

BROOKLINE HIGH SCHOOL



2023/2024
STUDENT HANDBOOK

BROOKLINE HIGH SCHOOL

Anthony Meyer, Head of School
Harold Mason, Assistant Head of School

Astrid Allen, Dean of Students
Brian Poon, Dean of Student Support
Robin Fabiano, Director Special Education
Summer Williams, Dean of Students

Marisel Figueroa-Marrero, Associate Dean
Kendell Jones, Associate Dean
Brendan Kobus, Associate Dean
Jennifer Longmire, Associate Dean
Lisa Redding, Associate Dean
Alexia Thomas, Associate Dean

ACE (ALTERNATIVE CHOICES in EDUCATION)

Amy Bayer, Coordinator

METCO

Karim Azeb, Coordinator

SCHOOL WITHIN A SCHOOL

Dan Bresman, Coordinator

WINTHROP HOUSE

Sarah Ladner Apollo, Coordinator

* * * * *

SCHOOL COMMITTEE

David A. Pearlman, Chair

Andy Liu, Vice Chair

Helen Charlupski	Steven Ehrenberg
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* * * * *

CENTRAL ADMINISTRATION

Dr. Linus J. Guillory Jr, Superintendent of Schools

Jodi Fortuna, Deputy Superintendent for Teaching and Learning

Claire Galloway-Jones - Senior Director of Education Equity

Dr. Susan Givens, Deputy Superintendent for Administration and Finance

Liza O'Connell, Deputy Superintendent for Student Services

BROOKLINE HIGH SCHOOL

Anthony Meyer, Head of School

September 2023

Dear Brookline High School Students,

I welcome all of you to our 2023-24 school year at Brookline High School. Our school has a long, rich history of academic excellence; this is our 180th educational campaign. BHS continues to earn a stellar reputation through your hard work, intellectual curiosity, and desire always to improve. As we continue to adapt our institution during trying times, I remind us all of our history as well as the importance of our foundational beliefs.

Brookline Beliefs

Throughout my more than nineteen years as both a teacher and administrator at BHS, we have shared important, explicit values with our students. As much as it is easy to pass over these or experience them as more adult white noise, I challenge you to consider them and determine how to realize them in your and our important work at Brookline High School this year:

- **This is hard. You can do it. We will help you.** At BHS, we need to challenge you and also need you to believe in yourself. We also will assist you in achieving success.
- **Freedom AND responsibility.** You will experience much freedom at Brookline High and must take responsibility for your actions and their effects on others in our community.
- **You are not done yet.** While this idea of in-process-ness is important for all us humans, it is particularly true of adolescents. We embrace a growth mindset at BHS.
- **We create the culture we want.** Culture is shaped over time by human actors: you, me, everyone. Let's work together to make BHS the place we want and need it to be so that all students and staff feel safe and secure to learn, grow, and achieve.

And this year we add a belief and focus on

- **Every student Every Student is a Scholar, Citizen, and Caretaker**

Community

Beyond holding student growth and learning at our center, perhaps the most critical work I do as your head of school is around cultivating a sense of community that fosters diversity and inclusion, safety and security. Good learners take risks and make mistakes. Each of us - students, teachers, staff, administrators - needs to understand that we have an essential responsibility to one another as learners, community members, and human beings.

It is all the more important that we continue to build and foster community during this 2023-24 school year.

Thanks and take care,



Anthony Meyer, Head of School

THE HANDBOOK

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PUBLIC SCHOOLS OF BROOKLINE: CENTRAL ADMINISTRATION

Dr. Linus J. Guillory Jr, Superintendent of Schools	730-2403
Liza O'Connell, Deputy Superintendent for Student Services	730-2444
Dr. Susan Givens, Deputy Superintendent for Administration and Finance	730-2424
Jodi Fortuna, Deputy Superintendent for Teaching and Learning	730-2432

BROOKLINE HIGH SCHOOL ADMINISTRATION

Office of the Head of School

Head of School	Anthony Meyer	713-5004
Secretary to the Head of School	Kelli McDermott	713-5003
Main Office Secretary	Kathy Keaveney	713-5002
Registrar	Fauzia Mazhar	713-5006
International Student Advisor	Katy Ouellette	713-5007
	Fax	713-5005

Office of the Assistant Head of School

Assistant Head of School	Harold Mason	713-5011
Application Support	Amy Steele	713-5121
MCAS		713-5136

Office of the Dean of Students

Dean of Students 9 and 11	Astrid Allen	713-5267
Dean of Students 10 and 12	Summer Williams	713-5218
Dean of Student Support	Brian Poon	713-5192

Dean's Secretary for Grade 9 & 11	Sabrina McIntosh	713-5190
Dean's Secretary for Grades 10 & 12	Sharon Fagan	713-5035

Associate Dean of Students	Marisel Figueroa	713-5043
Associate Dean of Students	Kendell Jones	713-5037
Associate Dean of Students	Brendan Kobus	713-5267
Associate Dean of Students	Lisa Redding	713-5132
Associate Dean of Students	Alexia Thomas	713-5195
Associate Dean of Students	Jennifer Longmire	713-5179

Counseling Office

Coordinator of Guidance & Counseling	Darby Neff Verre	713-5017
Guidance Counselor	Nicole Bent	713-5039
Guidance Counselor	Sara Aggeler	713-5191
Guidance Counselor	Alexandra Young	713-5040
Guidance Counselor/Career Counselor	Kate Kennedy	713-5074
Guidance Counselor	Richard Gorman	713-5042
Guidance Counselor	Ellen Herz	713-5196

Guidance Counselor	Clifton Jones	713-5036
Guidance Counselor/College Counselor	Lenny Libenzon	713-5019
Guidance Counselor	Kara Lopez	713-5248
Guidance Counselor	Eric Schiff	713-5198
Guidance Counselor	Kathleen Whelan	713-5194
Secretaries	Brenda Aguilar	713-5016
	Bonnie Hatzieleftheriadis	713-5015
School Within-A-School		713-5400
Coordinator/Counselor	Dan Bresman	713-5401
Secretary	Christine Carruthers	713-5400
A.C.E.: Alternative Choices in Education		713-5252
Coordinator	Amy Bayer	713-5256
Guidance Counselor	Kara Lopez	713-5248
Secretary	Christine Carruthers	713-5252
Winthrop House		
Coordinator	Sarah Ladner Apollo	739-7647
Special Education		
Director	Robin Fabiano	713-5075
Coordinator	April Zyirek	713-5077
Coordinator for Therapeutic Programs	Jedidiah B. Miller	713-5448
Secretaries	Lorraine Hughes	713-5076
	Maureen Barden	713-4868

DEPARTMENT COORDINATORS

Athletics

Athletic Director	Kyle Williams	713-5288
Secretary	Deborah Donaldson	713-5289

Career and Technology Education

Secretary	Britany Stevens	713-5101
	Kelsey Nash	713-5365

English

Secretary	John Andrews	713-5064
	Rabia Mazhar	713-5045

Mathematics

Secretary	Josh Paris	713-5168
	Lashanda Williams	713-5167

Performing Arts

Secretary	Kenny Kozol	713-5228
	Sonya Joyner	713-5216

Science

Secretary	Ed Wiser	713-5369
	Rabia Mazhar	713-5365

Social Studies

Secretary	Jen Martin	713-5054
	Rabia Mazhar	713-5045

Visual Arts

Secretary	Donna Sartanowicz	713-5298
	Kelsey Nash	713-5295

Wellness

Secretary	Carlyn Uyenoyama	713-5291
		713-5292

World Languages

Secretary	Rachel Eio	713-5094
	Lashanda Williams	713-5096

Clinic

Nurse	Jill Seaman-Chandler, R.N.	713-5147
Nurse	Megan Day, R.N.	713-5152
Nurse (22 Tappan)	April Armstrong, R.N.	879-5778
Secretary		713-5147

Substance Abuse & Violence Prevention

Substance Abuse Coordinator	Gabrielle Dean	713-5155
		713-5149

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 course syllabi.
- 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 1: THE EXECUTIVE BRANCH

The Executive Branch shall consist of the Head of School, the Assistant Head of School 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 Head of School

1.1: Responsibilities

The Head of School 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 Head of School 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 Head of School is also responsible for appointing a faculty member to serve as the Government's Liaison. In making this appointment, the Head of School 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 Head of School'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 Head of School on current and emerging issues and for assisting the Head of School 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 Head of School, Assistant Head of School, 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 Head of School or by her/his appointed representative. Following such decisions, the Head of School shall inform the school community about the actions she or he took. An emergency regulation that has been promulgated by the Head of School must be submitted to the proper legislative body for ratification as soon as feasible.

Section 5: The Head of School's Veto

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

When the Head of School 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 Head of School by a 2/3 majority vote. If the veto is overridden, the proposal or decision stands. If the Head of School 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:

By mid-May, the faculty liaison will inform the student body of current 9th, 10th and 11th graders of the election process. This notification can be done in form of class assemblies hosted by the current student council or via school-wide announcements.

The election process must follow the regulations and timeline noted below. Students running for office are encouraged to read this closely and to seek clarification from the faculty liaison whenever questions arise.

Election Process Assembly:

In the month of May, all freshmen, sophomores, and junior students must attend an election process assembly. The assembly will be organized and run by the current student council representatives. The purpose of this assembly is to inform students how the BHS government works, what important rights students are given in the handbook, the specific procedure for bringing a case to Judiciary if their rights are violated and how to run for Legislature and Student Council.

Application Process: In order to run for legislature, all candidates must complete an application. Applications must be made available to the student body a minimum of seven school days before June 1st. The sole purpose of the application is to record the name, grade and contact information for the candidate.

Campaigning Period: Candidates will be permitted to campaign for no less than five days of school, once their application has been received and confirmed by the faculty liaison. The five-day campaigning period will be set and announced by the faculty liaison by the first of June. Campaigning by students is encouraged but not required. All campaigning must follow these guidelines:

Campaigning must be focused on raising awareness of their candidacy and their ideas.

Campaign materials cannot in any way disparage members of the BHS community, especially other students running for office. The focus must be on important issues and promoting oneself.

All materials associated with a student's candidacy must be school-appropriate.

All promotional materials such as posters, must follow the school guidelines that regulate the locations of posters and signage. These guidelines will be provided to candidates in their informational packets. Any campaign materials that are not in compliance with current school guidelines risk being removed and disposed of.

Candidates may choose to hand out promotional items, but the cost of those items should not exceed the amount set by the student council for that election year. Candidates must keep track of any purchases made. Candidates may be called upon to prove that they have not exceeded the maximum amount of campaign financing limits. Students who are experiencing financial hardships may apply for campaign funding through the faculty liaison.

Candidates must be provided with an explanation of the campaign rules and regulations before the campaigning period begins, including the maximum spending amount for that year and any restrictions on posting campaign materials.

If a candidate is found violating these campaign regulations, the faculty liaison will be responsible for determining the candidate's eligibility for running. If the candidate or any other member of the BHS

community disagrees with the faculty liaison's decision, Judiciary will be presented with the evidence of their reported violation and will determine if the student should be eligible to run for office. Judiciary shall outline how the faculty liaison should proceed to ensure a fair process.

In cases in which it is the school's legal responsibility to respond, the school administration will have the jurisdiction to apply appropriate disciplinary action outside of judiciary's ruling.

Speeches: The faculty liaison must schedule one assembly for each grade level to allow candidates an opportunity to give a speech to their classmates. This assembly must take place after June 1st and before the polls open for voting.

To run for office, candidates are required to make a speech at the class assembly. If a student is excused from school on the day of the assembly, the candidate may choose a representative to read their speech on their behalf. The candidate is responsible for informing the faculty liaison before the assembly who the representative will be.

Student speeches must not exceed 3 minutes.

Campaign materials cannot in any way disparage members of the BHS community, especially other students running for office. The focus must be on important issues and promoting oneself.

Restrictions: Students who did not fill out an application prior to the assembly may NOT run for office by making a speech at the assembly. Speeches must be appropriate for a school setting and may not include offensive language. In cases where there are not enough students running for the four seats allotted to their class, students who present themselves at the assembly, but who did not fill out an application, will be directed to the first Student Council meeting of the year to present their candidacy. Student Council will be the arbiter of how those vacancies will be filled.

If a candidate is found violating these campaign regulations, the faculty liaison will be responsible for determining the candidate's eligibility for running. If the candidate or any other member of the BHS community disagrees with the faculty liaison's decision, Judiciary will be presented with the evidence of their reported violation and will determine if the student should be eligible to run for office. Judiciary shall outline how the faculty liaison should proceed to ensure a fair process.

In cases in which it is the school's legal responsibility to respond, the school administration will have the jurisdiction to apply appropriate disciplinary action outside of judiciary's ruling.

Polls must open to the entire student body within two school days of the final class assemblies. The polls should be conducted online, unless extenuating circumstances prevent otherwise. The polls must remain open no fewer than 2 school days. Students may only vote for members of their own class.

Candidates must be informed of the results of the election within two school days of the polls closing. Once candidates are informed of the results, the faculty liaison must announce the winners of the election to the entire school body.

Election process for the incoming 9th Grade class:

The newly elected representatives to the 10, 11, and 12th grade classes will organize an assembly for the 9th grade class within the first two weeks of the following school year. The purpose of this assembly is to inform 9th graders how the BHS government works, what important rights students are given in the handbook, the specific procedure for bringing a case to Judiciary if their rights are violated and how to run for Legislature and Student Council.

On the same day of the assembly, applications for Freshmen running for Legislature and Student Council must be made available. Every part of the process (other than dates) must match that of the upperclassmen described above, and must be completed by the first Student Council meeting of the year, which shall be in the first week of October.

Brookline School Committee Student Representative

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 the Student Council. These students must serve on both bodies.

No members of the Legislature may serve on the Judiciary.

If any students believe that any part of the election process for legislature representatives or the ex officio member of the Brookline School Committee was handled unfairly, the matter will be sent to Judiciary for review and Judiciary will determine how to proceed.

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: Procedures

Section 1

The Legislature shall meet publicly every other week 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, School Committee, and all other groups wishing to report.

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

Section 2

The Legislature shall elect two co-chairs, one student and one staff person. These two co-chairs will share the responsibility of 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 two-thirds majority vote of the entire membership.

Section 3

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.

Section 4

For the transaction of business to occur within the Legislature, a majority of the Legislature shall be required.

Section 5 Voting Procedures with respect to bills.

A. Bills must have been reviewed by vested stakeholders and the Faculty Council then submitted to the Co-Chairs at least three school days before a Legislature meeting at which the bill may be considered. The Co-Chairs may decide to delay discussion of a bill until they see fit to discuss it with the full Legislature.

B. Bills must have been published to the Legislature at least two school days before a Legislature meeting day at which the bill may be considered for a vote.

C. By a two-thirds vote of those members present and voting, the Legislature may consider a late-filed bill

D. A vote can occur if at least 18 members are present.

E. A simple majority of the full Legislature, or eighteen, whichever is greater, shall be required to pass a bill.

F. Following an affirmative Legislature vote on a bill:

- i. The principal may give his written approval to the bill, in which case the bill shall take effect.
- ii. The principal may decline to approve the bill, offer his objections to the same in writing, and then
return the bill to the Legislature.
- iii. The Legislature may accept the principal's disapproval and the bill is then lost, or The Legislature may reinstitute the bill by a two-thirds majority of the members present and voting.
- iv. If the Legislature votes to reinstitute, the Co-Chairs shall transmit the bill to the principal. If the principal 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.
- v. If the principal allows a bill to remain on his desk for 15 school days without a response, the bill will be sent to School Committee for final approval, and then it should take effect.

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 Head of School 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.

1.8 Emergency Procedures

- A. In the event of an unscheduled school closure (e.g. health crisis, natural disaster, safety threat), an Emergency Cabinet shall be assembled consisting of the Government Liaison, and all Chairs of the Legislature, the Student Council, the Faculty Council and the Officers of the Judiciary. The Emergency Cabinet shall meet or correspond at least once a week in an agreed-upon format to discuss orders of business and plan for future online meetings.
- B. If unprecedented circumstances find a member of the Emergency Cabinet unable to fulfill their duty, they are at individual liberty to appoint a proxy who shall serve in their position for the duration of their indisposition.
- C. Combined virtual meetings of the Legislative and Judicial Branches (referred to as the Combined Branches), in a form determined by the Emergency Cabinet, shall be held on a bi-weekly basis, always at the same time.
- D. A common meeting time for the Combined Branches will be determined and set by the Co-Chairs and the Government Liaison.
- E. Additional virtual meetings can be called at any time by any member of the Emergency Cabinet.
- F. Absences from virtual meetings shall not count toward any members' yearly absence cap.
- G. A note-taker, determined at the beginning of each meeting, shall transcribe all relevant information and opinions from said meeting and give editing access to all of the Emergency Cabinet, who shall share the document(s) with all members of the Combined Branches.
- H. The Emergency Cabinet will determine how virtual Combined Branches meetings shall be facilitated.
- I. Official Legislature Bills may be discussed during Combined Branches meetings; however, official votes (not straw polls) must be sent out in asynchronous form to all members of the Legislature,

with relevant notes and a cumulative list of previously discussed pros and cons, as to not disenfranchise any members who were absent from online meetings.

1. Polls must include an option to actively abstain, which is held in distinction from simply not voting.
- J. In concordance with section 1.4.005 Subsection E, eighteen votes in favor of the Legislature shall be required for a bill to pass.
- K. Voting on a bill shall be open for three school days from the time it is made available to the Legislature, immediately after which votes shall be tallied. If less than eighteen votes are tallied in total (including active abstentions), a bill's voting period may be extended until the eighteenth vote has been tallied, at which point voting will immediately close.
- L. In the event that an election falls under the emergency closure, the Emergency Cabinet will create a plan to either hold elections or postpone elections. In the case of postponing elections, all current members of the Legislature, with the exception of graduating seniors, will continue to serve until a new election can take place.

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 Head of School 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 are a minimum of 4 officers of Student Council which include (but are not limited to):

- Two Co-Chairs of Student Council whose job is to meet with the faculty liaison weekly and to plan/execute all Student Council meetings. At least one co-chair must not be a senior. Additionally, it is strongly suggested that at least one co-chair also be a member of Legislature.
- One Director of Communications whose job includes communicating the actions of the council to the student body and seeking feedback on those actions. The Director of Communications must record the minutes for student council and publish student government updates at least once every other month to a public online platform easily accessible to students. The Communications Director is also responsible for creating and facilitating a virtual platform on which members of the body can communicate.
- One Attendance Director whose job includes creating an attendance record for all student council and legislature meetings. The Attendance Director will keep track of attendance for student and faculty members and communicate with the Faculty Liaison when members have surpassed the attendance threshold.

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

In October, December, February, April, and June, Student Council and Faculty Council shall meet to report on recent work, goals for the future, and discuss any topics of interest concerning students and faculty. Meeting times shall alternate between usual Student Council and usual Faculty Council meeting times and places. For the body that must meet at the other body's time, this meeting can replace that body's regular weekly meeting, if a simple majority (50% plus one) votes in favor of such replacement. The June meeting shall consist of Faculty Council and newly elected Student Council members for the following year.

The first meeting of Student Council shall be used to explain the role of student council and to generate topics of interest for the coming year. This first meeting is also when the roles of officers in section 3.2 will be explained. Students who wish to run for any officer position should announce their desire at this meeting and make a brief speech of their candidacy.

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

- I. Judiciary shall uphold and interpret the BHS Handbook. Judiciary shall maintain confidentiality in all cases.

1.2: Membership

- I. Judiciary shall consist of 9 members: 5 students and 4 faculty or staff members.
- II. There must be at least one non-senior student member.
- III. No member of Judiciary may serve on the Legislature.

Section 2: Appointment of New Members

2.1: Interview Process

- I. New student and faculty/staff members for Judiciary shall be chosen through an interview process
- II. A panel of Judiciary members from the previous academic year, who are in good standing and are returning for another year, will meet within the first three weeks of school.
- III. The panel will determine the application process and is in charge of communicating this process with relevant BHS community members
- IV. Interviews shall not take place until all Legislature Student Representatives are chosen

2.2: Emergency Alternative Selection Process

- I. If there are not enough student applicants to fill all seats, a member of Student Council that is not on Legislature shall be appointed by the Faculty Liaison
- II. If there are not enough faculty or staff applicants to fill all seats, the Executive Branch will assign up to four faculty or staff members to this duty

2.3: Election of Officers

- I. Judiciary may establish new officers by a 2/3 vote
- II. Judiciary shall be responsible for electing its officers by simple majority of the body. These officers must include but are not limited to:
 - a. a chair responsible for facilitating each meeting's agenda
 - b. a communications director in charge of outreach to school community including other branches
 - c. an attendance keeper responsible for tracking each member's attendance
 - d. a note taker responsible for recording each meeting's minutes and maintaining an accessible record of each meeting's notes

2.4: Removal of Members

- I. Once all members have been selected, Judiciary will vote to determine the maximum number of excused and unexcused absences each member can accrue before being expelled from the body for the remainder of their term. When a member exceeds this limit:
 - a. the attendance keeper must inform the Judiciary Chair and Faculty Liaison of a member who's attendance and/or tardiness severely impacts their duties on Judiciary.
 - b. when appropriate, the Faculty Liaison and attendance keeper will agree to remove that member.
 - c. if a member is removed, a former applicant may be chosen to fill the vacancy or a special interview session may be opened
- II. The Judiciary reserves the right to remove a member by unanimous vote of the other members.
- III. Removals and the ensuing appointments must agree with Section 1.2: Membership and 2.2: Emergency Alternative Selection Process

Section 3: Bringing a Case to Judiciary

3.1: Jurisdiction

Members of the school community can bring a case to Judiciary;

- I. If they believe that Student rights, as stated in the Student Handbook, have been violated, OR
- II. If they believe that rules in the Code of Conduct that are under the jurisdiction of the school which they are accused of breaking violates their rights as stated in this Handbook, OR
- III. If the Executive Branch modifies the wording of the Handbook without the consent of the Legislature, enacts a policy that contradicts the Handbook, or if there is a perceived lack of enforcement of Handbook policy.

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

3.2: Binding Decisions

All decisions of Judiciary shall be binding unless:

- I. Otherwise stated by Judiciary, OR
- II. Such decisions are in conflict with statutory or contract law at which point the Executive Branch will intervene and communicate to Legislature and Judiciary why a ruling cannot be enacted, OR
- III. Vetoed by the Superintendent.

3.3: Procedural Rules

- I. There must be a quorum present to hear and vote on cases. Quorum is reached when at least 4 of student members and 3 of faculty members are present
- II. Judiciary must deliberate and vote in private.
- III. In the event that one of the parties to a case refuses to participate in a Judiciary hearing, Judiciary has the right to proceed without the absent party.

- IV. In order for a decision to be reached, at least 4 students and 3 faculty, who attended all previous hearings related to said case, must be in agreement.

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:

- I. the right to be informed of any and all charges brought against you.
- II. the right to bring a trusted BHS staff member or student to assist you as you present your case if Judiciary determines the person fits within the existing privacy policy.

Section 5: Judiciary's Role Post Case

5.1: Informing Stakeholders

- I. At the end of each semester, Judiciary will provide a summary of adjudicated cases to the school community with a brief summary of the case, its decision, and, when applicable, how it impacts the school community.
- II. Within a month of the case's resolution, Judiciary will thoroughly review the case with Legislature by:
 - a. discussing sections of the Handbook it involved,
 - b. stating its decision, and
 - c. stating its impact on the school community when applicable.
- III. If applicable, Judiciary will also propose recommendations for Handbook amendments to prevent a similar issue from arising.
- IV. At Faculty Council's request, a member of Judiciary will attend a Faculty Council meeting to provide additional details about the case and its impact on faculty.
- V. At Student Council's request, a member of Judiciary will attend a Student Council meeting to provide additional details about the case and its impact on students.
- VI. Confidentiality will be preserved.

5.2: Non-Binding Role of Judiciary

- I. When cases are not being heard, Judiciary will inform Legislature of
 - a. contradictions within the Handbook, and/or
 - b. discrepancies between Handbook language and current policy

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

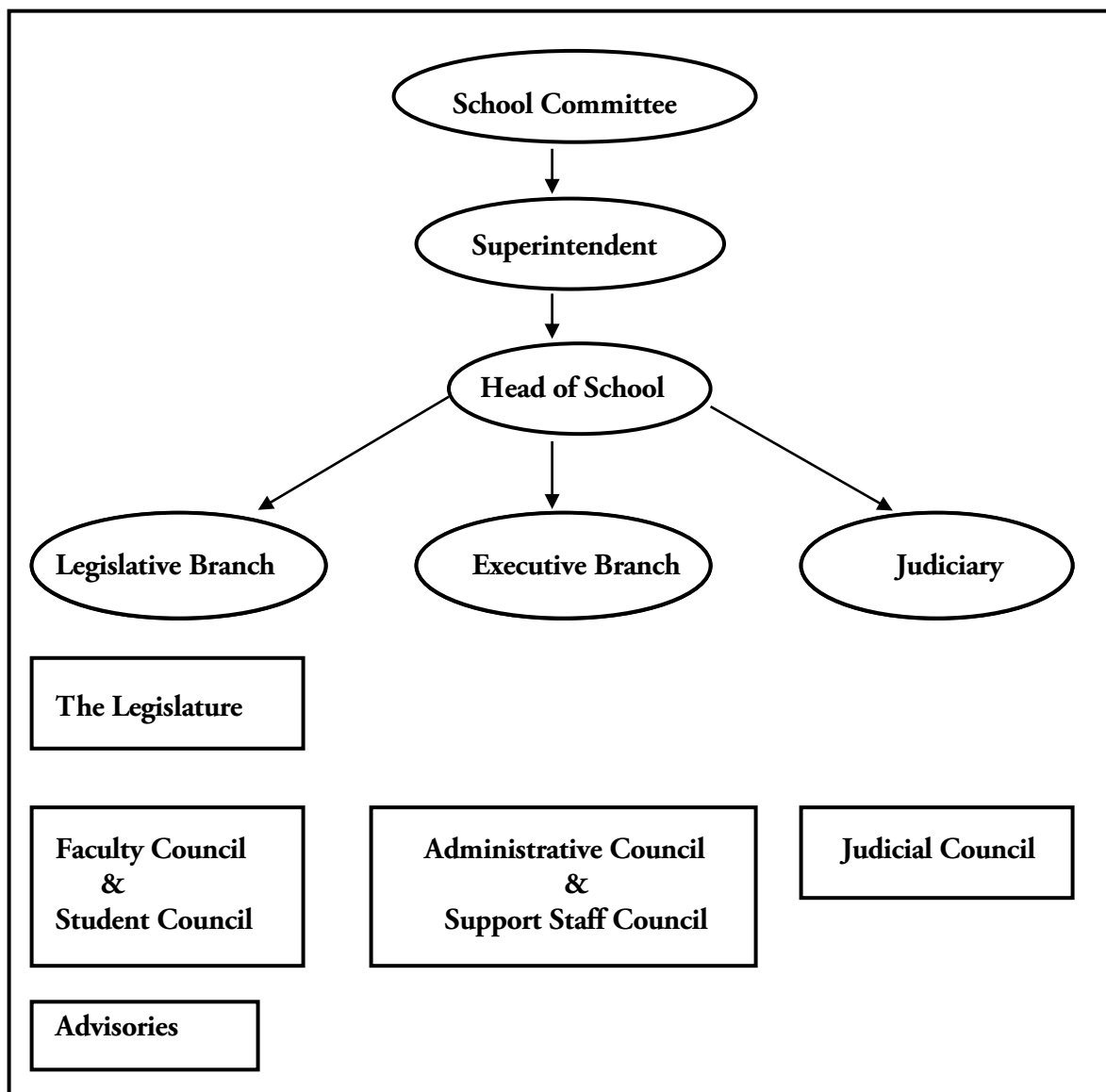
This Constitution must be amended by a 2/3 majority vote of the Legislature, followed by a simple majority vote (50% plus one) by the student body, and by the faculty and staff as a body in an all-school referendum.

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.
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 ORGANIZATION OF BROOKLINE HIGH SCHOOL'S GOVERNMENT



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.
- Not be given late penalties for a nightly homework assignment that is submitted by the start time of the next class meeting. For example, if a student has homework assigned on Wednesday, but the class doesn't meet again until Friday, the assignment cannot be due before the start of class on Friday. This does not apply to long term assignments.

YOU DON'T HAVE THE RIGHT TO:

- Harass others verbally, physically or sexually
- Disrupt learning
- Smoke, vape, 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. This includes statements made online and on any/all social media platforms.
- 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 Head of School or Assistant Head of School 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; they 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 Head of School. [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 disability you may have.

Laws which prohibit discrimination in education include:

1. Chapter 622 of the Acts of 1971 of the Massachusetts Legislature (State Law)
2. Title IX of the Educational Amendments of 1972 (Federal Law)
3. Title VI of the Civil Rights Act of 1964 (Federal Law)
4. Section 504 of the Rehabilitation Acts of 1973 (Federal Law)
5. Chapter 71B (State Law) and IDEA (Federal Law)
6. Brookline High School Gay Rights Amendment, 1986

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. ie, neither Tylenol nor Benedryl 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 the Office of Registration and Enrollment, who provides this information to the Office of Assistant Superintendent for Student Services.

The District’s Homeless Student Education Liaison is the Director of Guidance and Clinical Services, who can be reached at 617-308-6400.

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, or disability 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 Public Schools of Brookline have established a new district wide Code of Conduct. Some of those policies and procedures will supersede those listed here.

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 Head of School'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 Head of School 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 Head of School'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 Head of School 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 Head of School, 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 Head of School, in consultation with the Superintendent, may expel (permanently exclude) or suspend a student from school for periods in excess of 10 days. The Head of School 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(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 Head of School of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or Head of School if said principal or Head of School 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 Head of School, 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 Head of School of a school in which the student is enrolled may expel said student if such principal or Head of School 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 Head of School, 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 Head of School, Assistant Head of School, 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 Head of School 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.

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 Head of School'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 Head of School'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, disability 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, **10 total absences** for semester-long, or **6 total absences** for semester-long Wellness 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 Head of School 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 Head of School 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 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 Wellness 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.

f.

Course	Credit	Total Absence Cap/Limit	AWOLCap "Q"	"N" Received (Advisory "F" Received)
Full Year Course	1.0	21	5	6 awols and/or 22 total absences
Semester (full week course)	0.5	10	2	3 awols and/or 11 total absences
Semester (Wellness)	0.25	6	1	2 awols and/or 7 total absences
Hub/Advisory	Transcript P/F	6	2	3 awols and/or 7 total absences

5. Notification

- 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.
- Parents may always view all attendance data in the X2 Parent Portal.
- "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. Field Trips

If a teacher takes their students on a class-sponsored field trip, those students will not receive absences for that class. A class-sponsored field trip is defined as any field trip that is endorsed by a teacher and is academically related to the course they teach that student. Additionally, if students go on a school-sponsored foreign exchange trip for a world language class, they will not receive absences in that world language class. This rule applies to all academic classes and electives but not clubs.

7. 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.

8. 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.)

9. Appeals

If a student fulfills his/her attendance improvement plan, the student may request that a dean seek Head of School consideration to remove the "N." Other appeals granted by the Head of School will be extremely rare and for extraordinary circumstances.

What If the Teacher Is Absent?

Substitutes are typically provided for all classes. Individual classes will meet as scheduled. Students are to report to the room as scheduled to receive information.

When a substitute is present, all students, Open-Campus and Non-Open-Campus alike, should expect to spend the entire period in the classroom.

Unless an official cancellation notice is posted, students are expected to remain in the room until a staff member arrives with instructions. There is no “10-minute rule” after which students may dismiss themselves. If no teacher appears, one student should either go to the department head or to the main office to report the absence of the teacher and await instructions.

Any student absence due to alleged “confusion” surrounding a teacher absence will be considered unexcused.

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.

RULE 1.2: The Policy on Alcohol, Tobacco, Nicotine, Vaporizers, and Controlled Substances

The Brookline School Department highly values the health and wellness of its students and staff. We maintain that it is dangerous and can be physically and/or emotionally harmful to possess or use any of the following substances:

- Alcohol
- Tobacco
- Nicotine
- Vaporizers
- Marijuana, or any substance with THC derivatives - including, but not limited to, concentrates, distillates, edibles, tinctures, oils, lotions, capsules, or inhalers
- Any other controlled substance listed in M.G.L. c. 94C.

Therefore, Brookline High School has adopted the following rules against the purchase, possession, sale, transfer, and use of any of the above-listed substances. These rules apply in school and at any school-sponsored activities, including athletic and social events that occur off-premises or outside of the school day.

A. NO TOBACCO PRODUCTS (INCLUDING VAPORIZERS)

It is against the law for any student in Massachusetts to use tobacco products of any type in any school buildings or facilities, on school grounds or within 400 feet of any school building, on school buses, or at a school-sponsored event. See: M.G.L. c. 71, s. 2A; M.G.L. c. 71, s. 37H; Town of Brookline By-Laws, Article 8.23; See also: Policy Manual of the Public Schools of Brookline, Section G(1)(c).

A prohibited tobacco product is defined as a product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means.

Prohibited tobacco products include but are not limited to cigarettes, cigars, chewing and pipe tobacco, snuff, E-cigarettes, E-cigars, Electronic pipes, and Electronic nicotine delivery systems and any other similar products that rely on vaporization or aerosolization (for example, Juul vaporizers).

Therefore, students are prohibited from purchasing, possessing, selling, transferring, and/or using any prohibited tobacco product of any kind in any school building or facility, on school grounds or within 400 feet of any school building, on school buses, or at a school-sponsored event.

B. NO ALCOHOL

It is against the law for any person under 21 years of age in Massachusetts to purchase or possess alcoholic beverages, and for any person to possess alcohol in a public school building, on school grounds, on school buses, or at school-sponsored activities, including athletic and social events. See: M.G.L. c. 272, § 40A; M.G.L. c. 138, §§ 34A, 34C.

Therefore, students are prohibited from purchasing, possessing, selling, transferring, and/or using alcohol in any school building or facility, on school grounds or within 400 feet of any school building, on school buses, or at a school-sponsored event. Furthermore, students are prohibited from entering the school premises and any school-sponsored events or activities, including athletic and social events, while under the influence of alcohol.

C. NO MARIJUANA OR OTHER CONTROLLED SUBSTANCES

It is a violation of federal law for any person to purchase, possess, sell, transfer, or use marijuana and certain other controlled substances. It is also against the law for any person in Massachusetts to purchase, possess, or consume marijuana in a public school building, on school grounds, on school buses, or at school-sponsored activities, including athletic and social events. See: 21 U.S.C. 801 et seq.; M.G.L. c. 94G, § 2(d)(3); M.G.L. c. 94C, § 7(D); M.G.L. c. 71, § 37H(a).

Therefore, students are prohibited from purchasing, possessing, selling, transferring, and/or using marijuana and any other controlled substance in any school building or facility, on school grounds or within 400 feet of any school building, on school buses, or at a school-sponsored event. This prohibition applies equally to drug paraphernalia.

Drug paraphernalia, which includes vaporizers, is defined as all equipment, products, devices and materials of any kind which are primarily intended or designed for use in converting, preparing, packaging, storing, containing, concealing, ingesting, inhaling or otherwise introducing a controlled substance into the human body.

Students are prohibited from entering the school premises and any school-sponsored events or activities, including athletic and social events, while under the influence of marijuana or other controlled substances.

Staff members and students who have reason to believe that they have witnessed the consumption, sale or transfer of alcohol, marijuana, controlled substances, or drug paraphernalia shall report this immediately to an administrator or to security personnel.

Any violation of section C constitutes a violation of M.G.L Chapter 71 Section 37H and will result in suspension, a hearing with the principal, and possible expulsion.

D. NO VAPORIZERS, REFILLS/PODS, OR VAPING ACCESSORIES

In recent years, the use of vaporizers (“vaping”) has become a serious threat to the health of students in the Public Schools of Brookline. The Brookline High School recognizes that vaporizers are capable of being used, and have been used, to ingest tobacco, nicotine, marijuana, and other substances. Vaporizers that are marketed for use with one substance (for example, nicotine) may be altered/modified for use with a different substance (for example, marijuana). Where the school administrator is able to identify the substance as either tobacco or marijuana, the policies in sections (A) and (B), respectively, will apply. However, in certain circumstances it may be impossible for school administrators to determine the actual substance being ingested by a student who is found in possession or use of a vaporizer or refill/pod.

Therefore, students are prohibited from purchasing, possessing, using, selling, or transferring vaporizers, vaporizer accessories, refills or “pods” of any kind while in school, on school grounds, within 400 feet of a school building, on school busses, or at a school-sponsored event. This prohibition applies without regard to the content of the vaporizer or refill/pod and to empty vaporizers and refills/pods.

If THC or another controlled substance(s) is identified in the vaporizer, that constitutes a violation of M.G.L Chapter 71 Section 37H and will result in suspension, a hearing with the principal, and possible expulsion.

Offense #1, and all subsequent offenses:

Students found in violation of sections A, B, C, or D (above) will be placed on closed campus for a minimum of two weeks as well as mandated to attend drug education and counseling. They also may be subject to the following consequences, as the principal and/or the principal’s designee(s) reserve the right to increase, decrease, and/or modify the consequences as warranted by the circumstances or frequency of any given violation.

- Disciplinary hearing with the principal or designee;
- Community service or other restorative practice of significance;
- In-school suspension, 1-3 days minimum;
- Out-of-school suspension, 1-10 days minimum;
- Long-term suspension or expulsion from school;
- Referral to law enforcement.

E. REFERRAL TO LAW ENFORCEMENT

At any point after receiving a report of a violation, including after an investigation, the Headmaster will immediately notify the local law enforcement agency if there is a reasonable basis to believe that criminal charges may be pursued or if the conduct is reasonably believed to put persons at risk of harm, including the actor. Such notification will be made after consultation with the Superintendent. The Headmaster and/or Superintendent may also consult with the School Resource officer. The Headmaster will document the reasons for the decision to notify law enforcement if such notification is made.

This Public Schools of Brookline seeks to avoid the unnecessary criminalization of our students; as such, police involvement should be limited to situations when it is reasonably believed to be necessary to protect the physical safety of students, staff, or other persons in the community, or appropriate to address criminal behavior of persons other than students. Police involvement should not be requested in a situation that can be safely and appropriately handled by the District's internal disciplinary procedures.

F. SENIORS

If a senior violates the Brookline High School policies against tobacco, alcohol, marijuana, and other controlled substances during Senior Week activities -- including Senior Day, the Athletic Awards Banquet, Graduation Rehearsal, the Prom, and the After-the- Prom Party -- the student will be prohibited from attending and from participating in the Graduation Exercises.

RULE 1.2.B: CHEMICAL HEALTH POLICIES

A. Athletics

At Brookline High School, students are governed by Rule 1.2.A. 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 Head of School.

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 Head of School 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 Head of School 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.

B. 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:

Each department will create and maintain an up-to-date policy on cheating and plagiarism in the context of its particular discipline at the beginning of each school year. All teachers within the department will be expected to adhere to the departmental policy on cheating and plagiarism.

Teachers are required to post, in writing, the departmental policy and they must review the content of that policy at the beginning of the school year with their students. Teachers are encouraged to continue referring to the policy throughout the year to reinforce and educate students on this important policy.

Definitions of cheating and plagiarism:

Cheating

Cheating is unauthorized having, giving, sharing, taking, seeking, receiving or presenting information and/or material that could benefit 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 and/or sharing of information about an exam from one class or section 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:

In some rare cases, cheating incidents will automatically result in a zero on the assignment and additional consequences will be administered by the Dean. These additional consequences will be determined by the student's dean, in coordination with the dean's team and other relevant administrators. Cheating cases that merit this level of discipline have one or more of the following characteristics:

- Involving multiple students
- Impacting multiple students
- stealing an assessment
- manipulating an assessment
- impacting the administration of an assessment
- impacting the results of an assessment
- Teachers will address concerns about cheating and plagiarism on daily homework, classwork, and/or notes.

All other assignments (tests, quizzes, projects, and writing assignments) fall under the policy below, 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. Teachers must reasonably justify and/or provide evidence of cheating or plagiarism.

As a consequence of cheating and/or plagiarism, students may lose eligibility to 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. The student's Dean and parents are notified and a meeting may be held with any of the following people: teacher, student, parent, administrator, counselor, and department chair. Teacher will discuss why the student's action counted as cheating. Students will have the opportunity to re-do the assignment for up to 50% credit on the assignment. However a make-up grade cannot surpass the initial grade on the assignment. Administrator maintains a record of the incident.

Offense #2: Teacher informs student of offense, privately if possible. The student's Dean and 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/assessment. Administrator maintains a record of the incident.

Offense #3: Teacher informs student of offense, privately if possible. The student's Dean and 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/assessment; and another zero, equal to the value of the assignment/assessment on which there was cheating, is averaged into the quarter grade. 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.

If a student believes that they have been unjustly accused of cheating or plagiarism, the student can appeal to Judiciary.

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. Our technology policy is intended to account for both of these realities by providing both structure and flexibility.

A personal electronic device (PED) is a wireless and/or portable piece of technology that is capable of storing, processing, or transmitting information. These devices include, but are not limited to smart phones/watches, laptops, tablets, earbuds, headphones, any audio-visual recording devices such as cameras, etc. 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:

1. Classroom
 - a. All electronic devices are prohibited from being used in classrooms, unless with the approval of the teacher.
 - b. Teachers may require students to put PEDs in a caddy or to stow them in a backpack.
 - c. Students using PEDs while in class without permission can have their PEDs confiscated by their teacher for the remainder of the period.
 - d. Course expectations should state clear classroom expectations about PEDs and consequences for use in class.
 - e. If a student repeatedly violates the PED rules and expectations, parents and deans will be contacted and additional consequences may occur.
2. Non-Classroom Spaces
 - a. Students may use PEDs in public spaces during passing time or during free blocks so long as they are not disruptive, disturbing others (i.e. no sound heard by others), or unaware of their surroundings in the hallways.
 - b. Phone calls must be taken or made in private spaces such as deans' suites, empty classrooms, or outside of the building.

Lack of compliance with the policy will lead to referral to your dean.

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. See Rule 2.3 and 2.4 of the Code of Conduct.

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 Head of School 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 Head of School 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 Head of School, 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, via social media, 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 Federal and/or 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 Head of School 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 Head of School 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 Head of School will notify the Superintendent, in writing, within 48 hours of receiving such notification, of any such report.
4. The Head of School 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 Head of School 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)

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.” Stalking is to engage in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

- A. **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).
- B. **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).
- C. **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.
- D. **No Prolonged Kissing**.
- E. **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 if the situation falls outside of Title IX jurisdiction and procedures:

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 Discrimination, Harassment, Sexual Harassment or Retaliation

Policy Against Discrimination, Harassment, Sexual Harassment and Retaliation

(Voted 3/16/17, #17-28; 1/7/21, #21-5) Replaced Safe Schools Policy (10/26/06, #06-98; Revised 5/5/11, #11-41)

General Statement of Policy The Public Schools of Brookline (PSB) is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on a protected category, and retaliation for engaging in a protected activity.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, The PSB has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation.

The PSB values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. This policy applies to all persons employed by, attending, or otherwise affiliated with the Public Schools of Brookline, including volunteers, interns, and partnering organizations.

I. Prohibited Discrimination and Harassment

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from or different treatment in activities, such as athletics, or employment. At other times, discrimination takes the form of harassment or, in the case of sexbased discrimination, it can encompass sexual harassment. When an alleged violation of this nondiscrimination policy is reported, the allegations are subject to resolution using district procedures. PSB prohibits all forms of discrimination and harassment in all of its programs, activities, and services based on a person's protected class under the law. Harassment prohibited by the PSB includes, but is not limited to, harassment on the basis of race, ethnicity, color, religion, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, genetic information, marital status, maternity leave, paternity leave, parental status, military and veteran status. Prohibited discrimination under this Policy includes discriminatory harassment and bullying. Prohibited discriminatory harassment and bullying is motivated by or expresses a negative attitude toward a person's membership in a protected class or protected characteristic and creates an intimidating, hostile, or offensive environment. Conduct prohibited may include, but is not limited to, written, verbal or electronic express or physical act or gesture such as:

- Use of epithets, slurs or nicknames that refer to a person's protected characteristic such as, but not limited to, race or sexual orientation;
- Jokes that have the purpose or effect of demeaning or making fun of a person based on a protected characteristic;
- Graffiti or other visual messages or displays that degrade a person based on a protected characteristic, and;
- Any other verbal or non-verbal conduct that has the purpose or effect of creating a hostile work environment based on a person's protected characteristic.

Nothing in this policy shall limit the ability of PSB to enforce violations of its code of conduct in areas that may not legally qualify as discrimination, harassment, sexual harassment, or retaliation under state and federal law (e.g. harassment based on housing status, receipt of public benefits, economic class, etc.) a. Disability Discrimination and Accommodation The PSB is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal, state, and local laws and regulations pertaining to individuals with disabilities.

b. Nondiscrimination

The PSB adheres to all federal, state, and local civil rights laws and regulations prohibiting discrimination in public institutions of education. Discrimination on the basis of race, color, and national origin is prohibited by Title VI of the Civil Rights Act of 1964. Discrimination against persons with disabilities is prohibited by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Title II prohibits discrimination on the basis of disability by public entities, whether or not they receive federal financial assistance). Discrimination on the basis of sex is prohibited by Title IX of the Education Amendments of 1972.

c. Prohibited Sexual Harassment Massachusetts

While PSB prohibits all forms of discrimination and harassment, federal and state law require additional protections for sexual harassment. In Massachusetts, the legal definition for sexual harassment refers to sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

The Massachusetts legal definition of sexual harassment is broad and 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 place or educational environment that is hostile, offensive, intimidating, or humiliating may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, touching, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences, and
- Discussion of one's sexual activities
- Taking or posting of photographs, videos or images of a sexual nature without consent

It should be noted that retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

d. Prohibited Sexual Harassment

Title IX Pursuant to regulations promulgated by Title IX of the Education Amendments of 1972, PSB shall adopt and publish a grievance process for responding to formal complaints of Sexual Harassment as defined under Title IX. Title IX requires that schools use a separate, but similar definition of Sexual Harassment when responding to formal complaints. According to Title IX, Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

- A PSB employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the PSB's education programs or activities; or
- Sexual assault, dating violence, domestic violence, or stalking (as defined under the Clery Act and the Violence Against Women Act)

Title IX also requires that the incident occurred in the United States, at PSB or during its programming, and the complainant must have been actively participating in or attempting to participate in PSB's educational programming or activities during the incident.

The Title IX Coordinator has the primary responsibility for coordinating the PSB's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remedy, and prevent discrimination, harassment, and retaliation prohibited under this policy. Any District employee with knowledge of an allegation of sexual harassment must report it to the Title IX Coordinator. The District will promptly respond to all reports alleging Sexual Harassment to ensure a fair and equitable resolution to the report, provide support to the complainant, eliminate harassment, and impose discipline if necessary. Discipline may range from verbal reprimand to suspension or termination, in the case of an employee.

II. Policy Coordinators / Notice of Rights

Inquiries about this Policy or applicable law (including Title VI, Title IX, Section 504, and the Americans with Disabilities Act) may be directed to the PSB's Coordinators, who are the following:

- Regarding complaints of violations of a student's rights: District Title IX and Title VI Coordinator (students) and Section 504/Title II Coordinator
- Regarding complaints of violations of an adult's rights (staff, visitors, contractors, etc.): PSB's Director of Human Resources.

The Coordinators and their contact information (telephone number, office address, email address) shall be made identified in a Notice of Rights for each school and a separate one for the District that shall be posted, as applicable, on the school and district website, in each school building and within public areas of PSB administrative facilities.

Coordinators are responsible for consulting regarding the handling of complaints for consistency with this Policy and applicable procedures and legal requirements, and for identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The district's Civil Rights Compliance Coordinators are:

Maria Letasz, Ed.D. Director of Guidance and Clinical Services, PreK-12 District Title IX and Title VI Coordinator (students) and Section 504/Title II Coordinator 2 Clark Rd. Brookline, MA 02445 P: 617-308-6400 (text enabled) F: 617-730-2066

Tye'sha Fluker Director of Human Resources Title IX and Title VII Coordinator (staff) 333 Washington St. Brookline, MA 02445 P: 617-730-2410 F: 617-730-2601 5

III. Prohibited Retaliation

The PSB prohibits punitive action of any kind against a person for engaging in protected conduct such as reporting, filing a complaint, or opposing acts of discrimination, sexual harassment and/or retaliation, or for participating in an investigation into or proceeding relating to alleged discrimination, sexual harassment and/or retaliation. Prohibited retaliation may include, but is not limited to:

- disciplining a person, or taking any other adverse action against a person based on a person's protected conduct,
- discriminating against a person in the PSB services, programs and activities because of a person's protected conduct, and
- subjecting a person to harassment, bullying, shunning, hazing, or name-calling, or any other hostile verbal or non-verbal conduct on the basis of a person's protected conduct.

IV. Reasonable Accommodation

The PSB will reasonably accommodate persons with disabilities and with religious observance or practice requirements. A reasonable accommodation is one that would not pose an undue financial or administrative burden on the PSB by being unduly costly, extensive, substantial or disruptive, or by fundamentally altering the nature or operation of the PSB's programs, services or activities. Depending on the facts, examples of reasonable accommodations may include, but are not limited to, a modified work or break schedule, altering how or when job duties are performed, reasonable modifications to policies and procedures, supplying an auxiliary aid or service to permit effective communication, and providing assistive technology or removal of an architectural barrier.

Persons seeking reasonable accommodations should direct their request to the applicable Coordinator designated in Section II.

Students seeking a Section 504 accommodation or special education services in order to access the PSB's educational programs should contact the Office of the Deputy Superintendent for Student Services for more information about any special procedures (including complaint procedures) applicable to Section 504 accommodations and special education services.

V. Other Prohibited Actions

Also, prohibited by this Policy is knowingly making a false accusation of discrimination, sexual harassment or retaliation, or interfering with the investigation into such conduct by, for example, pressuring, goading, or encouraging false denials or covering up such conduct.

VI. Duties and Responsibilities

In each school, the Principal is responsible for receiving complaints/reports of violations of this Policy at the school level. The Superintendent is responsible for receiving complaints/reports of violations by a Principal or a Deputy Superintendent. The Chair of the School Committee is responsible for receiving complaints/reports of violations by the Superintendent. Any other person designated by the Principal, Superintendent, or School Committee Chair to receive complaints/reports shall forward them to the person responsible for receiving them under this paragraph. A Coordinator identified in Section II will be consulted regarding next steps consistent with this Policy and applicable law.

PSB staff, independent contractors and school volunteers who witness or become aware of discrimination, sexual harassment and/or retaliation shall immediately report such conduct to their direct superior. If the reporting party does not feel comfortable reporting to their direct superior, they may report it to the Superintendent or a Coordinator identified in Section II. All allegations of Sexual Harassment shall be reported to the Title IX Coordinator.

Each member of the school community is responsible for cooperating with the PSB's investigation of reports or complaints of violations of this Policy and with the PSB's efforts to prevent, respond effectively to, and eliminate any such conduct.

The Superintendent is responsible for:

- developing procedures to implement this Policy, which shall be consistent with legal requirements and PSB Policy and procedures, including, but not limited to, the Bullying Prevention Policy and procedures, the Student Discipline Policy, and applicable collective bargaining agreements.
- Otherwise developing guidelines to effectively implement this Policy and comply with applicable law, which may include guidelines regarding:
- publication of this Policy and Notices of Rights to the entire school community in an age appropriate manner and in the languages most prevalent within the school community, including in School Handbooks, and
- in-service training; and
- student training.

VII. Investigations / Corrective Action / Recordkeeping / Reporting

The PSB shall take prompt and effective steps reasonably calculated to end any discrimination, sexual harassment or retaliation and prevent any such conduct from recurring. The decision to discipline, the nature of any disciplinary action, and the disciplinary procedures followed shall comply with the PSB's disciplinary policies (including, but not limited to, Section J(8), PSB Policy Manual), applicable collective bargaining agreements, and federal and Massachusetts state law (including, but not limited to, Title IX, M.G.L. c. 71, §§ 37H, 37H ½, and 37H ¾, and in the case of students with disabilities, the federal Individuals with Disabilities Education Act).

Records regarding any actions taken in response to report or formal complaint of discrimination or harassment investigations must be retained and available to parties for a minimum of seven years.

The Coordinators will each prepare an annual report to the Superintendent and School Committee (without personal identifying information) regarding the number and resolution of any complaints or reports of violations under this Policy, along with any measures taken in the prior year, and/or anticipated for implementation in the coming year, to systemically address and prevent violations under this Policy. Both substantiated and unsubstantiated complaints or reports of violations of this Policy shall be included in the annual report to the Superintendent and School Committee. In assembling the annual report, the Coordinators shall include all written complaints or reports of violations under this Policy to which the Coordinators become aware, irrespective of whether the complaints or reports of violations comply with the formal procedural mechanisms for reporting. The Coordinators shall make their best effort to include subtotals and subcategories of reported violations in the annual report to the Superintendent and School Committee, so as to best inform the Superintendent and School Committee of the state of reported discrimination and harassment in the schools. For allegations of sexual harassment specifically, the report shall include at minimum: (i) the total number of allegations of sexual harassment reported to the district's Title IX coordinator by a student or employee of the district against another student or employee of the district; (ii) the number of allegations made by a student or employee of the district against another student or employee of the district investigated by a local or state law enforcement agency, if known; (iii) the number of students and employees found responsible for violating the district's policies prohibiting sexual harassment; (iv) the number of students and employees found not responsible for violating the district's policies prohibiting sexual harassment; and (v) the number of disciplinary actions imposed by the district as a result of a finding of responsibility for violating the district's policies prohibiting sexual harassment. Such incident data shall be reported in the form and manner that complies with state and federal privacy laws.

The annual report to the Superintendent and School Committee shall be submitted no later than June 15 of each year and shall be publicly posted in a manner accessible to the general public by July 1 of that same year.

VIII. Contact Information for State & Federal Agencies

PSB urges all individuals in the school community to bring any concerns or complaints of discrimination or harassment to the attention of school personnel so that they can be addressed. If either party to the complaint is dissatisfied with the results or progress of the PSB's investigation, they may discuss this directly with the Superintendent of Schools. Below are the relevant state and federal agencies if the party is unsatisfied with PSB's response or would rather contact them directly.

The state agency responsible for enforcing laws that prohibit harassment in the workplace is the Massachusetts Commission Against Discrimination (MCAD), One Ashburton Place, Suite 601, Boston, MA 02108-1518; telephone (617) 994-6000; TTY Users (617) 994-6196. The time frame for filing a complaint with the MCAD is within 300 days from the date of the most recent incident of alleged harassment. The state agency responsible for ensuring that Massachusetts public schools do not discriminate on the basis of protected characteristics is the Massachusetts Department of Elementary and Secondary Education (DESE), 75 Pleasant Street, Malden, MA 02148-4906; telephone

(781) 338-3300; TTY Users (800) 439-2370. The MA DESE's Program Quality Assurance Services (PQA) accepts complaints when the alleged violation occurred no more than one year before PQA received the written complaint. The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces federal laws prohibiting employment discrimination. The deadline for filing a complaint with the EEOC is within 300 days from the day of the alleged discrimination. The EEOC is located at JFK Federal Bldg., 475 Government Center, Boston, MA 02203; (617) 565-3200 or (800) 669- 4000; TTY Users (800) 669-6820. The US Department of Education's Office for Civil Rights (OCR) is a federal agency that enforces five federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability and age in programs or activities that receive federal financial assistance from the US Department of Education. In most cases, a complaint must be filed with OCR within 180 calendar days of the date of the alleged discrimination. OCR is located on the 8th Floor, 5 Post Office Square, Boston, MA 02109-3921; telephone (617) 289-0111, fax (617) 289-0150.

Legal References

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., and its implementing regulations, 34 C.F.R. Part 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 et seq., and its implementing regulations, 28 CFR Parts 104 and 300; Title II of the Americans with Disabilities Acts (ADA), 42 U.S.C. § 12131 et seq., and its implementing regulations, 28 C.F.R. Part 35; the Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq., and its implementing regulations, 29 C.F.R. 1625 and 1626 et seq.; the Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq. and its implementing regulations, 34 C.F.R. Part 110; the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff et seq., and its implementing regulations, 29 C.F.R. Part 1635 et seq.; the Uniformed Services and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq., and 20 C.F.R. Part 1002; Massachusetts General Laws (M.G.L.) Chapter 76, § 5; M.G.L. c. 151B; and M.G.L. Chapter 151C.

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 Williams and/or Dean Kobus.

In addition to the Complaint Managers, complaints may also be filed with the Principal/Head of School or the "Complaint Administrators" listed below.

Dr. Linus Guillory, Superintendent	(617) 730-2401
Lesley Ryan Miller, Deputy Superintendent for Teaching and Learning	(617) 730-2429
Tye'sha Fluker, 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:

Maria Letasz, Ed.D., LMHC
Director of Guidance and Clinical Services,
PreK-12/District Title IX and Title VI Coordinator (students) and Section 504/Title II Coordinator
2 Clark Rd
Brookline, MA 02445
P: 617-308-6400 (text enabled)

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:

Maria Letasz, Ed.D., LMHC
Director of Guidance and Clinical Services,
PreK-12/District Title IX and Title VI Coordinator (students) and Section 504/Title II Coordinator
2 Clark Rd
Brookline, MA 02445
P: 617-308-6400 (text enabled)

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.

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.

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, Maria Letasz, Ed.D., LMHC, Director of Guidance and Clinical Services, 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). Coordinator Maria Letasz 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 determine 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 report 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.

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:

Dr. Linus Guillory, Jr., Superintendent of Schools
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.

If the complaint has not been resolved to the satisfaction of either party; the complainant or the person subject to the complaint may request in writing that the appropriate Complaint Administrator (identified in Section II above) review the decision of the Complaint Manager. Such a request must be made within 5 days of receipt of the decision by the Complaint Manager. The Complaint Administrator will only review as a part of the appeal:

1. Whether there was a procedural irregularity which affected the outcome of the matter;
2. whether new evidence has been discovered and was not reasonably available at the time of the determination which affected the outcome of the matter;
3. or whether there was a conflict of interest which affected the outcome.

Appeals are not a “do-over” of the original hearing. Appeals are properly confined to a review of the written record of the original hearing and the written documents submitted by the parties, investigator(s), and/or decision-maker (if applicable), on appeal.

The Complaint Administrator shall have an additional 15 days to review the underlying evidence and decision and issue a written decision to the complainant and the person who is subject to the complaint.

If the Complaint Administrator served as the Complaint Manager, the Superintendent will review the appeal.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination with the United States Department of Education’s Office for Civil Rights.

Office for Civil Rights (OCR), Boston Office
US Department of Education
Physical Address: 5 Post Office Square, 8th Fl, Boston, MA 02109-3921
Email: OCR.Boston@ed.gov
Telephone: 617-289-0111
TDD: 800-877-8339
FAX: 617-289-0150

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: _____

Supportive Measures

Values & Context:

This serves to provide specific examples to the District's Supportive Measures procedures for students who are seeking support after experiencing sexual misconduct or discrimination. Supportive measures are temporary actions that are available to either party involved in incidents of sexual harassment or discrimination. These actions are individualized services that are reasonably available, non-punitive, non-disciplinary, and not unreasonably burdensome to one party over the other.

Section I describes the universal procedures that are in place. A student may choose to utilize as many or as few of the universal procedures from Section I as are determined needed.

Section II describes examples of additional supportive measures that could be requested. The supportive measures listed in Section I and Section II are not mutually exclusive and may be utilized simultaneously.

The District Title IX Coordinator or the BHS Deputy Title IX Coordinator will oversee the implementation of supportive measures. In implementing supportive and safety measures, the Coordinator works to minimize the academic impact on the parties while still attending to student needs.

As part of the student's Support Team, their Dean, Guidance Counselor, and other support staff work together to advocate on the student's behalf.

As with all rights granted within the BHS Handbook, if a student believes their rights have been violated as outlined in this section, they may choose to present their case to BHS Judiciary.

Section I Universal Procedures:

Initial Procedure:

- A. Upon receipt of notice that sexual harassment or discrimination is suspected to have occurred, all employees of the Public Schools of Brookline are required to immediately report this information to the District Title IX Coordinator or the BHS Deputy Title IX Coordinator. This includes when a student chooses to disclose alleged sexual assault/harassment or discrimination to a staff member.
- B. If the identity of the student(s) involved are known, the Title IX Coordinator or Deputy will promptly meet with the student(s) to collaborate on determining supportive measures.
 - a. At this meeting, the Coordinator or Deputy will explain in detail student's rights, District procedures, and will work directly with the student to identify available supportive measures.
 - b. The location (off school campus, virtual, etc.) of the alleged conduct or discrimination does not limit a student's access to supportive measures.
 - c. Supportive measures are available whether a student chooses to identify any party involved in an allegation.
 - d. Supportive measures are available without expectation for providing proof of allegations.
 - e. Supportive measures are available whether a student chooses to participate in an investigation.
 - f. The student may bring a trusted confidant to this meeting.
 - g. The Title IX Coordinator or Deputy will document in writing the supportive measures offered/provided or why no supportive measures were offered/provided.
 - h. Confidentiality of supportive measures provided is maintained to the extent that it does not impair the school's ability to provide the supportive measures.
- C. If a student chooses to disclose alleged sexual assault/harassment or discrimination to a staff member, the staff member will inform the student with whom their disclosure will be shared and what information will be shared.
 - a. Under MGL c.119, § 51A, all public school employees are mandated reporters. Massachusetts law requires mandated reporters to immediately make an oral report to the Department of Children and Families when, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 is suffering from abuse or neglect.

- b. Whenever possible, staff members will inform students before filing a 51A Report, contacting parents, or other action. If it's not possible to inform the student before, the staff member will inform the student after.
- D. Since supportive measures are designed to address an individual's safety and well-being and to allow the individual continued access to educational or employment opportunities they will include:
 - a. Determining an excusal period from daily classwork and/or homework. The Dean will notify the student's teachers of the dates for the excusal period. Work that is due during this period will be marked as "Excused".
 - b. Determining school-provided mental health support provided by a School Adjustment Counselor/Social Worker or School Counselor. Student's request for a specific counselor is prioritized however cannot be guaranteed.
 - c. If students involved in an allegation are in the same class, the student's Dean will contact the teacher to inform the teacher of seating, group, and/or partnership changes in the class. The student will not be required to provide a reason to a teacher.
 - d. Creation of a hallway plan that helps the student not cross paths with the other student(s) involved in the allegation.
 - e. When possible, the student may choose to change their schedule in order to be in a separate class session of a particular shared course (except in cases where there is only one section of the given course(s). There is no limit to this option being available for future semesters.
 - f. No-contact directives are always considered as part of potential supportive measures.
 - g. If a party alleged to be involved in an incident of sexual harassment or discrimination is not a BHS student, a no-trespass order issued by the school is always considered.

Section II Possible Supportive Measures

The universal supportive measures described in Section I is not an exhaustive list of supportive measures options. Supportive measures are tailored to meet individual student emotional and academic needs. Section II provides examples of additional supportive measures that may be requested. Section II is also not an exhaustive list. A student has the right to request different types of supportive measures even if it is not included in the Supportive Measures Bill.

Academic Examples (would be determined possible with input from dean, teacher, and the curriculum coordinator)

- Extensions of assessments and/or major assignments
- Completing alternative assignments determined by the teacher and the curriculum coordinator
- Creation of a modification plan for completing work determined by the teacher and the curriculum coordinator
- Discussion of Pass/Fail options for a particular course determined by the teacher and the curriculum coordinator
- To the extent possible, switch out of a class into another. This may include consideration after cut-off dates have passed and retaining credit for all work that has been completed.
- Changing sections of the same course within the same block
- Switching to a different block of the same course
- Switching to a different course (Ex. Fiction and Film to True Life Stories).
- Per Dean's discretion, a student may request to receive a Pass/Fail grade during the first quarter they attend a new course switched into
- Requesting to complete an independent study as agreed upon by the Curriculum Coordinator, teacher, and student

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 Head of School, 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 Head of School.

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 Head of School 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 Head of School.

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, 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 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 Head of School 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 Head of School 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."

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

"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 Head of School 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.

NOTICE OF NON-DISCRIMINATION AND CIVIL RIGHTS

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act, the Public Schools of Brookline (PSB) does not discriminate on the basis of race, color, and national origin (Title VI), sex (Title IX), disability (Section 504/Title II), and/or age in its educational programs or activities. The requirement not to discriminate extends to employment.

The PSB has designated and authorized the following employees to handle inquiries or complaints regarding the non-discrimination policies:

Maria Letasz, Ed.D., LMHC

Director of Guidance and Clinical Services, PreK-12

District Title IX and Title VI Coordinator (students) and Section 504/Title II Coordinator

Physical Address: 2 Clark Road, Brookline, MA 02445

Email: maria_letasz@psbma.org

Telephone: 617-308-6400 (text enabled)

Tye'sha Fluker, PHR

Director of Human Resources

Title IX Coordinator (Staff)

Physical Address: 333 Washington Street, 5th Floor, Brookline, MA 02445

Email: tyesha_fluker@psbma.org

Telephone: 617-730-2410

Any individual may report discrimination or harassment at any time, including during non-business hours, by mail, phone, or email. Reports can also be made to any school building or school administrator.

A copy of the District's Non-discrimination Policy, grievance process, and Title IX procedures can be found on the PSB District Website. Please go to:

www.brookline.k12.ma.us

On the main District Website page click on Civil Rights/Nondiscrimination, this is conveniently located in the QUICK LINKS Section.

Upon receiving notice of Civil Rights-based harassment or discrimination, the Coordinator will promptly respond in accordance with PSB policies and procedures.

Inquiries about the compliance with Civil Rights and application of Title IX and may be referred to the District's Title IX/Civil Rights Coordinators, to the Office for Civil Rights (OCR), or both.

Office for Civil Rights (OCR), Boston Office

US Department of Education

Physical Address: 5 Post Office Square, 8th Fl, Boston, MA 02109-3921

Email: OCR.Boston@ed.gov

Telephone: 617-289-0111

TDD: 800-877-8339

FAX: 617-289-0150

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

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

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 Head of School 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 Head of School 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 Head of School, 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.

	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
	E = 0.0	

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:

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

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)

7. GRADE ROUNDING

Final year grades shall be rounded to the nearest whole number.

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 school day beyond the holiday, even in the case of a longer school vacation.

These days are as follows: Rosh Hashanah (Day 1), Yom Kippur, Christmas, Lunar New Year, 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 school day beyond the holiday.

These days are as follows: Eid al-Fitr, Eid al-Adha, 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, 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 school day 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.

5. Workload during extended absence due to illness

The purpose of this policy is to create a manageable workload for students with extended medical or mental health absences, while maintaining equity for all students. This policy applies to students who have been absent from school for at least five full consecutive days or who have missed three consecutive class periods in one

course due to illness, other medical or mental health conditions. If said students can provide documentation from a parent/guardian as well as furnish a doctor's note, they may be entitled to relief in the form of:

- Temporary reduction of work and completion of essential assignments. Students can be asked to complete essential assignments - those critical to maintaining the curricular integrity of the course - and will be excused from all others that were assigned or due during the duration of their absence. Examples of essential assignments might include, but are not limited to, assessments (tests and quizzes), or long-term assignments (essays, labs, or projects).
- Essential assignments may be determined in concert with the teacher and department curriculum coordinator. These essential assignments may be made up, modified, or rescheduled.

The medical documentation and the temporary reduction of work will be monitored and followed up on by the student's dean and support team. An extended illness or frequent absences of five days or more that lie outside of this policy may be treated differently by the student's administrator. Not all extended absences may look the same, and as such, each case should address the needs of each individual student.

6. Test Grade Transparency

1. A student may not be administered an assessment before they have received feedback for their last assessment (of the same type or content) in that class.
2. When the student receives their score, they must be able to know which parts had points deducted (unless it's an AP course). If a student takes their assessment late, both sections do not apply to them.

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 Head of School
- ◆ 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 Head of School.

III. H. OPEN CAMPUS POLICY

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 Head of School.
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 Ms. Stevens, 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 Head of School 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.

Dr. John E. Corcoran Scholarship	First awarded in 1923
Dr. Ethel M. Jenkins Scholarships	First awarded in 1926
Charles W. Holtzer Scholarships	First awarded in 1930
Abbie W. Deane Scholarship	First awarded in 1941
Maude Young Scholarship	First awarded in 1941
Payson Dana Scholarship	First awarded in 1941
Mabel Prescott Bailey Scholarship	First awarded in 1948
Charles H. Taylor Memorial Scholarship	First awarded in 1955
Allen-Meyers Graduates Scholarships	First awarded in 1956
Elgie Clucas Memorial Scholarship	First awarded in 1958
Louise A. Levenson Scholarship	First awarded in 1958
James W. Tonra Memorial Scholarships	First awarded in 1958
The Robert J. Newbury Scholarship	First awarded in 1961
Moustapha Avigdor-Kiwanis Club of Brookline Scholar.	First awarded in 1962
Dollars for Scholars Scholarship	First awarded in 1962
Katherine Bradburn Schick Scholarship	First awarded in 1964
Katherine C. Ginty Scholarship	First awarded in 1967
Morris Rand Scholarships	First awarded in 1968
Henry J. Downes/Gridiron Club Scholarship	First awarded in 1968
Brookline Youth Concerts Scholarship	First awarded in 1971
Kendrick Memorial Scholarship	First awarded in 1971
Boston University Scholarships	First awarded in 1973
Harry and Marion Dubbs Music Scholarship	First awarded in 1974
Olga E. E. Blasser Scholarships	First awarded in 1974
Helen V. O'Brien Scholarship	First awarded in 1974
Paul L. Pastan Memorial Scholarship	First awarded in 1975
Harry J. Dowd Memorial Scholarship	First awarded in 1975
Northeastern University Scholarships	First awarded in 1975
Ann E. MacDonald Scholarship	First awarded in 1976
Viola R. Pinanski Scholarship	First awarded in 1977
Dennis E. Murphy Jr. Memorial Scholarship	First awarded in 1977
John P. Phillips Memorial Scholarship	First awarded in 1977
Allan Sidd - Kiwanis Club of Brookline Scholarship	First awarded in 1978
Rotary Club of Brookline Scholarships	First awarded in 1978
Mary Taylor Walsh Memorial Scholarship	First awarded in 1979
Class of 1925 Alfred M. Vinton Scholarship	First awarded in 1980

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
Piltch 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 1994
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 Staley 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 Lourie Memorial Scholarship	First awarded in 2001
Dr. James F. Walsh Scholarship	First awarded in 2001
OuYang Yu Scholarship	First awarded in 2001
Marisa Amy Shea Scholarship	First awarded in 2002
Stephen N. Fenn and Lisa Fenn Gordenstein Memorial Scholarship	First awarded in 1989, renamed and awarded in both names in 2002
Rozanna Alexis Tandler 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 2003
Joan and William Hertzmark Scholarship	First awarded in 1993, renamed and awarded in both names in 2004
William Costin Memorial Scholarship	First awarded in 2004

Brookline Educators Association/William Hibert Scholarship	First awarded in 1963, renamed and awarded in 2004
Richard P. Gordon Twin Scholarship	First awarded in 2004
Robert Pugatch Family Memorial Scholarship	First awarded in 2005
Charlotte and Jack Laven Scholarship	First awarded in 2005
Henry Kennison Food Service Scholarship	First awarded in 1984, renamed and awarded in 2005
Rae and Louis Kozloff Memorial Scholarship	First awarded in 2006
Janet L. Morris Scholarship	First awarded in 2006
Toni J. Cradle Scholarship	First awarded in 2006
Agnes Rogers Scholarship	First awarded in 2006
William Grady Scholarship	First awarded in 2006
Jacob Kliman-Trimble Memorial Scholarship	First awarded in 2007
James C. Cradle Scholarship	First awarded in 2007
Class of 1956 Scholarship	First awarded in 2007
Page Scholarship for Unique Passions and Careers	First awarded in 2008
Maureen Young Nursing Scholarship	First awarded in 2008
Michael P. Troderman Scholarship	First awarded in 2008
Jeremy S. Kritzman Memorial Scholarship	First awarded in 2008
Michael Mindlin Family Scholarship	First awarded in 2009
Dr. Robert W. Weintraub Scholarship	First awarded in 2011
Lindsay Murphy Scholarship	First awarded in 2011
The Class of 1944 Scholarship	First awarded in 2012
The Jennifer Winton Scholarship	First awarded in 2012
Class of 1972 Memorial Scholarship	First awarded in 2013
José Vázquez Vinasco Courage and Excellence Scholarship	First awarded in 2013
Michael Gorman Memorial Scholarship	First awarded in 2013
Nicolette D. Troublos Scholarship	First awarded in 2014
Peter James Scholarship	First awarded in 2014
Majorie Segel Scholarship	First awarded in 2015
Senior to Senior Scholarship	First awarded in 2015
Harold Brown Scholarship	First awarded in 2015
Karen Kuskin-Smith Scholarship	First awarded in 2016
Thomas P. Hennessey Scholarship	First awarded in 2016
Brookline Community Foundation Scholarship	First awarded in 2016
ACE Scholarship	First awarded in 2016
Peter F. McNulty Memorial Scholarship	First awarded in 2016
The Serrato Marks Family Scholarship	First awarded in 2017
The Frank Wendell Farlow Scholarship	First awarded in 2017
The Scott Butchart Scholarship	First awarded in 2018

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	Sumner Shikes Memorial Award
National Achievement Scholarship Program	Daughters of American Revolution Good
League of Women Voters of Brookline Award	Citizen Award
Lt. David Wax Memorial Award	

Junior Book Awards

Boston University Book Award	Mount Holyoke College Book Award
Bryn Mawr College President's Book Award	Princeton Association of NE Award
Brandeis University Book Award	St. Michael College Book Award
Colby College Book Award	Smith College Book Award
College of Mt. Saint Vincent Book Award	Swarthmore College Book Award
Cornell University Book Award	Wellesley College Book Award
Dartmouth College Book Award	Williams College Book Award
George Washington University Book Award	Yale University Book Award
Harvard Book Prizes	

Special Awards

The 21st Century Fund Award	Saloman-Dorfman Family Community
Award	

Department Awards

Art

BHS Art Department Awards	Rhode Island School of Design Book Prize
The Renaissance Artist Award	

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 Head of School'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 Head of School'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 disability. 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 Head of School 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:

	Boys	Girls		Boys	Girls
FALL	Cross Country	Cross Country	SPRING	Crew	Crew
	Football	Field Hockey		Baseball	Golf
	Golf	Soccer		Lacrosse	Lacrosse
	Soccer	Swimming		Rugby	Sailing
		Volleyball		Sailing	Softball
	Cheerleading	Cheerleading		Tennis	Tennis
				Track	Track
WINTER	Basketball	Basketball		Ultimate Disc	Ultimate Disc
	Ice Hockey	Gymnastics		Volleyball	
	Skiing	Skiing			
	Swimming	Track			
	Track	Ice Hockey			
	Wrestling	Wrestling			
	Cheerleading	Cheerleading			

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, Kyle Williams 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.

<u>Area of Concern</u>	<u>Call</u>
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.

<u>Area Of Concern</u>	<u>Call</u>
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 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: Malcolm Cawthorne 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: Brendan Kobus 713-5179

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, Brendan Kobus.

Winthrop House

Coordinator: Sarah Ladner Apollo 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
Kate Lipman	713-5071
John Ortiz	713-5082
Randee Siegel	5760

Career and Technology Education

Coordinator: Britany 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: 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: Alexia Thomas and Kate Kennedy 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
Brian Crapo, Senior Custodian Evening	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.

Info time/ Announcements

BHS has a weekly 5-minute period designated for overhead announcements to be made. The purpose is to keep the BHS community informed on timely updates that affect the school community.

Announcements: Announcements may include school events, club promotions, extracurricular opportunities, upcoming holidays, or other important information regarding the school community. Announcements will be reviewed by the government liaison before they are shared.

Any students or faculty may submit a request for an announcement, to be read by either the main announcer or by the student/faculty themselves. Requests should contain an exact script, and should be provided to the announcer at least 2 school days before the designated announcement day.

Main announcer: The main announcer of the year is responsible for compiling and reading out announcements every week.

A co-chair of the Student Council will communicate with the main announcer at least every week, to provide the announcer with support. If the main announcer fails to compile or read out announcements 3 or more times within a semester, they will be removed from their position by the government liaison and immediately replaced with a new student elected by the Student Council.

Main announcer elections: Every year, in the month of May, the Student Council will be responsible for beginning the election process for the following year's main announcer. They must inform the student body of current 9th, 10th and 11th graders of the election process.

Students may apply to be the main announcer by filling out an application form, where they will submit their name, grade, contact information, and a 1-minute recording meant to showcase their voice. The previous year's main announcer is eligible to reapply, if they choose to.

In the month of June, the student body of current 9th, 10th, and 11th graders will listen to all recordings and vote for who they would like to be the main announcer for the following year.

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 St., Welland Rd., and Lowell Rd. Students are not permitted to 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 11:00 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 Lifetime Wellness 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, metals, 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 2023-2024 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 21. **Students and parents/guardians must sign this contract and bring it to Advisory on September 21.**

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)

Public Schools of Brookline

2023-2024 School Calendar

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	P	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	N	H	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	N	23
24	H	26	27	28	29	30

January 2024						
Su	M	Tu	W	Th	F	Sa
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29		








March 2024						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	H	20	21	22
23	24	25	26	27	28	29

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Teachers and Paraprofessionals Report		Professional Development Day: No School for Students; Teachers and Paras Report
	First and Last Day of School		Dismissal at 11:30am for BEEP; Noon for K-8; 12:15pm for BHS
	School Closed		Early Dismissal: Parent Teacher Conferences (see grades and times below)
	K-8 Teacher Collaboration: K-8 Students Dismiss at 1:40pm		

~ consult the BEEP schedule of important dates for dismissal times for early childhood parent teacher conferences ~

Aug. 30-31	Teachers and Paraprofessionals Report	Dec. 22	Early Dismissal: BEEP at 11:30; K-8 at Noon; BHS at 12:15
Sep. 4	School Closed: Labor Day Holiday	Dec. 25-Jan. 1	School Closed for Winter Break: Return on Jan. 2
Sep. 5	First Day of School: Grades 1-12	Jan. 15	School Closed: Martin Luther King, Jr. Holiday
Sep. 5-6	Kindergarten Students: 1/2 day by assignment	Feb. 10	Lunar New Year
Sep. 25	School Closed: Day of Low Attendance (Yom Kippur)	Feb. 19-23	School Closed: February Vacation
Oct. 9	School Closed: Indigenous Peoples' Day	March 29	School Closed: Day of Low Attendance (Good Friday)
Nov. 3	School Closed for Students	April 3	K-12 Early Dismissal at 12:40pm
	PD Day: Teachers and Paras Report	April 11	K-6 Early Dismissal at 12:40pm
Nov. 8	K-6 Early Dismissal at 12:40pm	April 15-19	School Closed: April Vacation
Nov. 10	School Closed: Veterans Day Holiday (observed)	April 25	K-6 Early Dismissal at 12:40pm
Nov. 16	K-8 Early Dismissal at 12:40pm	May 1	K-6 Early Dismissal at 12:40pm
Nov. 22	Early Dismissal: BEEP at 11:30; K-8 at Noon; BHS at 12:15	May 27	School Closed: Memorial Day Holiday
Nov. 23-24	School Closed: Thanksgiving Break	June 2	High School Graduation
Nov. 30	K-8 Early Dismissal at 12:40pm	June 17	Last Day of School (if no weather cancellations)
Dec. 6	K-12 Early Dismissal at 12:40pm	June 19	Juneteenth Holiday

Make-Up Days for Weather Cancellations: June 18-25, 2024

Approved by the Brookline School Committee 12.16.21