips below.

**Non-prescription Medications**

Over the counter medications require written consent by both the parent/guardian and the physician. The school nurse can supply parents with the appropriate medication administration forms. All medications must be in the original container. Nurses may only administer medications ordered by MDs.

**Prescription Medications**

A. Daily Medications: Short Term: All medications must be in a prescription/pharmacy labeled container and should be brought to the clinic by the parent. The parent/guardian must include either: 1.) a note which grants permission to the school nurse for the administration of the medication or 2.) a parent medication administration form to be completed by a parent/guardian. Antibiotics or other short term medications given less than 4 times per day should not be given during school hours. If your child goes to an after school program please make arrangements for her/him to receive medication there. If a student has a contagious illness, he/she should not attend school for at least 24 hours after the administration of an initial medication dose.

B. Daily Medications: Long Term: All medications must be in the prescription/pharmacy labeled container and accompanied by medication administration forms completed by both the parent/guardian and the physician. These forms include information such as the name, dose, and timing of the medication, the indications for its use, any side effects to be aware of, and parent and physician contact information.

Emergency medications and/or those for the treatment of medical conditions such as asthma, diabetes mellitus, severe allergies, etc. have the same medication administration requirements as the above. There is a specific parent/guardian and physician form for EpiPen administration which is available from the school nurses.

C. Students Carrying Their Own Medications
Students in grades K-12 may carry their own inhalers for the treatment of asthma, with approval of the parent, physician, and school nurse. Parent and physician medication forms, as described in section B, are required to be completed and submitted to the school nurse. At the nurse’s discretion, students at the High School may carry their own medications in addition to inhalers for various medical conditions. Yearly permission updates are required, and no other medications should be carried by students in grades k-8.

D. Aspirin and Ibuprofen
These medications, like all others, will be administered only with both written physician and parent consent. The physician’s request must state that the child is not allergic to aspirin. The major indications for the administration of aspirin are usually orthopedic, rheumatoid, or other musculoskeletal diseases. Because there is an association with the use of aspirin and Reye’s syndrome, it is administered only with explicit physician and parent consent.

Field Trips
School nurses are rarely present on field trips. When no nurse is present on the trip, students will receive medications as follows:

A staff member, delegated by the school nurse, will administer medication if permitted by MDPH regulation. Exemptions include non-emergency medications for which an assessment is needed, i.e., neither Tylenol nor Benadryl can be delegated to unlicensed staff.

OR
A student may take the medication from envelopes which the parent/guardian has prepared. Each envelope will contain individual doses of medication. The staff member will hold the medication for safe keeping.

Students may carry and self-administer their own medications such as inhalers for asthma and in some cases EpiPens, when appropriate to do so.

Please be sure to discuss the specific medication practices for the field trip with the school nurse 48 hours before a day trip and two weeks before an overnight trip.

Please contact the school nurse if you have any questions about the medication administration practices.

Driving Restrictions for Staff Transporting Students
Staff members are reminded that it is never appropriate to transport students for personal reasons; that is, events or activities that are not directly related to schooling or their educational experience. If it becomes necessary for staff to transport a student for a specific school reason, there is a process to be followed: staff must complete the requisite form and a call must notify the Deputy Superintendent for Finance and Administration.

McKinney-Vento Homeless Assistance Act
Children who lack a fixed, regular and adequate nighttime residence, including children who are living in shelters, temporary housing or “doubling up” with other families because their families cannot find or afford housing are considered “homeless,” and their rights are protected under the McKinney-Vento Homeless Assistance Act. When a homeless child is living in Brookline, in any of the above conditions, (s)he is entitled to attend the Public Schools of Brookline. If the living situation changes during the course of the school year, and the family relocates to “permanent” housing, the child is entitled to finish out the current school year in Brookline, although, at the point of moving, the family then becomes responsible for any necessary transportation, back and forth to Brookline. If the child is relocated out of Brookline but continues in “temporary” housing, the child is entitled to continue to attend school in Brookline and to receive transportation, if requested.
Homeless children who are protected under McKinney-Vento, are provided full access to our schools and encouraged to participate in all activities, and all considerations are extended to the families in order to assimilate them seamlessly into our community. Families register their children at their neighborhood school, and the Main Office in their respective school, provides this information to the Office of Assistant Superintendent for Student Services.

The Homeless Liaison for the Public Schools of Brookline is the Assistant Superintendent for Student Services, who can be reached at 617.730.2444.

Brookline High School Gay Rights Amendment, 1986
(The first such amendment in a public school in the United States)
Brookline High School, recognizing the diversity and equality of all members of its community, prohibits the discrimination against any student, faculty member, or administrator based on sexual orientation.

What to do if rights are violated
Any member of the school community who feels s/he has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, sexual identity, religion, national origin, disability or handicap should notify a staff member and may file a complaint with the Judicial Council. The Council will assist you in obtaining prompt action in the matter.
SECTION II: THE STUDENT CODE OF CONDUCT

The following rules provide a foundation for a respectful school culture at Brookline High School. They are fundamental to the maintenance of a safe environment within which learning, respect for self and others, and respect for individual and school property are protected. Consequences for violations of these rules are incorporated into the statement of each rule. The following procedures and policies for Suspensions and Expulsions, Search and Seizure, and Discipline for Students with Individualized Educational Programs (IEP’s) conform to the School Committee’s Discipline Code (JG-R2) which is available in the Headmaster’s office.

Disciplinary action can be taken by BHS officials when a student’s behavior outside of school violates the student Code of Conduct described below and is deemed by the Headmaster to have a detrimental effect on the general well-being and safety of the school community. Consequences will be consistent with those described in the Code of Conduct.

Students enrolled in the Public Schools of Brookline are expected to be respectful and courteous of others. Certain conduct by students at school or at school related events is prohibited by the Rules of Conduct found in this Handbook, by the policies of the Public Schools of Brookline, and by certain Massachusetts General Laws. The Policy Manual of the Public Schools of Brookline is available in the Headmaster’s office and online at www.brookline.k12.ma.us

Good citizenship in schools is based on respect and consideration for the rights of others. Students are expected to conduct themselves in a way that does not violate the rights and privileges of others. They are required to respect authority and to conform to school rules.

On July 1, 2014, Chapter 222 (An Act Relative to Students’ Access to Educational Services and Exclusion from School) became law in Massachusetts. This generally outlines the responsibility of schools to ensure that students who are excluded from school are able to continue to make academic progress during the period of exclusion.

Any student excluded for more than 10 consecutive school days is entitled to educational services so they are able to make academic progress during that time, within a school-wide educational service plan developed by the principal. Students suspended for 10 or fewer consecutive days will also have the opportunity to make academic progress during suspension. No student shall be excluded for more than 90 school days for non-serious offenses. For some offenses, due process and appeals will include the student and the parent and/or guardian. The School Principal exercises discretion in imposing consequences for student misbehavior.

For additional information on Massachusetts’s student discipline laws and regulations, please refer to the Mass. Department of Elementary and Secondary Education (DESE) student discipline regulations (603 CMR 53) and Chapter 222 at http://www.doe.mass.edu/ssce/discipline/.

Disclosure of Disciplinary Records to Colleges/Universities
Brookline High School believes in maintaining confidentiality in matters of student discipline. Our goal is to help students learn from mistakes, most of which are minor violations of school rules; therefore, we consider most disciplinary infractions an internal matter among students, their parents, and the institution. We encourage students to respond honestly to any question regarding their disciplinary history on a college application, and counselors and administrators will honestly answer such questions when asked directly by a college admissions office. Counselors provide opportunities to discuss student responses within the counseling relationship, and, when asked, place the violation in the context of a student’s overall record.
While Brookline High School generally does not send disciplinary records to post-secondary institutions, we are committed to collaborating with our college counterparts to ensure a responsible environment for learning in their institutions. Prior to the disclosure of information, parents and students will be afforded the opportunity for an informal conference before such records are shared. A notification of such disclosure may also come as part of the disciplinary process.

II. A. Suspensions and Expulsions

1. Suspension is intended to underscore the seriousness of an infraction (a single act or series of acts) and to focus the attention of all concerned (the student’s parent(s) or guardian(s), teachers and other students) on the child and the problem. It is not the purpose of a suspension to adversely affect the student’s academic record or long-term participation in school life. In this context, administrators shall take steps to allow students to make up school work missed during the suspension and students shall receive credit for work completed. Many suspensions are served as In-School Suspensions, with Out of School Suspension typically reserved for cases where there is deemed to be a threat or danger to the student and/or to the school community.

2. Under the Fourteenth Amendment to the Constitution, students are guaranteed "due process" by all employees of the school department. In practice, except in cases determined to be emergencies, this means that, the student is entitled to a hearing in the presence of a Dean, Program Coordinator, or the Headmaster PRIOR to being suspended for ten (10) days or less, or receiving other substantial disciplinary measures. At the hearing the student shall receive:
   a. oral or written notice of the charges (a Discipline Report may serve as written notice),
   b. an explanation of the evidence against him or her,
   c. an opportunity to present his or her side of what happened.

3. In cases where there is substantial disagreement about the facts or where the suspension may lead to more serious penalties, a student may have the right to other due process procedures which include the right to present his or her own witnesses and the right to be represented by an advocate.

4. Suspensions may be appealed to the Headmaster, to the Superintendent and, in some cases, to the School Committee, in that order; and suspension shall not commence until the disposition of such appeal are complete. Such an appeal must be completed within 10 school days.

5. The Headmaster, in consultation with the Superintendent, may expel (permanently exclude) or suspend a student from school for periods in excess of 10 days. The Headmaster must provide a fair hearing for the student and his or her parents BEFORE the student is excluded for the alleged misconduct (General Laws c.76, s.17). A copy of the expulsion section of the High School’s Discipline Code must be furnished to the student and his or her parents when notifying them of the hearing. At such a hearing, the student is entitled to the following procedural rights:
   a. written notice of the charges;
   b. the right to be represented by a lawyer or advocate (at the student’s expense);
   c. adequate time to prepare for the hearing;
   d. access to documented evidence before the hearing;
   e. the right to question witnesses;
   f. a reasonably prompt, written decision including specific grounds for the decision;
   g. the right to request a record of the proceedings translated into the parent’s or guardian’s or student’s primary language, if necessary;
h. the right to request that the hearing be held in open (public) session rather than in executive (private) session which would otherwise be the usual procedure under Ch. 39 S.23B (2) of the Massachusetts General Laws.

6. Drugs, Weapons, and Assaulting School Staff at School is Prohibited
   M.G.L. Chapter 71, Section 37H provides the following:
   a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
   b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
   c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
   d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
   e. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.
   See, M.G.L. c. 71, s. 37H; M.G.L. c. 269, s. 10.

7 Felony Conduct Outside of School May Result in Suspension or Expulsion, Regardless of Where the Conduct Occurs
   Chapter 71: Section 37H½ provides the following: (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

   The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student’s parent or guardian within three calendar days of the student’s request for
an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student’s parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

a. From Chapter 71, Section 37H ½: (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal. (b) Any student who assaults a principal, assistant principal, teacher, teacher’s aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to suspension or expulsion from the school or school district by the principal. (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

II. B. Search and Seizure
Any searches and seizures will be conducted solely for the safety and well-being of students and adults in the Brookline Public Schools.
1. **U. S. Supreme Court Standard for All Searches:**
   In order for a Headmaster, Assistant Headmaster, Dean, Principal, Assistant Principal or Vice-Principal to conduct a search of a student's person, his or her locker, or possessions:
   (a) There must be reasonable grounds for suspecting that a student has violated the law or rules of the school concerning contraband or stolen property; and
   (b) The search must be conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and of the nature of the infraction and always in the presence of another school administrator.

2. **Locker Searches:**
   (a) Lockers are the property of the Brookline Public Schools and are subject to inspection by school personnel at any time.
   (b) Mass searches of lockers are prohibited unless the Headmaster or Principal or his or her designee deems that a threat to the safety of the school exists.
   (c) With a valid search warrant, the police may search any locker at any time.

   Our best advice to you is bring nothing to school and to store nothing in your locker that you would not want school officials or police to know about.

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**II. C. School Committee Regulations On Disciplining Students Who Have Individualized Education Programs (IEP's)**

The following is excerpted from the School Committee's Discipline Code Regulation which may be obtained in its entirety from the Headmaster's Office.

The Board of Education's policy on Disciplining Students with Special Needs shall serve as the basis for all decisions regarding the discipline of special needs students in the Brookline Public Schools. This policy is available in every Elementary School Principal's office and in the Headmaster's office at BHS. The principles of this policy are summarized below.

1. **The underlying principle of Chapter 71B and IDEA is that students with special needs must be treated in a manner that most closely resembles their peers in regular education and at the same time considers their unique programming needs.** Accordingly, with regard to discipline:
   a. the IEP of every student with special needs shall indicate whether the student can be expected to meet the school's discipline code or if a modification is required.
   b. if a modified discipline code is required, it must be written into the student's IEP.
   c. if no such modification is required, the special needs student shall conform to the discipline code established by the school he or she attends.

2. **When any disciplinary measures are taken to modify the inappropriate behavior of a special needs student in accordance with the school's code of discipline, the SPED administrator in charge of that student's educational program shall be consulted and a Discipline Report shall be filed in the student's IEP folder until the succeeding IEP is implemented.**

3. **Suspension of a special needs student shall be defined as any action which results in the removal of that student from the program which is prescribed in his or her IEP. This includes in-school suspensions as well as any exclusion from transportation services which prohibits the student's participation in his or her prescribed program.**
   a. The procedures for suspending any student set forth in section A.3 of the School Committee Discipline Code Regulation shall apply to special needs students as well.
b. In addition, the following provisions shall apply when a suspension of ANY duration is proposed for a special needs student:
   1. the Assistant Superintendent for Student Services or his/her designee shall be notified of the misconduct for which a suspension is proposed.
   2. the student's parent(s) or guardian(s) will be notified immediately in writing of the student's offense.
   3. a SPED staff member shall be present at the suspension hearing, and
   4. the number and duration of suspensions of that student is recorded and maintained in the student's IEP folder until the succeeding IEP is implemented.

4. For suspensions of Special Education students that result in a cumulative total of ten (10) or more days of suspension in a school year, the following policies apply:
The U. S. Supreme Court has determined that suspensions for more than ten (10) cumulative days in a school year constitute a change in placement under the Education for Handicapped Children Act (Honig v. Doe 108 S. Ct. 582 (1988)). Accordingly, such proposed suspensions require the following process:
   a. The Assistant Superintendent for Student Services or designee must:
      i. convene the TEAM which prepared the student's IEP (with any necessary specialists added) to review the IEP (the review TEAM), and
      ii. notify the student's parent(s) or guardian(s) in writing of the referral.
   b. The review TEAM shall determine whether the student's behavior is:
      i. related to the student's disability,
      ii. the result of an inappropriate special education program or placement, or
      iii. the result of an IEP that was not fully implemented
   c. If the review TEAM finds that the student's behavior IS associated with any of the three factors listed under Section 4.b. above, the student may not be suspended for more than ten (10) cumulative days in the school year and,
      i. the student's IEP must be amended to reflect a new program designed to meet the student's needs more effectively, or if the conduct resulted from an appropriate IEP that was not fully implemented, all necessary steps must be taken by the school to ensure that the IEP is fully implemented.
      ii. the parent(s) or guardian(s) must approve the new IEP, or the parties must seek mediation to resolve the dispute, or the steps outlined in Section 401.0 of the Chapter 71B Regulations must be followed (the School Committee or the parent or guardian requests a hearing before the Bureau of Special Education Appeals to determine appropriateness).
      iii. the student shall remain in the placement in effect when the dispute arose until another placement is approved under Section 4.C.(2) above or until the School Committee obtains a court order to change the student's placement under section D.5 below.
   d. When the review TEAM concludes that the student's behavior IS NOT associated with any of the three factors under Section 4.B, the student MAY BE suspended provided that the following conditions are satisfied:
      i. the school complies with the procedures in Section A.3 of the School Committee's Discipline Code Regulation,
      ii. the student's IEP is amended to provide for special education services to the student during the period of suspension ("the alternative plan").
      iii. approval of the alternative plan is secured from the Regional Office of the Division of Special Education in accordance with the procedures set forth in the Board of Education's Policy,
      iv. the student's parent(s) or guardian(s) are notified in writing that the student will be suspended for a defined period with special education services provided for said period through the
alternative plan AND no hearing is requested AND all other requirements of the Board of Education's Policy Section III.E.1.c have been met,

v. the student remains in the placement in effect when the dispute arose until another placement is approved under Sections 4.D, (2)-(4) above or until the school system obtains a court order to change the student's placement under section 5 below.

vi. Immediate suspension or expulsion may be necessary when a student's continued presence at school poses an immediate threat to the safety of school officials, other students or to him or herself. Such suspensions or dismissals must be carried out in accordance with the standards set out by the U. S. Supreme Court [Honig v. Doe 108 S.Ct. 592 (1988)].

a) In instances of "dangerously assaultive or self-abusive behavior," Chapter 71B and IDEA provide for emergency evaluation and placement subject to parental consent.

b) Provided that the total number of days suspended does not exceed ten (10) in the school year, special needs students may be immediately suspended in accordance with the provisions under Section A.4 of the School Committee's Discipline Code Regulation and Section 3 above.

c) In the event that the immediate suspension would result in a cumulative total of more than ten (10) days in the school year, the student MAY NOT be suspended unless school officials obtain parental consent or, where the parent or guardian does not consent, a court order for such action.

Mandated Reporting (MGL, Chap. 119, Sect. 51A)
The Brookline Public Schools constitute a mandated reporting agency as defined in MGL, Chapter 119, section 51A. Therefore, the following applies: The Mandatory Reportable Incidents listed below will be immediately reported to the Designated Police Liaison if such incidents occur:

- on school property
- within a 1,000 foot radius of school property
- at a school-sponsored function
- in a school-owned or contracted vehicle

List of Mandatory Reportable Incidents

- any incident in which any individual is reasonably suspected of, or determined to be, in possession of, selling or distributing alcohol, inhalants, or any controlled substance as defined in M.G.L., C. 94
- any incident, excluding accidents, which results in serious personal injury or significant property destruction or loss, or where there is a threat of such activity
- any possession or threatened use of a firearm or dangerous weapon, as defined in M.G.L., C. 269 S. 10, or any other object capable of causing concern, alarm, harm or disrupting the general welfare of the school community
- all sexual assaults and rapes; instances of serious accosting or hazing; annoying or serious harassment of persons on the basis of, but not limited to: race, sex, national origin, religion, handicap or sexual orientation
- any incident involving domestic, abuse, dating violence, or a violation of a M.G.L., C. 209A restraining order
- any incident involving the physical or sexual abuse of a child
- any incident involving an actual or suspected hate crime or a violation of civil rights
- any incident or threat of fire-setting or involving incendiary devices or explosives

All employees will follow established building protocols for reporting of such instances.
II. D. The Code of Conduct
The following rules do not cover each and every possible violation of the community's standards. The administration must uphold state and federal laws and local statutes that apply to public schools. The Code of Conduct applies in and out of the classroom during any school-sponsored activity.

All students enrolled in Brookline High School are subject to the rules and regulations set forth in this Handbook regardless of whether they have attained the age of majority.
The Code of Conduct is organized according to the following three categories:

1. RESPECT FOR SELF
2. RESPECT FOR OTHERS
3. RESPECT FOR THE SCHOOL ENVIRONMENT
II D. Section 1. RESPECT FOR SELF:
A respectful school community is characterized by responsible school citizenship. The following rules encourage safe and responsible decision-making by each student at Brookline High.

RULE 1.1: Attendance Procedures
Excellent student attendance promotes learning for all students in all classrooms. When a student is in school, he or she must attend all of his/her scheduled school classes and programs. The BHS attendance policy is designed to improve student learning and enhance the learning environment in all classrooms. BHS expects parents/guardians and students to discuss the importance of good attendance and to carefully consider the need for any school absences. It is also designed to communicate clear procedures for absences due to illness or other events. Students are responsible for work missed during absences. Teachers will support students during unexpected absences (i.e. due to illness), but are not required to provide work in advance, reteach the material, or provide make-up sessions to students who have planned absences.

1. Total Absence Cap (Excused and/or Unexcused)
   Brookline High School expects students to be in school on a regular basis. Earning credit for high school coursework involves graded work as well as participation and involvement in the community of learners. Students are limited to a total of 21 absences (15% of the 140+ days a class meets) for year-long courses, 11 total absences for semester-long, or 6 for two-day/week semester courses. Any absences over this cap result in no credit for the course. Failure to meet this attendance standard will be indicated on the transcript with the final grade of “N.”
   a. All absences, whether excused or unexcused, count toward the cap except absences that are the result of religious holidays, MCAS, A.P. exams, special education testing and meetings, China Exchange, or suspensions.
   b. Students with extended health emergencies/hospitalizations may consult with the dean who may seek headmaster consideration to excuse the absences from the total absence cap.

2. Excusing Absences
   a. Parents/guardians must contact the Dean’s Secretary prior to 10:00 a.m. on the day of the absence in order to insure accurate record-keeping and efficient make-up arrangements from classroom teachers. A message may be left at any time in each dean/program coordinator’s office to facilitate absence reports. After 10:00 a.m. the absence is recorded as unexcused.
      • Parents/guardians who miss the 10:00 a.m. deadline on the day of the absence, may clear the unexcused absence up to 3 days later through a note, e-mail, or phone message.
      • After three school days, an absence will not be excused.
   b. Parents may not excuse a child for a single class if the child remains in the school building. Partial-day absences out of the building (late arrival, early dismissal, mid-day absence) will be excused only if the absence is called in or a note is submitted to the Dean’s Secretary. Such absences must be excused before the end of the day of the absence.
   c. If a student receives an unexcused absence in error, the student should work immediately with the teacher to correct the error.
3. **Tardiness**  
   If a student arrives 20 minutes or more after the class begins, the student will be marked tardy/absent for that class. Students are expected to remain in the classroom in order to benefit from the instruction and to be eligible to make up missed work. Teachers may arrange make-up time with the student to change the record from Tardy/absent to tardy/present. Tardy/absences count toward total absent limit.

4. **Unexcused Absences (AWOLs)**  
   Brookline High School expects students to attend all classes. Listed below are the consequences for unexcused absences for year-long courses; a proportional number of unexcused absences for semester-long or partial credit courses will apply.
   
   a. **1st and subsequent AWOLs:** Teacher addresses student who will receive no more than half credit for work due the day of an unexcused absence, including tests and quizzes.
   
   b. **1st-5th AWOL:** Progressive discipline applied by the teacher and dean, which may include communication home, detention(s), closing X-block, and closing campus, as well as possible grade reduction in class.
   
   c. **6th AWOL:** Grade of “N” for the course. Teacher consulted. Attendance improvement plan created, and if student meets requirements of attendance improvement plan, administrator may support student’s appeal to the headmaster to remove the “N” at the end of the course. No AWOLs will be cleared during the course of an attendance improvement plan (except those received in error).
   
   d. **10th AWOL:** Final grade of “N” for the course. No possibility of appeal.
   
   e. For 4 day/week semester courses the final grade of “N” for the course comes with the 3rd AWOL, subject to an attendance improvement plan and appeal. On the 5th AWOL there is no possibility of appeal. For 2 day/week semester courses the final grade of “N” for the course comes with the 2nd AWOL, subject to an attendance improvement plan and appeal. On the 4th AWOL there is no possibility of appeal.

5. **Notification**
   
   a. The school will send an automated phone message to parents to inform them of their student’s unexcused absence the day it occurs. This phone call is a courtesy and will not be used as the basis for counting absences.
   
   b. Parents may always view all attendance data in the X2 Parent Portal.
   
   c. “Q” is a warning given on the report card that alerts students and parents of a problem with attendance.

   - **Quarter: 6 or more total absences or 2 AWOLs** per class per quarter result in a report card grade of “Q/grade.”
   
   - **Year: 12 total absences or 4 AWOLs** per class during the year results in a grade of “Q” that will appear on a quarter report card.
   
   - Students who receive a “Q” for any quarter will meet with their dean/program coordinator in order to discuss strategies and supports which can help the student improve his/her attendance. The parent will be informed of the outcome of this meeting.
6. **Transcript**
   Only an “N” will appear on a student’s official transcript. A quarter “Q” is a warning and will only appear on report cards.

7. **Make-Up**
   Students who earn an “N” in a class may, in some cases, make up classes in Summer School provided the student has not been absent for more than 35 times (25% of the classes, proportional for partial credit courses) in the course. Absences in excess of 25% make a student ineligible to take a course for “make-up” credit in summer school. Students in this case would have to take classes for original credit in summer school or would have to take the course again the following year. (Note that there is no “Original Credit” English class offered in BHS Summer School.)

8. **Appeals**
   If a student fulfills his/her attendance improvement plan, the student may request that a dean seek headmaster consideration to remove the “N.” Other appeals granted by the headmaster will be extremely rare and for extraordinary circumstances.

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**Student Absence Notification Program**

The Principal will notify a student’s parent/guardian within 3 days of a student’s absence in the event the parent/guardian has not informed the school of the absence. The Principal or designee will meet with any student, and that student’s parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student’s parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies. Students who have not graduated and have 10 consecutive absences will have an exit interview in order to consider alternative education, additional approaches to school engagement or other placements.

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**RULE 1.2: Zero Tolerance for Drugs and Alcohol in school or at school sponsored activities**

The Brookline School Department maintains that the possession and/or use of illicit drugs and unlawful possession and/or use of alcohol by minors is wrong and can be physically and/or emotionally harmful to students. Therefore, Brookline High School has strict rules against possession, sale, transfer, and/or use of these substances in school or at school-sponsored activities, including athletic and social events that occur outside the school day.

**LEGAL DEFINITIONS**

"Alcoholic Beverage": any liquid intended for human consumption as a beverage and containing one half of one percent or more of alcohol by volume at sixty degrees Fahrenheit. (G.L.c.138, s.1)

"Controlled Substance": any substance or drug that is defined as a controlled substance under the provisions of G.L.c.94C.

**A. Possession:** Staff members or students who have reason to believe that a student is in possession of drugs or alcohol will report this information to an administrator. The student’s administrator will investigate the matter, may involve the police, and, if appropriate, shall take the following step:  

**Offense #1:** The parent(s) or guardian(s) are notified, a disciplinary hearing is conducted, and the student is **suspended for a minimum of three days.** The student shall receive mandatory drug
education and counseling. The student also may be denied participation in school-sponsored extra-curricular activities, placed on Closed Campus, and subject to expulsion from school by the Headmaster.

**Offense #2:** All steps as in #1 above. A disciplinary hearing with the Headmaster shall be held and progressive disciplinary measures will be taken, including the possibility of expulsion.

**B. Use (Under the Influence of Drugs or Alcohol):** Staff members or students who have reason to believe that a student is under the influence of a drug or alcohol will report the student to an administrator. The student’s administrator will investigate the matter and, if appropriate, shall take the following steps:

**Offense #1:** Notify the parent(s) or guardian(s) and have them arrange to have the student taken home from the nurse’s office. The student must remain under supervision until a meeting is arranged with the student, administrator, and the parent/guardian. A disciplinary hearing will be conducted and the student will be **suspended for a minimum of three days.** Mandatory drug education and counseling is arranged. The student may also be denied participation in school-sponsored extra-curricular activities, placed on Closed Campus, and subject to expulsion from school by the Headmaster.

**Offense #2:** All steps as in #1 with a disciplinary hearing held with the Headmaster to determine progressive disciplinary measures, including expulsion.

**C. Sale or Transfer:** Staff members or students who have reason to believe that they have witnessed the sale or transfer of these substances shall report this immediately to an administrator or to security personnel. The student(s) will be requested to turn over contraband to the administrator. The student’s administrator will hold a disciplinary hearing. The student(s) also may be searched in accordance with the standards set forth under Section II.B.

The Headmaster or designated administrator shall determine if sufficient cause exists and, if so, file a Disciplinary Report and notify the Juvenile Officer of the Police Department. The Headmaster or designated administrator, in consultation with the Police Department, will determine whether to file charges.

All contraband will be turned over to the Police Department. In addition to the above, the following consequences shall prevail:

**Offense #1:** The student, parent, and administrator shall meet with the Headmaster where disciplinary action, including expulsion, will be considered. The student will receive mandatory drug education and counseling, be placed on Closed Campus, and may be denied participation in school-sponsored extra-curricular activities.

**D. If a senior violates A., B., or C. during Senior Week activities -- including Senior Day, the Athletic Awards Banquet, Graduation Rehearsal, the Prom, and the After-the-Prom Party -- the student will neither participate in nor attend the Graduation Exercises.**

**E. CHEMICAL HEALTH POLICY**

At Brookline High School, students are governed by Rule 1.2. In addition, **for all students, including athletes,** the following Chemical Health Policy covers any illegal use of alcohol or drugs by Brookline High School students **outside of school.**

**The Policy:**

During the school year, from the beginning of the pre-season athletic and/or performing arts practices in August, to the last day of school or tournament play, whichever ends latest, a Brookline High student shall not, regardless of the quantity, use or consume, buy, sell, or give away, any alcohol, marijuana, steroids or any controlled substance. **Nor can a student be in the presence of the illegal consumption of any of these substances.** It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.
**Offense #1:** Students who violate the Brookline High School Chemical Health Rule will be referred to the Substance Abuse Prevention Program for an assessment. Failure to comply with the assessment process will result in a disciplinary hearing with the student’s Dean, and the student will not be allowed to participate in any school sponsored extra-curricular activity.

**Offense #2:** Steps under #1 are followed. In addition, a conference is arranged with the student, coach/activity advisor, parent, counselor, prevention program counselor and administrator.

**Offense #3:** Steps under #1 and a disciplinary hearing with the headmaster.

**ADDITIONAL CHEMICAL HEALTH POLICY CONSEQUENCES FOR STUDENT ATHLETES AS OUTLINED BY THE MIAA:**

1. First Violation: Following a determination by the Athletic Director, or a disciplinary hearing with the Headmaster or his/her designee, if a student is found in violation of this policy, he/she shall lose eligibility for the next consecutive interscholastic events, totaling 25% of all interscholastic contests in that sport (see MIAA Handbook, July 1, 2005). No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.

2. Second and Subsequent Violations: Following a determination by the Athletic Director, or a disciplinary hearing with the Headmaster or his/her designee, if a student is found in violation of this policy, he/she shall lose eligibility for the next consecutive interscholastic events totaling 60% of all interscholastic contests in that sport. If, after the second or subsequent violation, the student of his/her own volition becomes a participant in an approved treatment program, the student may be reinstated after a minimum of 40% of events.

3. Penalties shall be cumulative for each school year and may extend into the next season or next school year. For the out of season athlete, the penalty will commence at the start of the next athletic season.

**CHEMICAL HEALTH POLICY FOR PERFORMING ARTS:**

The Performing Arts Department strongly supports the wellness values of Brookline High School. A student’s physical and emotional health is integral to the pursuit of his/her passions. The Performing Arts staff has adopted the following specific consequences for any student found in violation of the Chemical Health Policy for Performing Arts. The consequences are designed to include counseling and educational services to support a student’s successful return to Performing Arts Department productions.

**Offense #1:** Following a Chemical Health Policy violation reported by the Brookline Police, the student’s name will be given to the chair of the Performing Arts Department and staff. The chair and PA faculty will implement the following consequences: All students will be referred to the diversionary program to receive counseling and education to support their successful return to a role in Performing Arts. In addition, students will be given the following consequences:

1.) If any student is currently in any audition-based, extra-curricular Performing Arts production, s/he will become ineligible to participate in the next performance of the production.

**Offense #2:** Following a Chemical Health Policy violation reported by the Brookline Police, the student’s name will be given to the chair of the Performing Arts Department and staff. The chair and PA faculty will implement the following consequences: All students will be referred to the diversionary program to receive counseling and education to support their successful return to a role in Performing Arts. In addition, students will be given the following consequences:
1.) If any student is currently in any audition-based, extra-curricular Performing Arts production, s/he will become ineligible to participate in the next two performances of the production.

RULE 1.3: No Academic Dishonesty

We believe that people learn most effectively and build strength of character by doing their own reading, writing, test taking, projects, research, and assignments. Students gain the most from their education by evaluating, reflecting on, and revising their own work. Therefore, educating students about academic honesty and clarifying the school’s policy on academic dishonesty are imperative.

Education campaign:
All students in the first quarter of their freshman year will spend an advisory class learning about cheating, plagiarism, and the school’s policy on academic dishonesty. In addition to defining cheating and plagiarism and describing consequences, special emphasis will be placed on how students’ actions define them as individuals and Brookline High School as a larger community.

Each department will address cheating and plagiarism in the context of its particular discipline at the beginning of each school year. Students new to the school will meet with an administrator to ensure that the policy is understood. Lastly, the international student advisor will work with students, teachers, and administrators to communicate these to students from all cultures.

Definitions of cheating and plagiarism:

Cheating
_Cheating is unauthorized having, giving, sharing, taking, or presenting information and/or material that benefits a student._

Examples of cheating include but are not limited to: passing of information in any manner during an assessment, having access to and/or utilizing unauthorized material and/or technology during an assessment, passing of information about an exam from one class to another, and submitting work that is not one’s own.

Plagiarism
_Plagiarism is using the words, data, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references. This includes exact language, paraphrase, or re-wording, as well as submitting work that is not one’s own._

Cheating and Plagiarism Policy:
Teachers will address concerns about cheating/plagiarism on daily homework. All other assignments fall under the policy, and any work handed in for credit, including drafts and outlines, falls under this policy. Records of student cheating will be kept in the student’s file in the administrator’s office. Violations will have cumulative effects that accrue across disciplines. For example, if a student cheats in his/her sophomore year in physics and then plagiarizes in his/her senior year in English, it is the student’s second offense.

Students cannot be candidates for National Honor Society and may jeopardize scholarships that have citizenship requirements if they cheat or plagiarize.

_Offense #1:_ Teacher informs student of offense, privately if possible. Parents are notified and a meeting may be held with any of the following people: teacher, student, parent, administrator, counselor, and department chair. Student receives zero for assignment. Administrator maintains a record of the incident.

_Offense #2:_ Teacher informs student of offense, privately if possible. Parents are notified and a meeting may be held with any of the following people: teacher, student, parent, administrator, counselor, and department chair.
Student receives zero for assignment; and another zero, equal to the value of the assignment on which there was cheating, is averaged into the quarter grade. Administrator maintains a record of the incident.

**Offense #3:** Teacher informs student of offense, privately if possible. Parents are notified and a meeting may be held with any of the following people: teacher, student, parent, administrator, counselor, and department chair. Student fails the quarter for the course in which the offense took place. Administrator maintains a record of the incident.

All subsequent offenses receive the punishment described under Offense #3, and the administrator continues to maintain records of any incidents.

**RULE 1.4: The Policy on Personal Electronic Devices**

Brookline High School recognizes the pervasiveness of technology in today’s world. We also highly value a school culture that prioritizes human interaction and the establishment of strong human relationships. To account for both of those realities, we believe in SMARTS:

**Students:** Students may use technology at BHS

**Manners:** Students will graduate from BHS with good manners around technology

**Availability:** Students must be available to others

**Respect:** Students must be respectful when using technology

**Teachers:** Teachers decide if and how technology is used in their classrooms

**Silence:** All use of technology must be silent

A personal electronic device is a wireless and/or portable piece of equipment that is capable of storing, processing, or transmitting information. These devices include, but are not limited to, cell phones, pagers, smartphones/PDAs, computers/tablets, MP3 players and other handheld entertainment systems, and AV recording devices or cameras.

The use of technology and personal electronic devices is a privilege and should not disrupt the flow of school nor affect the learning in the classrooms. Therefore, to adhere to the respectful use of technology, here are the limits:

**CELL PHONES:** NO talking on phones anywhere in the building, including in the quad. This rule is in effect from 8:15 to the end of the school day. Talking on cell phones is only permitted in the vestibule outside the atrium at the main entrance.

**HEADPHONES:** Students may not wear headphones above their neck in the building; however headphones may be visible and worn on or below a student’s neck schoolwide, though at no time should music be played from headphones in the hallway. Headphones are allowed to be visible or used in classrooms only when a teacher or librarian has given express permission. This rule is in effect from 8:15 to the end of the school day.

**CLASSROOM ELECTRONICS USE:** Students will be informed, in writing, of each teacher’s policy on technology as part of the class syllabus or class expectations. In addition, the SMARTS poster shall be displayed in a visible place in every classroom.
Consequences

Progressive discipline will be applied to students who fail to follow the new policy. Additional consequences are possible if students do not respond to reasonable requests from staff members (ie, giving their names or their administrators’ names).

<table>
<thead>
<tr>
<th>Offense</th>
<th>Warning</th>
<th>Teacher/Staff sends an infraction notice to the dean’s secretary. Administrator notes infraction and discusses with student.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Warning</td>
<td>Teacher/Staff sends an infraction notice to the dean’s secretary. Administrator notes infraction and discusses with student.</td>
</tr>
<tr>
<td>2</td>
<td>Detention</td>
<td>Teacher/Staff sends an infraction notice to the dean’s secretary. Administrator notes infraction and discusses with student. Student serves a detention.</td>
</tr>
<tr>
<td>3</td>
<td>Meeting Detention Closed Campus</td>
<td>Teacher/Staff sends an infraction notice to the dean’s secretary. Administrator meets with student to strategize appropriate personal electronic device usage and outline potential consequences moving forward, including confiscation. Student serves detention and has closed X-block for two weeks.</td>
</tr>
<tr>
<td>4</td>
<td>Parent Meeting PED Confiscation Closed Campus</td>
<td>Teacher/Staff sends an infraction notice to the dean’s secretary. Administrator meets with student and parent to strategize, determine consequences, and outline potential consequences, including suspension, for further infractions. Student loses opportunity to use phone in school for at least one week and has closed X-block for one month.</td>
</tr>
<tr>
<td>5+</td>
<td>TBD</td>
<td>Teacher/Staff sends an infraction notice to the dean’s secretary. Administrator works with student to determine consequences.</td>
</tr>
</tbody>
</table>

In addition, inappropriate or unlawful use of electronic equipment will result in school consequences and/or referral to the police. This includes use of electronic equipment in a way that violates a student, staff, or faculty member’s privacy, or that amounts to harassment or malicious defamation. Any misuse of electronic equipment, including using such technology to cheat, plagiarize, or secretly record the communications of another shall result in immediate confiscation of the equipment in addition to other potential legal and/or school-based consequences.

RULE 1.5: The Policy on Smoking

It is unlawful for any student, enrolled in either primary or secondary public schools in Massachusetts, to use tobacco products of any type on school grounds during normal school hours. In addition, the use of any tobacco products within school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel, is also prohibited. ee: M.G.L. c. 71, s. 2A; M.G.L. c. 71, Section 37H; Policy Manual of the Public Schools of Brookline, Section G(1)(c).

In accordance with the Town of Brookline’s Tobacco Control By-law, Article 8.23, students and school personnel are not permitted to smoke on school grounds and within 400 feet of any Brookline High School building.

- Offense #1: Students will be given a warning. A phone call is made and a letter or email may be sent home, notifying the parent/guardian of this violation of school rules.
- Offense #2 (and subsequent offenses): Students will be referred to Brookline Substance Abuse Prevention Program’s Tobacco Education Program (TEP). The TEP program consists of one
education and assessment meeting with the student and a parent/guardian. Parents are given the option to sign their student up for additional sessions, and will be given information about additional resources.

• Students and their parent/guardian have 21 days to attend the TEP program, or they will be referred back to their Dean by the TEP program counselor for disciplinary action.

RULE 1.6: No Tardiness to Mid-Year and Final Exams
A student who arrives late for a mid-year or final examination will not be granted any extra time to complete the exam. The subject teacher responsible for the exam may grant exceptions to this rule and communicate this decision to the proctor.

RULE 1.7: No Gambling
Offense #1: Confiscation of money and other associated items and a conference with the student’s administrator, parent(s)/guardian(s), and a counselor.

Offense #2 (and subsequent offenses): Disciplinary action at the discretion of the student’s administrator.
II D. Section 2. RESPECT FOR OTHERS

Strong and appropriate human relationships are the foundation for a caring and respectful school culture. Mutual respect shall be a fundamental expectation in all human interactions at Brookline High. These include adults interacting with students, students interacting with students, and adults interacting with adults. At school, or at a school-sponsored event, for example, students and staff are expected to provide their names when asked. Students are always expected to follow reasonable adult directives. If a student, when asked by a Brookline High staff person, does not provide his/her name, gives a false name, or refuses to follow a reasonable adult directive, he/she will be referred to an administrator for immediate consequence.

RULE 2.1: No Fighting or Use of Physical Violence

Offense #1: Parent/guardian is immediately notified and the students are suspended for up to three days (this is considered an “emergency situation” under due process law; see Section II.A). A disciplinary hearing is arranged as soon as possible with the students involved, their parent(s) or guardian(s), and the appropriate administrators. Mediation will be mandatory.

Offense #2: All steps as in #1 above plus suspension for up to ten days, counseling, and a disciplinary hearing with the Headmaster that includes the students, their parents or guardians, and the administrators to determine progressive disciplinary measures.

RULE 2.2: Zero Tolerance for Weapons

Prohibition against Firearms in School Buildings or on School Grounds

Massachusetts General Law, c.269, s.10, provides:

(j) "Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him/her under the provisions of chapter one hundred and forty, carries on his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university shall be punished by a fine of not more than one thousand dollars ($1,000) or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smooth-bore arm from which a shot, bullet or pellet can be discharged by whatever means. Amended by St.1989, c.150, s.2."

A weapon is defined as anything that can inflict harm, such as a firearm, a stick, brass knuckles, a knife, bullets, or a tool, and is considered contraband. Accordingly, staff members who have reason to believe that they have witnessed the possession, sale, or transfer of a weapon shall report this immediately to an administrator. The student will be requested to turn over contraband to the staff member. The student also may be searched in accordance with the standards set forth under Section II. B.

Offense #1 (and subsequent offenses): A disciplinary hearing will be conducted by the student’s administrator with the student and his/her parent/guardian. If a student is found in violation of this rule, he/she will be suspended and referred to the Headmaster for possible expulsion from school.

The student’s administrator shall determine if sufficient cause exists and, if so, file a Disciplinary Report and notify the Juvenile Officer of the Police Department. The Headmaster, in consultation with the Police Department, will determine whether to file charges.

All contraband will be turned over to the Police Department.
RULE 2.3: No Disruption of School or Classes
Any behavior which disrupts classes, the library, or other school activities is a violation of our community's standards. Such behavior includes blocking entrances, denying access of movement, playing a radio, yelling, skateboarding, bouncing a ball, riding a bicycle or roller-skating/blading within the school building, throwing snowballs or water balloons, possessing/using water guns, and other behavior that disrupts school activities. Further, unauthorized entrance to classrooms, gyms, offices or other spaces in the building without permission is prohibited.

Offense #1 (and subsequent offenses): Items are confiscated by staff members and submitted to an administrator. Staff members will also bring -- or at least report an offending student to the nearest administrator. The student's administrator will inform the parent/guardian, conduct a disciplinary hearing, and assign an appropriate consequence up to, and including, suspension. Progressively serious consequences will be assigned for repeated offenses.

RULE 2.4: No Verbal or Written Harassment
Verbal harassment shall be defined as threats, gestures, or verbal attacks on persons, whether issued in person, in writing, or through an electronic device, including attacks directed at one's racial, ethnic or religious background, sexual preference, physical or mental disability, appearance as well as any form of sexual slur.

Harassment is, in some cases, a violation of an individual's civil rights under Massachusetts Law.

Offense #1 (and subsequent offenses): The witnessing student, adult, or the victim reports the matter to the nearest administrator. The student's administrator notifies the parent(s) or guardian(s) and a disciplinary hearing is conducted with the administrator(s) and parent(s) or guardian(s). Appropriate consequences, including but not limited to suspension, shall be assigned. Mediation and counseling will also be mandated when appropriate. Progressively serious consequences will be assigned for repeated offenses. The Juvenile Officer of the Brookline Police Department may be involved if the administrator(s) believe that there has been a violation of an individual’s civil rights.

State Bullying Law:
On May 3, 2010, Governor Deval Patrick signed into law, M.G.L. c. 71, 370, “An Act Relative to Bullying in Schools.” The law requires each school district to develop and implement a plan to address bullying. At Brookline High, we are proud of our work over time building a community that is safe for all students and adults, and characterized by respect for every individual. When verbal harassment occurs, we take it very seriously, and consequences have always been strong for students who violate our culture of respect. Under the new law, we are required to develop a formal plan to address bullying. Under the leadership of the superintendent of schools, and with all of the Brookline Public Schools, we are involved in this process. In the interim, we post the State’s definition of bullying, and our current process in response to bullying.

Bullying means the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or herself or damage to his or her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying shall include cyberbullying.
The Public Schools of Brookline now employ the following short-term measures, effective immediately:

1. Every member of the school staff must immediately report to the Headmaster any instance of bullying (as defined in the law) or retaliation that the staff member has witnessed or to which he/she has become aware.

2. Upon receipt of such a report, the Headmaster will begin an investigation within 24 hours. If the inquiry affirms bullying behavior(s), he shall involve law enforcement (when appropriate), as well as notifying parents/guardians of all students involved.

3. The Headmaster will notify the Superintendent, in writing, within 48 hours of receiving such notification, of any such report.

4. The Headmaster will provide the parents/guardians of affected students, to the extent permitted by law, information regarding the action taken to prevent further bullying or retaliation.

5. The Deputy Superintendent for Student Services (Casey Ngo-Miller) will be available to assist Principals and the Headmaster with their investigations, as well as to support the implementation of these temporary procedures.

RULE 2.5: No Inappropriate Sexual Behavior
(this rule applies even when behavior is consensual)

A. **No Stalking**, as defined in Massachusetts General Law (G.L.c.265, 43), as an individual who “willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress,” or “makes a threat with the intent to place that person in imminent fear of death or bodily injury.”

B. **No Sexual Touching**, including touching of the breasts, buttocks, crotch, stomach, and inner thighs. Such touching can constitute “Indecent Assault and Battery,” a felony under Massachusetts General Law (e.g. G.L.c.265, 13B).

C. **No Inappropriate and Intimidating Physical Contact**, including hitting, punching, pinching, restraining a person or blocking a person’s pathway, grabbing, slapping, inappropriate lap sitting, or pulling hair. Such behavior can constitute “Assault and Battery” a felony under Massachusetts General Law (G.L.c.265, 13A).

D. **No Inappropriate and Intimidating Sexual Language or Gestures**, including name-calling and comments about a person’s body, or leering at a person’s body.

E. **No Prolonged Kissing**.

F. **No Pulling Off or Lifting Your Own or Another’s Clothing**, Such exposure can constitute a felony under Massachusetts Law.

The following are consequences for violations of these rules, with an understanding that administrators have a degree of discretion and flexibility according to individual cases and circumstances:

**Violation #1:** Administrator calls parent/guardian and assigns a warning; with violations of rule “A,” “B,” “C,” or “F,” the police may become immediately involved.

**Violation #2:** Administrator arranges a disciplinary hearing with student and parent/guardian and, if there is cause, assigns a research paper and/or other academic work related to the violation. Failure to complete the work in a timely manner results in an immediate two-day suspension. Counseling will also be considered.

**Violation #3:** Administrator conducts a disciplinary hearing with student and parent/guardian; suspension from school and Closed Campus are considered.
RULE 2.6: No Sexual Harassment

Section A: Foundations And Basic Commitments

4. Harassment Prohibition: (Voted 6/28/94; #94-73 as Sexual Harassment; revised 6/19/03, #03-76)

The Brookline Public Schools is committed to maintaining a school environment free of any harassment based on, but not limited to, age, color, disability, gender, gender identity, national origin, race, religion, or sexual orientation. Such harassment in the workplace or school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors, and other individuals in the school or at school-related events. Further, any retaliation against an individual who has complained about harassment or against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The willfully filing of a false complaint may result in disciplinary action, up to and including suspension or expulsion/discharge.

By adopting this Policy, the Brookline School Committee:

1. does not intend to limit the use of materials such as art books, sculpture, literature, etc. that may be appropriately used in an academic setting, or prohibit discussions concerning the same;
2. directs that the procedures for addressing instances of harassment shall take into account the ages and competencies of those involved;
3. directs the Superintendent to review periodically with the School Committee the Harassment Complaint Procedures.

Appropriate training of Complaint Administrators, Complaint Managers, and staff will take place annually. A copy of this Policy and the Harassment Complaint Procedures will be given to each employee.

HARASSMENT COMPLAINT PROCEDURES

1. PURPOSE AND SCOPE

Harassment is defined as any communication or conduct that limits or denies the ability of a student to attend, participate in, or benefit from the educational program or the ability of a staff member to attend to or perform his/her duties. It includes, but is not limited to, any communication, written, spoken or otherwise, such as jokes, comments, innuendoes, notes; material placed on the Internet or other electronic media such as email, web page, and voice mail; writing placed on school property, the display of pictures or symbols, graffiti, gestures, or other conduct that offends or shows disrespect to others based upon age, color, disability, gender, national origin, race, religion, or sexual orientation.

By law, the particular communication or conduct is viewed from the perspective of a reasonable person. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person; therefore, individuals should consider how their words and actions might be viewed by other individuals.

It should be noted that, while this policy sets forth the goal of the Brookline Public Schools to maintain a work and educational environment that is free of harassment based upon age, color, disability, gender, national origin, race, religion, sexual orientation, or sexual identity, the policy is not designed or intended to limit the authority of school officials to discipline or take remedial action for conduct which is deemed unacceptable, whether or not that conduct satisfies the definition of harassment. This policy is also not intended to limit the rights students or staff have under the law or appropriate agreements, including filing a complaint with an outside agency.

Sexual Harassment

While all types of harassment are prohibited, sexual harassment requires special attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment, attendance, or education, or
2. The individual’s response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student, or
3. Such conduct interferes with an individual’s job duties, education, or participation in extra curricular activities, or
4. The conduct creates an intimidating, hostile or offensive work or school environment.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work or educational environment that is hostile, offensive, intimidating or humiliating to individuals of either gender may also constitute sexual harassment. While it is not possible to list all circumstances that may constitute such harassment, examples may include references to sexual conduct, comments on an individual’s body, unwelcome leers, and suggestive or insulting comments.

II. FILING A COMPLAINT

Any student or employee who believes that the Brookline Public Schools has discriminated against or harassed him/her because of his/her age, color, disability, gender, national origin, race, religion, or sexual orientation in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with a building based Complaint Manager, Dean Poon, Dean Gilbert-Smith and/or Dean Redding. In addition to the Complaint Managers, complaints may also be filed with the Principal/Headmaster or the “Complaint Administrators” listed below.

Andrew Borr, Superintendent (617) 730-2401
Nicole Gittens, Deputy Superintendent for Teaching and Learning (617) 730-2429
Lisa Richardson, Director of Human Resources (617) 730-2410

Willfully filing a false complaint is strictly prohibited.

Student Complaints, in Particular

A student who believes that he/she is the victim of harassment should report the matter to a teacher, counselor, or administrator who in turn will notify a Complaint Manager in the school. As an alternative, a student may report directly to a Complaint Manager. Notice of each school’s Complaint Managers will be posted in a prominent location in the school.

All employees of the Brookline Public Schools must respond to complaints by students of harassment by notifying the building principal or appointed Complaint Manager. Employees are required to take every report of harassment seriously.

A student may also file a complaint alleging harassment by contacting the Complaint Coordinator:

Casey Ngo-Miller
Deputy Superintendent for Student Services
333 Washington Street
Brookline, MA 02445
(617) 730-2444

The Director of Human Resources, the Deputy Superintendent for Teaching and Learning, and the Superintendent as listed above are also available to provide information about this policy and the Brookline Public Schools’ complaint process.

Complaints of Discrimination Based Upon Disability

A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of a disability needs or is believed to need special education or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the Individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Education Parents’ Rights Brochure rather than this Complaint Procedure. A copy of the brochure is available from the following individual:

Casey Ngo-Miller
Deputy Superintendent for Student Services
333 Washington Street
Brookline, MA 02445
(617) 730-2444

A person with a complaint involving discrimination on the basis of disability other than that described above may either use this Complaint Procedure or file the complaint with the U. S. Department of Education at the address provided at the end of this Complaint procedure.
III. CONTENTS OF COMPLAINTS

Brookline Public Schools urges all individuals in the school community to bring any complaint of harassment to the attention of school personnel IMMEDIATELY so that they can resolve the issue. The complaint must be in writing. The Complaint Administrator, Complaint Manager, or any person of the complainant’s choosing may assist the complainant with filing the complaint. The written dated complaint must include the following information: (Form attached)

1. The name and school (or address and telephone number if not a student or employee) of the complainant.
2. The name (and address and telephone number if not a student or employee) of the complainant’s representative, if any.
3. If known, the name of the person(s) alleged to have caused the discrimination or harassment (respondent). If not known, then give a detailed description of the respondent.
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the complainant wants the complaint to be resolved.

IV. INVESTIGATION AND RESOLUTION OF THE COMPLAINT

A Complaint Administrator or Complaint Manager will promptly investigate every complaint, observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. If the investigator determines that harassment has occurred, the Complaint Administrator or Complaint Manager will take appropriate action to end the harassment and to ensure that it is not repeated.

Respondents will be informed of the charges as soon as the Complaint Administrator or Complaint Manager deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The Complaint Administrator or Complaint Manager will interview witnesses whom he/she deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information, including checking with Complaint Coordinator Casey Ngo-Miller will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, the Complaint Administrator or Complaint Manager will meet the complainant and/or his/her representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the complainant and/or representative, the Complaint Administrator or Complaint Manager will provide written disposition of the complaint to the complainant and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by the Brookline Public Schools involves disciplinary action against an employee or a student, the complainant will not be informed of such disciplinary action unless it directly involves the complainant (i.e., a directive to ‘stay away’ from the complainant, as might occur as a result of a complaint or harassment).

Unless the allegation happens at the end of the school year, all the time lines specified above are school days and will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. If the time lines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific time line for notice and/or investigation of a complaint, such time lines will be followed.

After the case has been concluded, all records and paper work associated with the case will be forwarded to the Complaint Coordinator, Casey Ngo-Miller, Coordinator of Title IX and Coordinator for Section 504 of the Rehabilitation Act and for M.G.L. Chapter 76 Section 5 (commonly known as Chapter 622). Deputy Superintendent Casey Ngo-Miller will keep all paperwork in a locked file cabinet. The respondent will be given the opportunity to review said paperwork and shall initial such material prior to its filing. The respondent’s initials do not signify agreement with the contents but rather serve as evidence that the respondent has seen the material in question.

The Complaint Manager, the Complaint Administrator, or the Superintendent may access the Complaint Coordinators files
only when investigating a second allegation involving individuals from their current investigation.

Confidentiality of complainants/respondents and witnesses will be maintained, to the extent consistent with the Brookline Public Schools' obligations relating to investigation of complaints and the due process rights of individuals affected.

Retaliation against someone because he/she has filed a complaint under this Complaint Procedure is strictly prohibited.

**Penalties:**
Persons who engage in harassment or retaliation or who willfully files a false complaint will be subject to discipline, suspension, termination/expulsion or other sanctions, subject to applicable school system policies and procedures, as well as applicable contractual requirements.

Any disciplinary action imposed upon an employee or student is subject to applicable procedural requirements.

In certain cases, harassment of a student, and in particular, sexual harassment of a student may constitute child abuse under Massachusetts Law. Verbal sexual harassment of any child by anyone including school district employees/volunteers is recognized as a form of child abuse and a warning sign of actual physical or sexual abuse. A matter reported under this section shall be screened by a Complaint Administrator or Complaint Manager to determined whether an investigation is pursuant to the Child Abuse and Neglect Policy, The Sexual Harassment Policy, or both. If such abuse is determined to have happened, then the screener will file a reported immediately with the Department of Social Services in accordance with the requirements of M.G.L. c. 119, s. 51A. The Brookline Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

**V. APPEALS**

If the complainant is not satisfied with the disposition by a Complaint Manager, the complainant/representative may appeal the disposition to one of the Complaint Administrators identified in Section I above. If the complainant is not satisfied with the disposition by a Complaint Administrator, the complainant may appeal to the Superintendent, as follows:

Andrew Bott
333 Washington Street
Brookline, MA 02445
(617) 730-2401

The Complaint Administrator/Superintendent will issue a written response on the appeal to the complainant within ten (10) school days of receiving the appeal. The respondent may file an appeal directly to the Superintendent.

Generally, a complainant may file a complaint with the U. S. Department of Education, Office for Civil Rights, JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695.

**VI. REFERENCES**
State agencies that enforce laws prohibiting harassment or receive complaints therewith under include the Massachusetts Commission Against Discrimination (MCAD), which is located at One Ashburton Place, Boston, MA 02108, telephone (617) 727-3990; and the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148-5023, telephone (781) 338-3300.

Federal agencies responsible for enforcing federal laws prohibiting harassment include the Equal Employment Opportunity Commission (EEOC), One Congress Street, Boston, MA 02109, telephone (617) 565-3200, TDD Users (617) 565-3204; and the U.S. Department of Education for Civil Rights (OCR), J.W. McCormack POCH, Boston, MA 02109-4557, telephone (617) 223-9662, TTD Users (617) 223-9695.
HARASSMENT COMPLAINT FORM

Name: ____________________________ School: ____________________________

Address: ____________________________ Date: ____________________________

Phone: __________________________________

Respondent’s Name: ____________________________ ____________________________

(Detailed description if name not known) ____________________________ ____________________________

Date of the incident: ____________________________

A detailed description of what happened: ____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Names of witnesses: ____________________________ ____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What do you expect should happen to resolve your complaint: ____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
RULE 2.7: No Bomb Scares or Triggering False Fire Alarms
Setting off false fire alarms and inciting bomb scares are serious offenses which shall result in:
    a. a report filed in the administrator’s office and with the Police and/or Fire Department,
    b. a disciplinary hearing with the Headmaster, the student’s administrator, the student, and his/her
       parent or guardian. Consequences include a minimum three-day suspension, loss of open campus
       for two terms and consideration of stronger penalties including expulsion from school.

RULE 2.8: No Stealing
A disciplinary hearing is conducted by the student’s administrator with student and his/her parent/guardian.
Searches may be conducted in accordance with the provisions of Section II.B. Notification of the police shall be
at the discretion of the Headmaster.

Offense #1: Restitution and/or return of item(s), suspension as determined by the administrator, loss of
open campus for four weeks, counseling as recommended by the administrator, and possible referral to
the Headmaster for further disciplinary action, depending upon the significance of the theft.

Subsequent Offenses: Restitution and/or return of item(s), suspension as determined by the
administrator, loss of open campus for one term, counseling as recommended by the administrator, and
depending upon the significance of the theft, additional disciplinary action as recommended by the
Headmaster.

RULE 2.9: No Hazing
The Public Schools of Brookline (PSB), in partnership with parents, guardians, and the community, believe that a
positive, safe, and civil environment in school is necessary for students to learn and achieve. By compromising a
school’s ability to educate its students in a safe environment, hazing disrupts a student’s ability to learn and limits
their opportunity to participate fully in the school community. The Brookline School Committee, therefore,
prohibits hazing throughout the Public Schools of Brookline. The purpose of this policy is to prevent hazing, to
stop it if and where it occurs, and to provide guidance to the school community for a comprehensive response to
all those affected by hazing.

Definitions
Per M.G.L. c. 269. S. 17, hazing means any conduct or method of initiation into any school or student
organization or formal or informal peer group, whether on public or private property, which willfully or
recklessly endangers the physical or mental health of any student or other person. Such conduct shall include
whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food,
lcohol, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely
to adversely affect the physical health or safety of any such student or other person, or which subjects such
student or other person to extreme mental status, including extended deprivation of sleep or rest or extended
isolation.

Incidents of hazing are not bullying. Bullying incidents should be addressed using the PSB Bullying Prevention
Policy Section J7. Hazing incidents that may have targeted a person because of the person’s protected class (e.g.,
race, sex, etc.) and/or protected conduct (e.g., complaining about discrimination, etc.) should also be evaluated as
possible violations of the PSB’s anti-discrimination, Sections G6 and J6 of Policy Manual) and addressed
accordingly.

Prohibition
In accordance with M.G.L. c. 269, §§ 17-19, and this policy, no student, employee or school organization under
the control of the School Committee shall engage in the activity of hazing a student or other person while on or
off school property, or at a school sponsored event, regardless of location. No organization that uses the facilities
or grounds under the control of the School Committee shall engage in the activity of hazing any student or person while on school property.

Reporting of Hazing
Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Headmaster including the time, date, locations, names of identifiable participants and the types of behavior exhibited. Students and employees of the PSB are obligated by law to report incidents of hazing to the police department.
Any student who is present during a hazing incident has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Participation in Hazing
Any student who participates in the hazing of another student or other person may be suspended from school for up to ten (10) school days. If the conduct is sufficiently severe, such student may be suspended from school for up to ninety (90) days.
Any student determined by the Headmaster to be the organizer of the hazing activity may be suspended from school for up to ninety (90) days, but in any event will not receive a lesser disciplinary action than that given to a participant.

The PSB’s Conduct and Discipline Policy, Section J(8) of the PSB Policy Manual, shall govern disciplinary processes and measures imposed for hazing.

Massachusetts Statutes on Hazing
CH. 269, s.17. CRIME OF HAZING; DEFINITION; PENALTY

"Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars ($3,000) or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

"Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St. 1987, c.665."

CH. 269, S.18. DUTY TO REPORT HAZING

"Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars ($1,000). Added by St.1985, c.536; amended by St.1987, c.665."
"Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams, or organizations.

"Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

"Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in The School Handbook or similar means of communicating the institution’s policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Added by St.1985, c.536; amended by St.1987, c.665."

Consent to such treatment does not make it legal.
II D. Section 3. RESPECT FOR THE SCHOOL ENVIRONMENT
Brookline High School and its surrounding neighborhood are "home" to students and staff for many hours each week. It is our responsibility to treat our home with care and respect. The following rules provide a framework for good citizenship and represent fundamental expectations at Brookline High. As a result of repeated student violations of these expectations, students may not spend unscheduled time on Tappan Street (between Greenough and Welland) and on Welland Road.

RULE 3.1: No Vandalism, Graffiti, or Destruction of School or Individual Property
   Offense #1: Parent(s)/Guardian(s) notified and a discipline hearing is conducted by the student's administrator. Suspension for up to three days and repair of and/or restitution for the damage is assigned. The Police Department may become involved.
   Offense #2 (and subsequent offenses): Same as #1 above. Community service will be assigned at the discretion of the administrator. The Headmaster may become involved for further disciplinary action.

Massachusetts General Law Chapter 266, Sections 126, 126A and 126B pertain to the defacement of natural scenery, personal property and tagging. Section 126 prohibits the painting or in any manner affixing to public property or the property of another any words, device, trademark, ad or notice without the consent of the property owner. An offender may be punished by a fine of up to $100.00 plus the cost of removing the defacement. Any defacement within the limits of the public way is declared to be a public nuisance that may be removed by any person.

For malicious painting, marking, scratching, etching, or otherwise marking, injuring, marring, defacing, or destroying the real or personal property of another, including but not limited to a wall, fence, building, sign, rock, monument, gravestone, or tablet, Section 126A provides for a penalty of up to three years in State Prison, a fine of $1500.00 or triple the value of the property marked, the cost of removal, and one year suspension of the perpetrator's driver's license.

If a violation of these statutes is motivated by bigotry or bias, it may constitute a "hate crime" as defined by General Laws Chapter 22C, Section 32.

RULE 3.2: Littering Is Prohibited
All litter -- including paper, rubbish, food, gum, candy wrappers, etc. -- in the school building, on school grounds, or in the neighborhood surrounding the school must be deposited in a proper receptacle (wastebasket or trash barrel). Students are required to clear their tables in the cafeteria after eating and deposit all refuse in the trash barrels. Students are also encouraged to clean up trash around the school campus.

Students will be held accountable for all the food and litter on their cafeteria table whatever its source. If a student is observed leaving food, trash, or litter on a cafeteria table or elsewhere on the school campus, he/she will be assigned the following consequences:
   Offense #1: Clean-up and general service in the school cafeteria for one week.
   Offense #2: Clean-up and general service in the school cafeteria for two weeks.
   Subsequent Offenses: Closed Campus for one quarter.

RULE 3.3: Trespassing on Private Property Is Prohibited
Students are prohibited from trespassing on any private property around The High School during school hours. Students should be aware that it is not uncommon for the owners of such property to call the police. When student trespassing is reported, students will be advised of trespassing statutes and the school will investigate the
matter, work with and advise the property owners to report the student(s) to the police, and work with the police and the student’s parents to resolve the issues.

**RULE 3.4: Rules Governing Use of the Health and Fitness Facilities**
The Health and Fitness facilities at Brookline High School are classrooms. Like all classrooms, they are to be used according to The High School’s Master Schedule. Therefore, students may only use these facilities during a scheduled class in which they are enrolled or during an athletic contest or practice session in which they are team members. All such use of the Health and Fitness facilities must be under the supervision of teachers and/or coaches. Students who interfere with the normal operation of Health and Fitness classes or athletic events are subject to Rule 2.3 - No Disruption of School or Classes -- in this School Handbook.
**SECTION III: ACADEMIC POLICIES**

**III.A. GRADUATION REQUIREMENTS**

The mission of Brookline High School is to develop capable, confident, life-long learners who contribute to their community, participate thoughtfully in democracy, and succeed in a diverse and evolving global society.

In order to graduate from Brookline High, students must satisfy the following Graduation Requirements:

**Minimum Course Requirement = 22 total credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English: 4 credits # %</td>
<td>four years</td>
</tr>
<tr>
<td>World Languages: 2 credits %</td>
<td>two years in one language</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td>three years</td>
</tr>
<tr>
<td>Science: 3 credits</td>
<td>three years</td>
</tr>
<tr>
<td>Social Studies: 3 credits</td>
<td>three years (World History I and II, U. S. History) #</td>
</tr>
<tr>
<td>Electives: Career and Technology Education, Performing Arts and Visual Arts, Community Service: 3 credits</td>
<td>three years distributed across at least three of these program areas</td>
</tr>
<tr>
<td>Health and Fitness 1 credit *</td>
<td>Health and Fitness must be taken each year</td>
</tr>
<tr>
<td>Additional courses 3 credits minimum</td>
<td>Taken in any discipline to meet the required of 22 credits</td>
</tr>
<tr>
<td>Massachusetts MCAS exams</td>
<td>Exams passed in 3 areas: ELA, Mathematics, and Science &amp; Technology</td>
</tr>
</tbody>
</table>

# These course requirements are mandated by the State and cannot be modified.

% Some students will achieve some of these credits by studying English as a Second Language

* Performing Arts dance classes can be used to fulfill the Health & Fitness requirement, except in 9th grade where all students are required to take and pass HF0900
Exceptions to the Graduation Requirements:
We have a responsibility to provide a challenging program for every student which reflects the particular strengths of the student. Alternative programs and/or some modification of the Graduation Requirements are available. In appropriate circumstances, the student’s administrator may recommend a modification to the Graduation Requirements for approval by the Headmaster and Superintendent of Schools. The alternatives below offer reasonable flexibility to satisfy Graduation Requirements and enable all students to experience academic success.

1. **Elective Pathway Alternative** –
   A) A “pathway” of three progressively advanced credits in Performing Arts, Visual Arts, or Career and Technology Education may substitute for the distribution requirement in electives.
   
   For example: a student may take PA4000 Drama 1, PA4100 Drama 2, and PA4300 BETCo courses to fulfill the elective requirement and thereby be excused from taking the required Visual Arts and CTE classes.

   B) A “pathway” may also be used to satisfy up to two credits of academic coursework, with a maximum one credit each in World Languages, Mathematics, Science, or Social Studies. Such pathways must be planned and approved in advance.
   
   For example: a student may take the PA3000 Beginning Dance, PA3100 Intermediate Dance, and PA3600 Choreography, and use two of those credits to substitute for the required third course in Science and the required second course in World Language.

2. **Academic Support Alternative** - Students enrolled in Learning Center or another academic support program (like the BHS Tutorial) may substitute two of those support credits to satisfy up to two credits of academic coursework, with a maximum one credit each in World Languages, Mathematics, Science, or Social Studies. (This exception may not be combined with 1(B).)
   
   For example: a student taking TU1000 BHS Freshman Tutorial, TU2000 BHS Upper-Class Tutorial may use two of those credits to substitute for the required third course in Math and the required third course in Science.

3. A “Waiver of Graduation Requirements” may also be recommended, in writing, by the Headmaster for approval by the Superintendent of Schools. A waiver may be recommended for students who, because of extraordinary circumstances, have not satisfied all of the Graduation Requirements but, in the considered view of the Headmaster, have achieved the learning expectations of The High School.

   These rare cases are done in coordination with the student’s administrator and are typically planned far in advance of graduation.

* A student may use either Option 1B or Option 2, but not both.
** Option 1A can be used with Option 2.
III.B. GRADE PROMOTION

Students must have earned the following minimum number of credits in order to be promoted to the next grade:

- 5+ credits to become a sophomore.
- 10+ credits to become a junior.
- 16 credits to become a senior.

III.C. GRADES

1. **CLASS RANKING/GRADE POINT AVERAGES**

Class Rank is not used by The High School. At the end of the junior year, the grades in all courses earning a .5 or 1.0 credit are computed, and a Grade Point Average is obtained using the following formula:

\[
\begin{align*}
A &= 4.0 \\ 
B+ &= 3.3 \\ 
B &= 3.0 \\ 
C+ &= 2.3 \\ 
C &= 2.0 \\ 
D+ &= 1.3 \\ 
D &= 1.0 \\ 
E &= 0.0
\end{align*}
\]

A second computation of Grade Point Average will be made at the end of the third quarter of the senior year only for those students who have entered The High School in Grade 12.

2. **PLUS AND MINUS GRADES**

Teachers assign pluses and minuses to grades in all courses. This grading pattern allows students a more accurate picture of their academic performance. These grades correspond with standard percentages as follows:

<table>
<thead>
<tr>
<th>Percentage received:</th>
<th>0%-59%</th>
<th>60%-62%</th>
<th>63%-66%</th>
<th>67%-69%</th>
<th>70%-72%</th>
<th>73%-76%</th>
<th>77%-79%</th>
<th>80%-82%</th>
<th>83%-86%</th>
<th>87%-89%</th>
<th>90%-92%</th>
<th>93%+ %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Grade:</td>
<td>E</td>
<td>D-</td>
<td>D</td>
<td>D+</td>
<td>C-</td>
<td>C</td>
<td>C+</td>
<td>B-</td>
<td>B</td>
<td>B+</td>
<td>A-</td>
<td>A</td>
</tr>
</tbody>
</table>

**Additional Grades:**
- \(N\) = Failure due to lack of attendance.
- \(I\) = Incomplete: Incomplete grades must be made up by the end of the next marking period if credit is to be received. The Dean’s Office will determine eligibility for issuance of an "incomplete" mark.
- \(P/F\) = Pass/Fail: If a student selects a course to be marked with pass/fail option, a contract needs to be negotiated in advance. See your counselor.
- \(L\) = If a course level change occurs within ten class periods of the end of a marking period the student will earn a grade of “L” (Late entry) in the new course for that marking period.

3. **REPORTING GRADES**

Beginning the day after the official deadline for submission of grades, teachers must disclose the grades they give to their students if the students to whom the grade was given requests that information. If the student asks the teacher to sign a sheet of paper in order to confirm that the grade on the card matches the one which the teacher communicated orally, the teacher must sign.

Report cards should not be distributed the day before a vacation period.
4. **GRADE CHANGES**
   All grade changes must be completed no later than one semester after the course is completed.

5. **PARTIAL CREDIT**
   No partial credit is given.

6. **GRADES GIVEN WHEN STUDENT CHANGES “LEVEL” DURING THE SCHOOL YEAR**
   When a student changes a course level during the school year, he/she carries the grade earned in the previous level and the teacher uses professional discretion in incorporating the previous grade(s) with grades earned in the new class. (See also Section III. G. 1)
III.D. HOMEWORK, EXAMS, STANDARDIZED TESTS

1. Homework Policy Over Vacations and Holidays

Category 1

The school system calendar for The Public Schools of Brookline recognizes certain religious holidays by designating them as “days of low attendance” or imbedding them within school vacations. This “day of low attendance” designation is utilized when absences by staff and students would impact the ability to conduct classes on that date.

In order to provide students with the opportunity to fully observe such holidays, no homework shall be assigned in any class for all students on the last day of school before the holiday. This does not apply when the holiday falls within a longer school vacation.

Homework assignments, projects, presentations or other assignments shall not be due and tests shall not be administered until at least the second class meeting beyond the holiday, even in the case of a longer school vacation.

These days are as follows: Rosh Hashanah (Day 1), Yom Kippur, Christmas, Good Friday and Easter.

Category 2

A second group of religious/cultural holidays are celebrated by a significant portion of our school population, but are not presently recognized as “days of low attendance” on the school system calendar. Therefore, school is in session on each of the days within this group.

In order to provide students with the opportunity to fully observe such holidays, no homework shall be assigned in any class for all students on the last day of school before the holiday.

Homework assignments, projects, presentations or other assignments shall not be due and tests shall not be administered until at least the second class meeting beyond the holiday.

These days are as follows: Eid al-Fitr, Lunar New Year and Passover (Day 1).

Category 3

These religious/cultural holidays impact a smaller number of our students than days in the categories above.

While school is in session on these days, students who are unable to complete a homework assignment due to this type of religious/cultural observance should inform the teacher, who will arrange with the student an alternative time for completion of the work, without loss of credit. Parents are also encouraged to contact the teacher regarding these observances.

These days include, but are not limited to, the following: Rosh Hashanah (Day 2), Sukkot, Eid al-Adha, Diwali, Chanukah (Day 1), Winter Solstice, Kwanzaa, Passover (other dates) and Shavuot.

No homework shall be assigned over the Thanksgiving break. Furthermore, projects, presentations or other assignments shall not be due and tests shall not be administered until at least the second class meeting beyond this break.

In all situations highlighted above, teachers are asked to comply with both the “letter” and “spirit” of this regulation.
2. Mid-year Exams
Teachers of full-year courses who wish not to give mid-year exams should request a waiver from their Department Chair. If approved, the teachers will use the scheduled exam period for another educationally relevant purpose.

3. SATs, College Boards, and Advanced Placement (AP) Tests
For information about these tests and testing dates, see your Guidance Counselor, or visit the Career Center.
Students taking an AP Exam are not required to attend regular classes on the day of the test.

4. Test Day Schedule
Brookline High School believes that all students should have the opportunity to show their best academic selves. To promote this important value, students have the right to limit assessments to a maximum of two per day.
In order to support student learning with respect to assessments, the following guidelines apply:
• The only assessments that are eligible to be postponed are those given fewer than 5 school days notice, except when all assessments were given full notice. In this case, the student is responsible for choosing which assessment(s) to postpone.
• Assessments that are not covered by this policy are those that include group assessments, in-class assignments, and quizzes that do not require special preparation beyond a typical night’s HW or in addition to a night’s HW.
• Students must notify the teacher at least 2 school days before the assessment and arrange an alternate time at the discretion of the teacher.
• Students may NOT abuse this privilege by burdening one subject area.
• Teachers who suspect abuse of this policy by a student can refer the student to the dean for mediation.

III.E. NATIONAL HONOR SOCIETY

In the early fall of the senior year (early enough so that membership can be communicated to colleges), outstanding students are inducted into the Brookline High School chapter of the National Honor Society (NHS). The Faculty determines membership in the National Honor Society. Students are offered membership if they have, during their tenure at The High School, demonstrated excellence in scholarship, leadership, service and character. The academic requirement is a G.P.A. of at least 3.3. In addition, students must engage in NHS-sponsored service and leadership activities during their senior year. Students must meet the following criteria in order to be inducted:

Leadership -- The student who exercises leadership:
♦ Demonstrates leadership in the classroom, at work, and in school or community activities
♦ Demonstrates leadership in promoting school activities
♦ Exercises influence on peers in upholding school ideals
♦ Contributes ideas that improve the civic life of the school
♦ Is able to delegate responsibilities
♦ Exemplifies positive attitudes
• Inspires positive behavior in others
• Demonstrates academic initiative
• Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and demonstrates reliability and dependability

**Service** -- The student who serves:
• Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
• Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
• Works well with others and is willing to take on difficult or inconspicuous responsibilities
• Is willing to represent the class or school in inter-class and inter-scholastic competition
• Completes committee and staff work with a positive spirit
• Shows courtesy by assisting visitors, teachers, and fellow students

**Character** -- The student who demonstrates character:
• Upholds principles of morality and ethics
• Takes criticism willingly and accepts recommendations graciously
• Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
• Demonstrates the highest standards of honesty and reliability
• Shows courtesy, concern, and respect for others
• Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom
• Has powers of concentration and sustained attention as shown by perseverance and application to studies

**Students who violate the Student Code of Conduct jeopardize eligibility for NHS, or risk exclusion from NHS once inducted.**

**III.F. STUDENT INPUT**

1. **QUESTIONS, CONCERNS, CRITICISM**

If you have a question, concern or criticism about something that happens in one of your classes, you should speak to your subject teacher first. After that, if the problem has not been resolved, you can see:
• your Counselor
• the Curriculum Coordinator
• your Dean
• a member of the Judicial Council
• the Headmaster
• the Assistant Superintendent
• the Superintendent
• a member of the School Committee
2. **STUDENT COMMENT SHEETS**
Teachers are required to give students course comment sheets at the end of each course. The completed forms are collected and taken in a sealed envelope marked with the teacher’s name and class to the appropriate department chair by a student in the class. The envelope is to be returned still sealed to the teacher after all grades have been submitted. The evaluation form will consist of a checklist to be completed, along with additional questions. Students are particularly encouraged to give additional written input in response to these latter questions.

Any problems encountered by either students or faculty should be addressed to the Judicial Council.

III. G. SCHOOL/CLASS WITHDRAWALS AND TRANSFERS

1. **Course Level Changes**
In order to maintain the integrity of their transcripts, students are encouraged to make any course level changes as soon as possible in Quarter 1. Level changes for year-long courses at Brookline High School must be completed by December 1st. If a level change occurs by this deadline the course which the student is dropping will not appear on the student’s transcript. After the December 1st deadline, a course level change can only be done by special action and the original course will appear on the student’s transcript with a W/grade.

If a level change occurs within 10 class periods of the end of the marking period the student will earn a grade of L” (Late entry) in the new course for that marking period.

2. **Withdrawal from Class**
All students who wish to drop a course (as opposed to changing levels) must do so before December 1st for full year courses and no later than a week after the first interim progress reports for semester courses. If a student withdraws by these deadlines, the course will not appear on the student’s permanent record. In the case of a withdrawal/drop after this deadline, the original course will appear on the student’s transcript with a W/grade. If a senior withdraws from a class after his/her transcript has been sent to a college, the guidance department will send a new transcript indicating the changes.

3. **Withdrawal from School**
All students who are withdrawing from BHS must go to the Registrar in the Main Office and obtain a Withdrawal Form. This must be signed by your administrator, all subject teachers (including grade and date), librarian, etc. If you are under 18, a letter from your parent/guardian must be submitted to the Registrar stating that you are leaving BHS, and indicating where you are going and where the records are to be sent.

4. **Transferring to Brookline High School**
Students transferring from other schools to BHS can apply a maximum of 5.75 credits per year from their previous school toward their BHS diploma. Exceptions may be granted by the Headmaster.
III. H. OPEN CAMPUS POLICY
For Students in Grade 9: All 9th graders are fully scheduled during the first semester. Students who have earned a 2.0 Grade Point Average for the first semester, who display good citizenship, as determined by their administrator, and obtain approval from their parent/guardian, are eligible to have up to four unscheduled blocks per week during the second semester.

For Students in Grades 10-12: Students in grades 10-12 who maintain a 2.0 GPA, who display good citizenship, as determined by their administrator are eligible for unscheduled blocks. Administrators can revoke Open Campus privileges as defined in the Code of Conduct. Parents can, at any time, request that students not have Open Campus privileges.

III. I. RESIDENCY REQUIREMENT
You must attend the High School for at least one full semester (two quarters) in order to graduate with a Brookline High School diploma.

III. J. EARLY GRADUATION
Students may apply for Early Graduation for a variety of reasons but must plan to be active in a program that will benefit their future more than the work they would have been doing at BHS during the time they are asking to be excused. Early graduation may be requested only by students who have spent a minimum of two years at BHS. The following procedure should be followed by any student requesting to graduate either one or two semesters early:

1. The student should first contact his/her counselor and discuss the plans for Early Graduation during the first week of the school year.
2. The student will submit to his/her Administrator a written request specifying the time of and reason for early graduation, plan for meeting all graduation requirements, and post-graduation plans by the end of the second week of the school year.
3. If the administrator approves the plan (which must also include approval by appropriate Department Chair(s)), the Administrator will communicate the decision to all staff working with the student.
4. The student and counselor will work together to ensure that all agreed-upon work has been completed and semester marks recorded before the student may leave.
5. The student and counselor should communicate regularly to ensure all procedural steps are taken and that all credits are earned.
6. Approval for Early Graduation is done by Special Action.

III. K. CREDIT FOR LATE ENTRANTS IN A COURSE
1. All late entrants will be classified as "audit" students, participating in class but receiving no grade/credit. Their report cards will reflect their status as auditors and will include only attendance and citizenship comments.
2. The status of such late entrants will remain "audit" for the duration of the course unless:
   a. they produce a transcript which reflects work already completed in the subject matter of present courses, or
   b. they demonstrate competency in the subject as defined by the subject teacher and the curriculum chair.
III. L. COURSES TAKEN OUTSIDE THE BHS COURSE CATALOGUE
A student who is presently enrolled at BHS may take courses outside the BHS catalogue under the following circumstances:

1. Students may take courses in the BHS Summer School for original credit with prior approval from the appropriate Department Chair.

2. Students may take courses in the BHS Summer School for make-up credit, for classes with an E or N grade, with prior approval from the appropriate Department Chair and Dean. The grade in this course will appear on the BHS transcript, and be included in the GPA. The original course and grade remains on the transcript as well.

3. Students may take Independent Study courses with a BHS teacher under the following circumstances: a.) a teacher agrees to work with the student; b.) a contract is written describing course expectations and grading arrangements; c.) the independent study course modifies or extends beyond the BHS curriculum; and d.) a Special Action Form is completed with approval by the Teacher, the Parent, the Guidance Counselor, the Department Chair, the Dean, and the Assistant Headmaster.

4. Students may take courses at other educational institutions: non BHS summer schools, adult education programs, and colleges and universities. Credit towards graduation may be given for these courses with prior approval, however the grade(s) will not be averaged into the GPA. Transcripts will be attached to the BHS transcript. For non make-up courses at other institutions, the transcript may be attached to the BHS transcript with prior approval.

III. M. WORKING FOR CREDIT IN THE BUSINESS COMMUNITY

Cooperative Work Experience
If you are working on a paid job in the community, you may earn credit through the Cooperative Work Experience Program. This program requires that you work a minimum of 12 hours per week in order to earn a full credit.

Whenever possible, students are assisted in securing part-time employment through this program. See Mrs. Walsh, UA23, for an application for the Cooperative Work Experience Program.

III. N. BOOK RETURN POLICY

1. The return of books and materials is a school requirement. Teachers need to make this clear to their students.

2. Return of or payment for books and materials must be made to the appropriate staff member or to the department chairperson.

3. Borrowing privileges in the library will be suspended until books and materials are returned or paid for.

III. O. POLICY ON COMPUTING ETHICS

Hundreds of users share the computing facilities at Brookline High School. These facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to disrupt Brookline High School’s business or the work of others. Students are therefore required to exercise responsible, ethical behavior when using Brookline High School’s computing facilities. As used herein the term "computing facility" means, refers to and includes any and all forms of computer-related classrooms, labs, libraries, resource areas, offices and equipment, tools and intellectual property, including computer systems, personal computers, and computer networks, e-mail services and all forms of software,
firmware, operating software and application software, which is owned or is under the possession, custody or control of the Brookline Public Schools. Specifically, the following rules apply:

1. Students must use only those computing facilities which are provided and posted as available for student use. Administration and staff computing facilities are not to be used by students. Students are not to use computing facilities for any purpose other than that which is posted. Students are to use computing facilities only while under the supervision of faculty or staff. The unauthorized use of computer resources, as well as the providing of false or misleading information for the purpose of obtaining access to computing facilities, is prohibited and will be regarded as a violation of school policy. Students must not use Brookline High School’s computing facilities to gain unauthorized access to computing facilities of other institutions, organizations or individuals.

2. Students must not alter, copy, move or remove information, proprietary software or other files (including programs, data and electronic mail). Students must not copy, distribute, display or disclose third party proprietary software without prior authorization from the licensor.

3. Students must not use any computing facility irresponsibly. This includes but is not limited to transmitting or making accessible offensive, annoying or harassing material; intentionally, recklessly or negligently damaging any system; accessing or obtaining data or data paths not authorized for student use; intentionally violating the privacy of or damaging information belonging to another student or staff member; intentionally misusing system resources or allowing misuse of system resources by others; or loading or using software or related student programs or documents onto any classroom or administrative computer system.

The unauthorized or improper use of Brookline High School’s computing facilities, including the failure to comply with the above guidelines, constitutes a violation of Brookline High School and/or School Department policy and/or Federal Law and will subject the violator to disciplinary and/or legal action. Disciplinary action can include but is not limited to immediate loss of use of computer facilities including restricted access to computer labs and the library.

III. P. INTERNET USE POLICY
The primary purpose of the Internet connection is educational; therefore, the Brookline Public Schools:

- Takes no responsibility for any information or materials that are transferred through Internet and requires users to refrain from downloading inappropriate, non-educational material;
- Will not be liable for the actions of anyone connecting to Internet through this hook-up. All users shall assume full liability, legal, financial, or otherwise, for their actions;
- Makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Brookline Public Schools shall not be liable for any loss or corruption of data resulting from use of the Internet connection;
- Reserves the right to examine all data stored in computers or on disks to ensure that users are in compliance with these regulations;
- Strongly condemns the illegal distribution of software, otherwise known as pirating. Any students transferring such files through Internet, and any whose accounts are found to contain such illegal files, shall have their accounts permanently revoked;
• Reminds all users that when they use Internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner;
• Reserves the right to change or modify these rules at any time without notice.

Contract Regarding the Use of Internet
The student agrees:
• To abide by all rules which are listed in this policy;
• That the primary purpose of the Brookline Public Schools Internet connection is educational;
• That the use of Internet is a privilege, not a right;
• Not to participate in the transfer of inappropriate or illegal materials through the Brookline Public Schools Internet connection;
• Not to allow other individuals to use my account for Internet activities nor will I give anyone my password.
• That inappropriate behavior may lead to penalties including revoking of account, disciplinary action, and/or legal action.
• To release the Brookline Public Schools from any liability or damages that may result from the use of the Internet connection.

The parent/guardian agrees to accept all financial and legal liabilities which may result from the student’s use of the Brookline Public Schools Internet connection.

III. Q. EDUCATIONAL OPTIONS AND SERVICES

1. Applications for a 5th Year at BHS:
   In order to enroll in The High School for a fifth year, students must have a conference with their administrator. The administrator will then make a recommendation to the Headmaster regarding acceptance.

2. Interscholastic Sport Contract
   All sophomores, juniors and seniors who are members of a Brookline High School athletic team may contract with the Health and Fitness Department to substitute their team sport for their regular Health and Fitness class during the season of that sport. You may do this for each season in which you compete. It is the student’s responsibility to fill out all the necessary forms. This is done in the Health and Fitness office with Ms. Jacobs.

3. After-School Contract Health and Fitness
   After-school physical activity contracts can be used to substitute for the health and fitness requirement. After-school physical activity contracts will be considered for students, in grades 10-12, with no availability in their schedule to take a health and fitness course during the entire school year. Requests for the contract must be made to the Curriculum Coordinator of Health and Fitness, prior to participation in the activity and prior to the start of the semester. The
activity or sport, for which a contract is written, shall NOT be offered at Brookline High School. Programs, in which students choose to participate, must be instructional. Time spent in a contract physical activity must meet the minimum time requirement of 40 hours, spread evenly throughout the semester. Evidence of active physical activity engagement, throughout the semester, is required. Attendance and progress reports must be submitted at regular intervals. Summary / reflection reports, based on chapters within designated books or research articles and physical activity experiences, shall be submitted to the Curriculum Coordinator of Health and Fitness prior to the end of the semester. One contract, per year, is allowed.

4. Auditing Classes
   Students may sit in on (audit) any class in the school with the permission of the teacher. You may try a class for a long or short period. See your guidance counselor for more information.

5. Pass-Fail Option:
   Juniors and Seniors may add a sixth or seventh course to their schedules on a pass-fail basis. If you choose to do this, you must get approval from the subject teacher, Department Chair, guidance counselor, administrator, and your parent.

   You must apply for this option by the end of the first quarter in a semester course or by the end of the first semester in a year course. You will get full credit for the course and a grade of P or F, which will not be computed into your grade point average. You will be expected to do all assigned work and take all tests. This option is not available in AP courses, English, U. S. History or H&F.
## SECTION IV: SCHOLARSHIPS AND AWARDS

Brookline High School Scholarships

There are over 100 Brookline High School sponsored scholarships that are awarded each year. These scholarships represent the generosity of alumni, parents, businesses, civic organizations, local universities, and total over $500,000.00 annually. The process that seniors, and in some cases, juniors, must follow to obtain a BHS scholarship is widely publicized each year at school by the scholarship coordinator. Scholarships are awarded only to those students who apply. Students will receive information in their Advisories in January about the application process. The Scholarship Committee works to match students with appropriate scholarship awards. Students with financial need are given preference.

The following is a list of all BHS scholarships, listed in order of inception.

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>First Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. John E. Corcoran Scholarship</td>
<td>1923</td>
</tr>
<tr>
<td>Dr. Ethel M. Jenkins Scholarships</td>
<td>1926</td>
</tr>
<tr>
<td>Charles W. Holtzer Scholarships</td>
<td>1930</td>
</tr>
<tr>
<td>Abbie W. Deane Scholarship</td>
<td>1941</td>
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<tr>
<td>Maude Young Scholarship</td>
<td>1941</td>
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<tr>
<td>Payson Dana Scholarship</td>
<td>1941</td>
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<tr>
<td>Mabel Prescott Bailey Scholarship</td>
<td>1948</td>
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<tr>
<td>Charles H. Taylor Memorial Scholarship</td>
<td>1955</td>
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<tr>
<td>Allen-Meyers Graduates Scholarships</td>
<td>1956</td>
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<tr>
<td>Elgie Clucas Memorial Scholarship</td>
<td>1958</td>
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<tr>
<td>Louise A. Levenson Scholarship</td>
<td>1958</td>
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<tr>
<td>James W. Tonra Memorial Scholarships</td>
<td>1958</td>
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<tr>
<td>The Robert J. Newbury Scholarship</td>
<td>1961</td>
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<tr>
<td>Moustapha Avidgor-Kiwanis Club of Brookline Scholar</td>
<td>1962</td>
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<tr>
<td>Dollars for Scholars Scholarship</td>
<td>1962</td>
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<tr>
<td>Katherine Bradburn Schick Scholarship</td>
<td>1964</td>
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<tr>
<td>Katherine C. Ginty Scholarship</td>
<td>1967</td>
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<tr>
<td>Morris Rand Scholarships</td>
<td>1968</td>
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<tr>
<td>Henry J. Downes/Gridiron Club Scholarship</td>
<td>1968</td>
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<tr>
<td>Brookline Youth Concerts Scholarship</td>
<td>1971</td>
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<tr>
<td>Kendrick Memorial Scholarship</td>
<td>1971</td>
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<tr>
<td>Boston University Scholarships</td>
<td>1973</td>
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<tr>
<td>Harry and Marion Dubbs Music Scholarship</td>
<td>1974</td>
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<tr>
<td>Olga E. E. Blasser Scholarships</td>
<td>1974</td>
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<tr>
<td>Helen V. O’Brien Scholarship</td>
<td>1974</td>
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<tr>
<td>Paul L. Pastan Memorial Scholarship</td>
<td>1975</td>
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<tr>
<td>Harry J. Dowd Memorial Scholarship</td>
<td>1975</td>
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<tr>
<td>Northeastern University Scholarships</td>
<td>1975</td>
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<tr>
<td>Ann E. MacDonald Scholarship</td>
<td>1976</td>
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<tr>
<td>Viola R. Pinanski Scholarship</td>
<td>1977</td>
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<tr>
<td>Dennis E. Murphy Jr. Memorial Scholarship</td>
<td>1977</td>
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<tr>
<td>John P. Phillips Memorial Scholarship</td>
<td>1977</td>
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<tr>
<td>Allan Sidd - Kiwanis Club of Brookline Scholarships</td>
<td>1978</td>
</tr>
<tr>
<td>Rotary Club of Brookline Scholarships</td>
<td>1978</td>
</tr>
<tr>
<td>Mary Taylor Walsh Memorial Scholarship</td>
<td>1979</td>
</tr>
<tr>
<td>Class of 1925 Alfred M. Vinton Scholarship</td>
<td>1980</td>
</tr>
</tbody>
</table>
Carmen P. and Mary Rinaldi Scholarship  First awarded in 1981
Robert I. Sperber Scholarship  First awarded in 1983
Andrew Warren Lurie Scholarship  First awarded in 1983
Astrid “Sandy” Clifford Scholarship  First awarded in 1983
Chinese Parents Committee of Brookline Scholarship  First awarded in 1984
Zuckerman Scholarship  First awarded in 1986
Joseph T. Malinn Scholarship  First awarded in 1986
Anne Geohegan Memorial Scholarship  First awarded in 1986
Joseph M. Tynan Jr. Scholarship  First awarded in 1987
Paul C. Kelleher Memorial Scholarship  First awarded in 1987
William F. Sullivan Scholarship  First awarded in 1987
Brookline Chamber Music Society Scholarship  First awarded in 1987
Class of 1937 Scholarship  First awarded in 1988
Pilch Family Scholarship  First awarded in 1989
Edward McHugh Sportsmanship Award  First awarded in 1989
Kevin Gannon Memorial Scholarship  First awarded in 1989
Warren L. Bartlett/Class of 1949 Scholarship  First awarded in 1990
BHS Alumni Association Scholarship  First awarded in 1991
Arthur P. Murphy, Jr. Memorial Scholarship  First awarded in 1991
Sean W. Hutchings Memorial Award  First awarded in 1992
Nathan Purpel Scholarship  First awarded in 1993
Robert F. Trohon – Kiwanis Scholarship  First awarded in 1994
Ada B. Deal Scholarship  First awarded in 1994
Lee Herbert Auerbach Scholarship  First awarded in 1995
Richard T. Leary Scholarship  First awarded in 1995
Bay State Federal Charitable Foundation Scholarship  First awarded in 1995
Frances Rogovin Scholarship  First awarded in 1996
Tech Prep - John T. Ryan Scholarship  First awarded in 1996
James M. Mattimoe Memorial Scholarship  First awarded in 1997
Dr. Delbert Moyer Stailey Scholarship  First awarded in 1997
Peter R. Polishuk Memorial Scholarship  First awarded in 1998
Harold Silverman Memorial Scholarship  First awarded in 1999
Harold Huxtable Memorial Scholarship  First awarded in 2000
F. Meade Reynolds Scholarship  First awarded in 2000
Charlie Lorie Memorial Scholarship  First awarded in 2001
Dr. James F. Walsh Scholarship  First awarded in 2001
OuYang Yu Scholarship  First awarded in 2002
Marisa Amy Shea Scholarship  First awarded in 1989, renamed
Stephen N. Fenn and Lisa Fenn Gordenstein  and awarded in both names in 2002
Memorial Scholarship
Rozanna Alexis Tendler Memorial Scholarship  First awarded in 2003
James Cockfield Scholarship  First awarded in 2003
Ruth Jacobson, Ed.D. Educational Scholarship  First awarded in 2003
Edith A. Pistorino Scholarship  First awarded in 2003
Robert Pugatch Memorial Scholarship  First awarded in 2003
Dr. Bertram H. Holland Class of 1945 Alumni Scholarship  First awarded in 1993, renamed
Joan and William Hertzmark Scholarship  and awarded in both names in 2004
William Costin Memorial Scholarship  First awarded in 2004
Brookline Educators Association/William Hibert Scholarship
Richard P. Gordon Twin Scholarship
Robert Pugatch Family Memorial Scholarship
Charlotte and Jack Laven Scholarship
Henry Kennison Food Service Scholarship

Rae and Louis Kozloff Memorial Scholarship
Janet L. Morris Scholarship
Toni J. Cradle Scholarship
Agnes Rogers Scholarship
William Grady Scholarship
Jacob Kliman-Trimble Memorial Scholarship
James C. Cradle Scholarship
Class of 1956 Scholarship
Page Scholarship for Unique Passions and Careers
Maureen Young Nursing Scholarship
Michael P. Trodeman Scholarship
Jeremy S. Kritzman Memorial Scholarship
Michael Mindlin Family Scholarship
Dr. Robert W. Weintraub Scholarship
Lindsay Murphy Scholarship
The Class of 1944 Scholarship
The Jennifer Winton Scholarship
Class of 1972 Memorial Scholarship
José Vázquez Vinasco Courage and Excellence Scholarship
Michael Gorman Memorial Scholarship
Nicolette D. Troublos Scholarship
Peter James Scholarship
Majorie Segel Scholarship
Senior to Senior Scholarship
Harold Brown Scholarship
Karen Kuskin-Smith Scholarship
Thomas P. Hennessy Scholarship
Brookline Community Foundation Scholarship
ACE Scholarship
Peter F. McNulty Memorial Scholarship
The Serrato Marks Family Scholarship
The Frank Wendell Farlow Scholarship

First awarded in 1963, renamed and awarded in 2004
First awarded in 2004
First awarded in 2005
First awarded in 2005
First awarded in 1984, renamed and awarded in 2005
First awarded in 2006
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First awarded in 2016
First awarded in 2016
First awarded in 2016
First awarded in 2016
First awarded in 2017
First awarded in 2017
Special Awards at Brookline High

Each year during the month of April or May, Brookline High School holds its annual Special Awards Program. This program is held in the Roberts and Dubbs Auditorium in the evening and recognizes and celebrates the extraordinary accomplishments of Brookline High School students across the spectrum of human achievement. The awards presented are in the form of cash, trophies, plaques, books, certificates and medals. The following special awards are given annually.

William H. Lincoln Medals - The William H. Lincoln Medals are the most prestigious awards that BHS can bestow upon a student. They have been in existence for 80 years. They are awarded to the student deemed to be the most proficient, regardless of year of graduation, in the following disciplines: Art, Computer Science, English, French, Latin, Mandarin, Math, Physics, Spanish and U.S. History.

Senior Awards
National Merit Finalists
National Achievement Scholarship Program
League of Women Voters of Brookline Award
Lt. David Wax Memorial Award

Sumner Shikes Memorial Award
Daughters of American Revolution Good Citizen Award

Junior Book Awards
Boston University Book Award
Bryn Mawr College President’s Book Award
Brandeis University Book Award
Colby College Book Award
College of Mt. Saint Vincent Book Award
Cornell University Book Award
Dartmouth College Book Award
George Washington University Book Award
Harvard Book Prizes

Mount Holyoke College Book Award
Princeton Association of NE Award
St. Michael College Book Award
Smith College Book Award
Swarthmore College Book Award
Wellesley College Book Award
Williams College Book Award
Yale University Book Award

Special Awards
The 21st Century Fund Award

Saloman-Dorfman Family Community Award

Department Awards

Art

BHS Art Department Awards
The Renaissance Artist Award

Rhode Island School of Design Book Prize

Career and Technology Education

Harriet J. and Raymond L. Miranda Memorial Awards
Thomas J. Corcoran Memorial Award
English
Brown University Book Award
Chatham College Book Award
English Department Junior Book Awards
English as a New Language Book Awards
Most Improved Performance in English

English Language Learning
ELL Book Awards

Mathematics
Robert T. Wiggin Awards
Olivia Abelson Award
Charlotte Ramsey Memorial Book Awards

METCO
METCO Award for Excellence

Performing Arts
Dance Department Book Awards
Drama Society Book Awards
William M. Griffin Award
Helen Sagoff Slosberg Book Awards
Jeremy S. Kritzman Memorial Award

Science
A. Carlton Warren Award
Dr. Bertram Holland Award
Society of Women Engineers Awards
Physics I Award
Chemistry I Award

Social Studies
Dr. John A. Curtin Prizes
Social Studies Junior & Senior Book Awards
Bradford Wright Award for Excellence in U. S.
History

World Languages
NECTFL Board of Directors Awards
José Ricardo and María Calleja Prize
National Foreign Language Exams
SECTION V: STUDENT ACTIVITIES AND CLUBS

1. Procedure for the Establishment of New Clubs
In order to be recognized as an official Brookline High School club, a group of students must submit an application to the Assistant Headmaster’s Office. The application, signed by students and the prospective faculty advisor, must include the name of the proposed club, a description of the goals and purposes of the organization, and the time and place of proposed meetings. The Assistant Headmaster’s Office submits completed applications to the Student Council for their approval. The Student Council allocates funding for clubs in the spring of each school year.

2. Club Privileges
A club may place information on school bulletin boards. All information must be identified with the name of the club. A club is eligible for funding from the Student Council. All clubs will be listed in The School Handbook with their description and their faculty advisors.

3. Club Responsibilities
A club may control its own membership and may require members to attend meetings. However, it may not refuse or terminate membership to someone on the basis of race, gender, sexual preference, religion, national origin, grade, or because of handicap. It also may not refuse or terminate membership to someone for failing to attend meetings during class time, including Z-block. If someone feels that he or she has been refused membership or had his or her membership terminated in violation of this section, he or she may file a case with the Judicial Council. No student may participate in a club or activity if that student was absent during the entire school day.

4. Role of the Faculty Advisor
The faculty advisor is responsible for the operation of the club. He/She must be informed of all proposed club activities, and may veto any event he or she feels violates the law, or the policies of The Handbook. If the club members disagree and an agreement cannot be reached, then an appeal may be filed by the club with the Judicial Council. The faculty advisor also has the right and responsibility to enforce all internal club rules. The faculty advisor must inform the Assistant Headmaster of any potentially hazardous club activities.

List of clubs
An updated list of clubs will appear on the school website prior to the annual club fair in October.
SECTION VI: ATHLETICS AT BROOKLINE HIGH SCHOOL

The Brookline High School Athletic Program is comprised of 74 teams, at the Freshman, Junior Varsity, and Varsity levels, in 40 sport offerings. The High School is a member of the Division I Bay State Conference, the strongest athletic conference in the State.

Over the past few years, Brookline High School teams have won many League championships; many of our students have been selected as All-Scholastics; and six of our coaches have been selected Coach of the Year.

Whenever possible in the Athletic Program, a no cut policy is employed. Students are expected to display full commitment to the sport.

Expectation of Athletes:
All athletes are expected to display commitment to the team by attending practices and games during their respective seasons of play. Student-athletes and families must be aware that many teams practice and play during school vacation periods. For more complete information regarding Athletic Department expectations, policies and consequences, student-athletes and families should review the BHS Athletics Handbook found at: www.brooklinewarriors.net. The Athletics Handbook outlines procedures that encourage communication with coaches or the Athletic Director when issues arise.

Goals of the Program:
♦ To provide an opportunity for maximum athletic development of students across the spectrum of ability.
♦ To promote the social, intellectual, emotional, and physical development of our students.
♦ To develop an understanding of the value of cooperation and competition.
♦ To develop good citizenship and respect for rules and authority.
♦ To have fun

Athletic Offerings:

<table>
<thead>
<tr>
<th></th>
<th><strong>Boys</strong></th>
<th><strong>Girls</strong></th>
<th><strong>Boys</strong></th>
<th><strong>Girls</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL</strong></td>
<td></td>
<td></td>
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<tr>
<td>Cross Country</td>
<td>Football</td>
<td>Golf</td>
<td>Soccer</td>
<td>Swimming</td>
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<td>Field Hockey</td>
<td>Soccer</td>
<td>Swimming</td>
<td>Volleyball</td>
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<td>Cheerleading</td>
<td>Cheerleading</td>
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<td><strong>WINTER</strong></td>
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<tr>
<td>Basketball</td>
<td>Ice Hockey</td>
<td>Skiing</td>
<td>Swimming</td>
<td>Track</td>
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<tr>
<td>Gymnastics</td>
<td>Skiing</td>
<td>Track</td>
<td>Ice Hockey</td>
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<tr>
<td>Ultimate Disc</td>
<td>Wrestling</td>
<td>Wrestling</td>
<td>Volleyball</td>
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</table>

Prior to any student’s approval by the Athletic Office, the student must:
1. complete the permission form,
2. submit a completed physical examination form,
3. pay the activity fee,*
4. meet the academic eligibility (passing four major subjects) defined by MIAA.
MIAA Academic Requirements

1. During the last marking period preceding the athletic contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) A student must secure a passing grade in the equivalent of four major subjects. To satisfy this requirement for that marking period, a student must have passed sufficient courses which carry credits totaling the equivalent of four 1-year major English courses.

2. A student cannot at any time represent a school unless that student is taking courses which would provide credit equivalent to four 1-year major English courses.

3. To be eligible for the fall marking period, students are required to have passed the equivalent of four 1-year major English courses.

4. The academic eligibility of all students shall be considered as official and in the previous academic year determining only on the date when the report cards for that ranking period have been issued to the parents of all students within a particular class.

5. Incomplete grades may not be counted toward eligibility.

6. A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.

7. A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has been previously pursued and failed.

8. A student receiving services under Chapter 766 whose individualized education plan is a 502.4 or more restrictive prototype may be declared academically eligible by the principal provided that all other eligibility requirements are met.

*Since Proposition 2 1/2 began, we have found it necessary to charge an activity fee in order to maintain a full athletic program. The current fee is $300.00 per season. A waiver of the athletic fee is available in the case of financial hardship. Requests for waivers, describing hardship, should be submitted in writing to the Athletic Office.

NOTE: Questions regarding participation in sports programs should be directed to the Director of Athletics, Peter Rittenburg at 713-5288.
SECTION VII: GENERAL INFORMATION ABOUT BHS

1. A Quick Guide to Obtaining Answers to Common Questions
   Answers to many common questions can be found in the BHS School Handbook, (this handbook) which is distributed at the beginning of each school year and is discussed at early school-year meetings with students and parents. To reach a faculty member, you should leave a message at the appropriate department office.

   **Area of Concern** | **Call**
   -------------------|-------------------
   A specific class   | The teacher       
   Academic performance | Guidance counselor |
   Choice of course   | Guidance counselor |
   Choice of college  | Guidance counselor |
   Attendance or conduct | Dean of Students |

2. A Quick Guide to Obtaining Answers to Additional Questions which may be posed for students who are served by special educational programs.
   In addition to the areas referenced in number one (1) which also apply to students with special needs, parents and students may have questions relative to the IEP process and/or the services identified for the student. Parents and students are strongly encouraged to first utilize those avenues noted in number one (1) for general curriculum concerns and information related to the high school itself. The following should be utilized when the concern involves those aspects of the student’s education which are encompassed by the IEP.

   **Area Of Concern** | **Call**
   -------------------|-------------------
   IEP Services       | Program Coordinator |
   Curriculum         | Curriculum Coordinator/Teacher |
   Special Ed. Curriculum | Program Coordinator/Teacher |
   Psychological/Social Worker Services | Psychologist/Social Worker |
   Related Services (speech/language, OT, APE, PT, et al.) | Special Education Secretary (message will be routed) |
   Special Education Offerings | See the BHS Course Catalogue |

3. The Grade Level Administrative Structure
   In 1994, The High School began operating under a “Grade Level Administrative Structure,” also known as a “horizontal” structure. A team of advisory teachers, counselors, and support staff, led by a Dean and Associate Dean of Students, monitors the academic and social development of each student in the class. The Advisory teacher meets with students once a week; class meetings are held; and the entire team remains with the class for four years. The team is responsible for the enforcement of attendance and discipline policies; counselors work with students, individually and in small groups for the selection of the academic program and in preparation for post-high school plans. The team helps to build class unity and spirit and organize whole class activities.
Additional Programs and Offices within BHS

**ACE: Alternative Choices in Education**
Coordinator: Amy Bayer  713-5256
The Opportunity for Change program serves about fifty students, who require a more individual and intensive educational experience. Six teachers, social workers, and psychologists work closely with the students. Admission is by application.

**ExCEL**
Teacher Leader: Jocelyn Vendola  713-5344
The ExCEL (Excellence in Community, Education, and Learning) program serves approximately thirty students, who require a highly supportive and individualized educational experience. Four teachers, one social worker, and two paraprofessionals support the students in the program. Students enter ExCEL through the IEP team process.

**METCO**
Coordinator: Courtney Valentine  713-5171
The Town of Brookline participates in METCO, a program which enables students from Boston to attend Brookline Schools for quality integrated education, new learning experiences for suburban students, and closer understanding and cooperation between urban and suburban parents.

**School Within-A-School**
Coordinator: Dan Bresman  713-5400
School-Within-A-School is an alternative democratic school community within the High School for 115 Sophomores, Juniors and Seniors. Enrollment is by student application and selection by lottery. Parent approval and cooperation is required. SWS has a coordinator/counselor and four faculty members. Its students typically take three courses from the regular curriculum and two within SWS. Attendance at its Town Meeting is required.

**Summer School**
Director: Kyle Beaulieu-Jones  713-5207
Summer School is in session for six weeks during July and August. Students have a chance to make up courses they have failed during the year, or to take courses for enrichment. For more information, please see your counselor or the Director of Summer School, Kyle Beaulieu-Jones.

**Winthrop House**
Coordinator: Owen Minott  739-7647
The Winthrop House Program is a special education alternative program located at the Baldwin School in Brookline. Admission is through a Chapter 766 Special Education Evaluation, 766 TEAM meeting, and recommendation by the Special Education Team. Winthrop House is a therapeutic educational program.
Social Work/Counseling Services:
Social work and Counseling services are available to every student at BHS. On site social workers provide one-to-one or small group relationships for students on a short term or long term basis. Students who are experiencing conflicts with family, peers, or teachers; depression and/or feelings of isolation; aggressive or hostile feelings; or simply confusion about self, may want to make an appointment with a social worker to discuss these and other issues. All meetings are confidential.

BHS social workers can be reached at the following extensions:
Paul Epstein 713-5313
Karen Kennedy 713-5312
Francis Kuehn 713-5082
Kate Lipman 713-5071

Career and Technology Education
Coordinator: Brittany Stevens 713-5101
Programs to help students explore career opportunities have been part of the curriculum since 1966. Students acquire skills, habits, and attitudes necessary for work success. Classroom activity is closely coordinated with actual work experience where possible. Career programs can be combined with college preparatory courses. Career cluster areas are: Food Services, Human Development, Environmental Technology, Construction Technology, Graphic Arts and Publishing, and Business and Information Technology.

Community Service
Coordinator: Lisa Gaffney 713-5136
Students may explore career and vocational goals while volunteering either in school or in the community for one or both semesters and earn credit for their service-learning experiences. Programs are arranged by contract in writing and approved by the student, parent, coordinator, and the supervisor who will evaluate the student.

Advanced Placement
Coordinator: Alex Young and Kate Cordner 713-5040
Many colleges grant advanced placement, credit, or both, to students who achieve a score of “4” or “5” on an AP examination. BHS was one of the first high schools to participate in this program of the College Entrance Examination Board. Under the principle of open admission, and through a collaborative process between students, teachers and parents, admission to AP courses is determined. AP courses are: American History, American Government and Politics, Human Geography, Environmental Science, Art Studio, Biology, Chemistry, Physics 1&2 and C, French, Spanish, Latin, Japanese, Chinese, Mathematics AB and BC, Computer Science, Statistics, and Music Theory.

Custodial Services
James Mellett, Senior Custodian Day: 713-5072
Bob DeGraw, Senior Custodian Evenings 713-5125
Things to Know about BHS

The BHS Course Catalogue
Brookline High offers students a comprehensive core curriculum with an attractive choice of programs and courses. Courses are offered at three college-preparatory levels: Standard, Honor, and Advanced Placement. The catalogue describes each of the more than 400 courses. Please work with your child, and your child’s guidance counselor, to select an interesting and challenging academic program.

Interim Progress Reports
Interim Progress Reports will be issued four times each year at midterm. They may indicate that a student is failing or in danger of failing a course (or courses). They may also indicate that a student is doing well.

Course Load
Students must carry five or more credit courses in a semester. The Office of the Dean of Students is open during the last week of August to register new students and to consult with any student seeking advice and help.

Days of Low Attendance
Students who will be absent for religious reasons may submit one note in the fall covering all such days in the year or submit a note at least one day prior to the absence. No tests are given on these days, and teachers assign work with these days in mind.

Grading
The academic year is divided into four quarters, and marks are recorded, and communicated on the report card, at the end of each quarter. The final exam at the end of the year or for a semester is computed into the last quarter mark but may also serve as a significant contribution to the final mark.

Visits to BHS
Parents visiting BHS before 9:00 am should park in the Visitor’s section on Tappan Street from Welland Road to Blake Road. A Visitor’s Sticker is required! When arranging the meeting date, ask for a Visitor’s Parking Sticker to be mailed home. If time does not permit or if making an unscheduled visit, then park in a Visitor’s space and promptly secure a Visitor’s Parking Sticker at any office. If you are visiting after 9:00 am you may park in the many legally available areas, or in the Visitor’s Parking area on Tappan Street.

Parking
Handicapped parking spaces are available on Tappan Street, Welland Road, and Lowell Road.
When a temporary parking sticker is issued, it does not permit the user to park in the Special Town Sticker (Green/White) restricted area.
If you have parked legally according to the type of sticker assigned to you and you receive a ticket or feel you have been unjustly tagged, please see a secretary in the Main Office. Students should not park cars in the designated sticker areas.
Student Visitors
Brookline High School is an academic institution. Students from other schools who wish to visit must be accompanied by a host student, and the host student must present a letter, signed by his/her parents, to the Dean’s Office 48 hours in advance of the proposed visit. If the visit is approved by the Dean, the host student and visiting student must sign in at the Dean’s Office on the day of the visit when the visiting student receives an Official Visitors Pass. The student host is responsible for the visitor and must remain with the visitor throughout the day. Student visitors are not permitted on days preceding vacations and on days of special events.

Other Alumni of BHS must check in at the Main Office and receive an Official Visitors Pass before a visit may begin.

PLACES:

Cafeteria
The cafeteria is open for breakfast from 7:45-9:45 a.m. when juice, cereal, egg sandwiches, doughnuts, muffins, hot chocolate, coffee and tea are served.

The cafeteria is open for lunch from 11:10 a.m.-12:55 p.m. Monday through Friday. Hot lunches, salads, pizza and hamburgers are on sale for lunch. Each student is expected to dispose of all trash before leaving the cafeteria.

Clinic
Located in Room 147 on the first floor, the Clinic is staffed by a secretary, a full-time nurse, and a physician on call. Students who are ill and wish to visit the Clinic should obtain a pass from his/her administrator’s office or the teacher whose class they are leaving. In case of emergency, a pass is not required.

Language Lab
The language lab in Room 230 has a wide variety of materials in all the languages that are taught at B.H.S. Students may use the lab during study and free periods. Freshmen will need a pass. Students taking a world language are generally assigned regular homework to be done in the lab.

Tappan Street Gym
The Gym on Tappan Street has tennis courts and the pool as well as locker rooms for the gyms and a room for CPR courses. The gym is open after school hours only for supervised activities.

The Unified Arts Building
Within this red brick building on Tappan Street, all the Visual Arts and many Career and Technology Education courses are offered. Students may take a wide variety of courses here including ceramics, jewelrystemaking, drawing, painting, animation, engineering, television production, medical career, woodworking, construction engineering, computer aided design (CAD), website development and photography.
Sylvia Burack Library

The library is acknowledged as a research and information center designed for individual and quiet cooperative study and as a classroom for learning information skills. The library has a large collection of materials, both fiction and nonfiction, print and non-print. The library staff is always available to help you. Conference rooms may be reserved by students wishing to study in groups, or by students who need to use the audiovisual facilities for school-related activities. The librarians have the authority to ask students who are being disruptive to the quiet working atmosphere to leave the library. Librarians will request assistance from the Dean’s Offices in order to enforce the rules.

No eating or drinking are allowed in the library. Chewing tobacco and spitting are prohibited.

In order to check out any materials, a student must have a BHS student ID card. Students are responsible for anything checked out on their cards and must pay a fine for overdue books or replace all items if they have been lost. The fine is five cents a day per book, to a maximum of $2.00 per book. Most library materials are loaned for 4 weeks. Videos may be checked out overnight. There will be an overdue charge of $1.00 per day, to a maximum of $5.00. Students may check out one video per day. They may only check out videos housed in the high school library.

DIRECTORY OF MEDICAL, MENTAL HEALTH, AND HUMAN SERVICES IN BROOKLINE AND GREATER BOSTON

Alcohol and Drug Referrals: 1-800-327-5050
Alcohol and Drug Referrals at BHS: 617-713-5155
Boston Area Rape Crisis Center: 617-492-RAPE
Bridge Over Troubled Waters: 617-355-7181
Brookline Mental Health Center: 617-277-8107
Brookline Police Department: Juvenile Officers: 617-730-2247
Brookline Teen Employment: Barbara Tynan: 617-739-7590
Children’s Hospital Adolescent Clinic: 617-355-7181
Gay and Lesbian Help Line: 617-267-9001
Planned Parenthood/Preterm: 617-616-1600
STUDENT’S CONTRACT OF RESPONSIBILITY

The 2018-2019 BHS Handbook is available on-line at http://bhs.brookline.k12.ma.us in PDF format. Parents and students are urged to read The Handbook, and use it as a reference throughout the year. If you would like a hard copy of The Handbook, please have your son/daughter request one from the Dean’s office.

Massachusetts law requires that handbooks are available to all students and parents, and that students and parents acknowledge access to The Handbook with a signature page, filed in the student’s folder.

This contract indicates that each student and parent/guardian has read The Handbook before Advisory on September 18. Students and parents/guardians must sign this contract and bring it to Advisory on September 18.

I, ____________________________

(print student’s full name)

have read the contents of The BHS Handbook and agree to adhere to the rules and regulations contained herein.

______________________________
DATE

______________________________
GRADE/ADVISORY TEACHER

______________________________
STUDENT’S SIGNATURE

______________________________
PARENT’S/GUARDIAN’S SIGNATURE
(signifying that he/she has also read this Handbook)