

Brewster Academy

Community Handbook 2019-2020

Revised Jan. 30, 2020

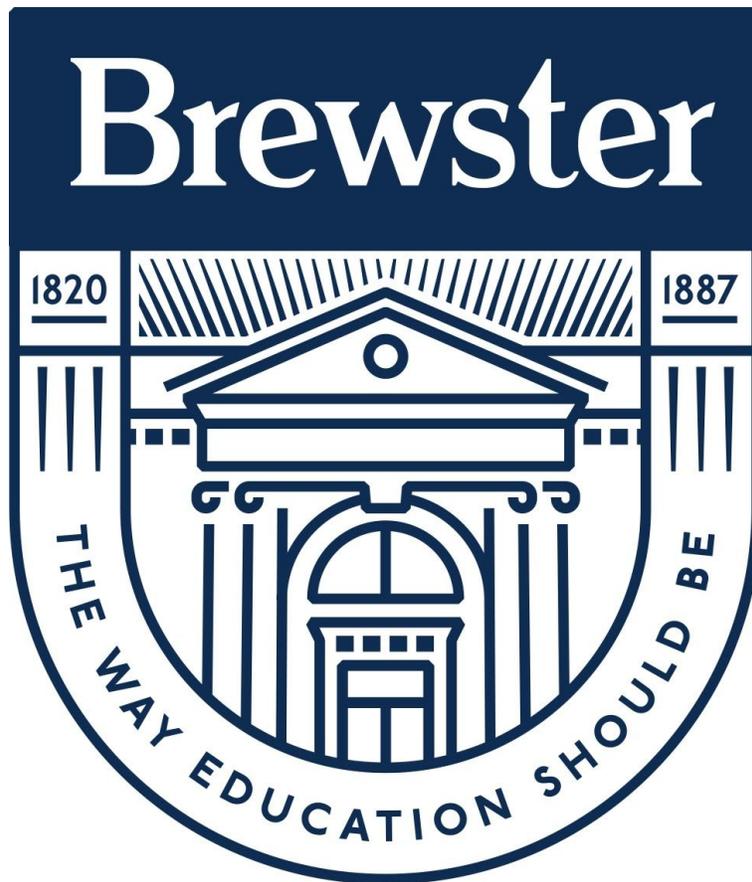


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Introductory Materials

Mission Statement

Brewster prepares diverse thinkers for lives of purpose.

Non-Discrimination Policy

Brewster Academy does not discriminate on the basis of sex, race, religion, color, sexual orientation, gender identity, genetic information, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletics, and other programs or activities administered by Brewster.

In an Emergency

During business hours 8 a.m. to 5 p.m., Monday through Friday, please call the school's main number: 603-569-1600.

At all other times, please call the Dean on Duty phone: 603-520-0238.

If you do not reach anyone, please contact the student's community living parent or advisor.

Disclaimer

The provisions of the student handbook do not constitute a contract, express or implied, between Brewster Academy and any applicant, student's family, or faculty or staff member. Brewster Academy reserves the right to change the policies, procedures, rules, regulations and information in the handbook at any time. Changes will become effective at the time the proper authorities so determine, and the changes will apply to both prospective students and those already enrolled. The handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to student behaviors.

Welcome from the Head of School

Dear Members of the Brewster Community:

The intent of this handbook is to foster clarity in support of a sound educational experience for students, parents, and teachers alike. While every attempt has been made to be both comprehensive and nuanced, no handbook anticipates every eventuality. I thus ask that all in the community employ good sense and goodwill alike as we work together to ensure that students—the center of our work—receive our best and abiding attention. If you ever have any questions, don't hesitate to reach out to a member of the Brewster team.

With sincerity and hope,

Craig Gemmell

Knowing the Handbook

Some sections of this handbook may be reviewed in dorms, in classes, at activities, and at advisor meetings; however, students and families are expected to review the entirety of this handbook and to abide by its policies, procedures, rules, and regulations.

If a student or parent has questions about the handbook, please contact the student's advisor, or speak directly with the most relevant person below.

| | |
|----------------------------|---|
| Communication | Suzanne Morrissey or Mary Roetger |
| Academics | Matt Butcher |
| Academic Support | Katie Gardner |
| Community Service | Maria Found |
| Daily Life | Bret Barnett |
| Residential Life | Maureen Edmonds |
| Athletics | Matt Lawlor |
| Student Health Services | Carrie MacDonald |
| Counseling | Susan Palmer-Ansorg |
| Student Conduct | Matt Butcher (grades 9-10), Kim Yau (grades 11, 12, PG) |
| Vacation Travel | Peter Mann |
| Information Technology | Peter Gilligan |
| Financial Responsibilities | Jennifer Copp |
| Enrollment and Tuition | Marsha Brooks |
| Financial Aid | Rebecca Brooks |

Communication

Important Contacts

There are several people who play various roles in a student's academic and personal growth at Brewster. These will be the best people to communicate with during the school year.

The Advisor

A student's advisor is the key contact person for you and your child. Advisors provide the foundation of all student counseling and guidance including academic, athletic, and social issues. Questions regarding any of these areas should be directed to your child's advisor first.

My Child's Advisor: _____
phone number: _____
email address: _____@brewsteracademy.org

The Team Leader:

The team leader is the academic leader for the team of teachers who work with your student.

My Child's Team Leader: _____
phone number: _____
email address: _____@brewsteracademy.org

The Community Living Parent (CLP)

Each dormitory has one community living parent who is responsible for your child's welfare while in the dorm. This CLP serves as the head of a dorm team who provide coverage.

My Child's Dorm: _____
My Child's CLP: _____
phone number: _____
email address: _____@brewsteracademy.org

Assistant to the Director of Residential Life:

Each cluster of dorms is assigned an assistant to the director of residential life who is your secondary contact should issues arise in the dorm.

My Child's DA: _____
phone number: _____
email address: _____@brewsteracademy.org

Department Contact Information

Throughout the year, you may need to be in contact with specific departments. This chart is a handy reference for reaching those offices.

| Office | Phone Number | Fax Number | Hours |
|-------------------------------|--------------|--------------|--|
| Administrative Offices | 603-569-1600 | 603-569-7199 | M–F 8 a.m. to 5 p.m. Sat 8 a.m. to 12 p.m. |
| Admission Office | 603-569-7200 | 603-569-7272 | M–F 8 a.m. to 4:30 p.m. |
| Advancement Office | 603-569-7485 | 603-569-7157 | M–F 8 a.m. to 4:30 p.m. |
| Athletics Department | 603-569-7116 | 603-569-7180 | M–F 9 a.m. to 5:30 p.m. Sat 9 a.m. to 12 p.m. |
| Business Office | 603-569-7104 | 603-569-7195 | M–F 8 a.m. to 4:30 p.m. |
| Deans' Offices | 603-569-7100 | 603-569-7199 | M–F 8 a.m. to 5 p.m. Sat 8 a.m. to 12 p.m. |
| Health Center | 603-569-7121 | 603-569-7144 | M–F 7:30 a.m. to 1 p.m. and 3:30 to 8:30 p.m. Sat (A Weeks) 7:30 a.m. to 1 p.m. Sat (B Weeks) 9 a.m. to 1 p.m. Sun, 9 a.m. to 1 p.m. and 5 to 8:30 p.m. |
| Information Technology Office | 603-569-7000 | | M–F 7:45 a.m. to 4 p.m. |

IN AN EMERGENCY: During business hours 8 a.m. to 5 p.m., Monday through Friday, please call the school's main number: 603-569-1600. At all other times, please call the Dean on Duty phone: 603-520-0238.

Methods of Communication

The Portal:

The Brewster Parent Portal (www.brewsteracademy.org/parentportal) provides an excellent resource for parents and guardians; it includes information about logistics, forms, academics, student weeklies, medical and financial services, and frequently visited pages.

The password-protected parent, student, and faculty portals also include photos for all faculty, administrators, and students. Department affiliation and phone number are included for faculty and administrators, while team affiliation and dorm are included for all students. Additionally, parent address information, phone numbers, and geographic and last name cross references are available. This information may be used for Brewster-related purposes only. It should not be shared with individuals or organizations not affiliated with the school without the express permission of Brewster Academy.

Various faculty and administration at Brewster may contact you throughout the school year. To facilitate this communication, it is important that you keep your contact information updated in the Parent Portal. To make a change, click on the Your Contact Information tab.

If you will be unreachable for a period of time, please inform the school via your child's advisor who is authorized to act in your absence.

Weeklies:

Each week, students meet with their advisors to review their standing with grades and daily expectations. On their Student Portal, students write a reflection of the week, which is reviewed by the advisor and then posted for parent viewing on the Parent Portal. This reflection helps students develop habits and skills related to self-assessment, goal-setting, planning, problem-solving, and taking responsibility for their own success.

The Weekly also helps to keep parents and guardians informed and fosters a sense of partnership between family and school. Parents can write a response to their students within the response area of the reflection, which provides a valuable form of feedback and communication. Parents are encouraged to keep their responses positive, as students are responsive to hearing words of praise and encouragement from parents and guardians.

Mail:

Send all mail (including packages) addressed to your child at
Brewster Academy
80 Academy Drive
Wolfeboro, NH 03894.

Mailboxes are available anytime, while the package window is open Monday, Tuesday, Thursday, and Friday, 8 a.m. to 3:30 p.m., as well as Wednesday from 8 a.m. to 1:30 p.m.

Email:

All Brewster faculty and students use a brewsteracademy.org email address.

Faculty email addresses are available in the Bobcat Directory on the Parent Portal.

Students confirm their email addresses when they register their accounts in the summer. Parents should confirm that they have the correct email address for their children.

The Academic Office notifies parents and guardians via email when grade reports and recognition scores have been posted in the Portal.

Fax:

Students are notified by email when a fax has been received. The fax number is 603-569-7199.

Parent/Academy Covenant

An optimal educational experience for our students requires an interactive partnership among parents, educators, and students. Both educators and parents hope that every school day is filled with learning, joy, and grace. In acknowledgement of the collaborative relationship between parents and educators, all involved should respect and practice these fundamental principles of communication:

- All communications should be respectful in tone and approach;
- Participants should recognize that word choice and tone can influence the outcome of a conversation either positively or negatively;
- Communication should be timely and grounded in reasonable expectations for frequency and need;
- Participants should forego forming an opinion or drawing any conclusion before the issue to be addressed is identified and information is gathered from appropriate sources;
- Effective listening must include acknowledging the legitimacy of differing opinions;
- Participants should understand and respect the lines of responsibility and authority of all concerned.

To realize these principles of communication in our daily interactions, we agree to the following:

Parents Can Expect that Brewster Will

- Recognize that parents have a depth of experience with the student;
- Recognize that parents are sometimes understandably more concerned with the needs of their own student than with the greater needs of the school community;
- Be ready to actively listen to parents;
- Provide the appropriate time and venue for a full and confidential discussion;
- Identify the issue and reasonable expectations for addressing it;
- Provide a written plan of action when appropriate;
- Identify when and by what criteria the plan will be evaluated when appropriate;
- Provide an opportunity for the parent to understand the problem and contribute to a solution;
- Be ready to consider truly student-centered solutions.

Brewster Can Expect that Parents Will

- Recognize that educators are trained professionals;
- Recognize that educators sometimes understandably must put the needs of the community ahead of the individual needs of a single student;
- Completely support the Brewster Academy's position that the presence and use of drugs and alcohol undermine the right of all students to a healthy environment and the right to learn;
- Completely support the school's position that disrespectful and hurtful behavior that challenges an individual's self-esteem and sense of safety cannot be tolerated;
- Be ready to actively listen to educators;
- Provide an opportunity for educators to understand the problem and to work toward a solution;
- Have discussions at the appropriate time and in the appropriate venue to allow time for confidential exploration of the issue;
- Direct their concerns to educators;
- Articulate issues clearly and factually;
- Allow educators time to create effective plans;
- Support agreements made as part of the planning process.

Academics

Philosophy

Brewster Academy encourages and directs the educational development of each student through a diversified curriculum of academic subjects, best practices, and essential abilities, the intent of which is to help the individual develop into a happy, confident, and competent young person, aligning with the school's mission: "Brewster prepares diverse thinkers for lives of purpose."

The basic educational philosophy at Brewster is centered upon several concepts that the school believes are of great importance.

First, we help our students build self-confidence. Through close faculty-student relationships and individualized attention, we focus all the resources of our school on helping our students discover, develop, take pride in, and be recognized for their unique talents and potential.

Second, we promote a positive attitude toward learning by supporting a curriculum that meets each student at their current level of functioning and asks students to work at a level of sophistication that allows them to be challenged, yet successful. Students are expected to be actively engaged in acquiring new skills and knowledge and in applying those abilities in meaningful and creative ways.

Third, we help our students acquire not only the knowledge and concepts necessary for success in their post secondary education, but also the skills they will need to access, process, and apply information in the future in our rapidly accelerating information age.

Fourth, we help our students develop positive social skills and community values through a coordinated program that includes all aspects of boarding school life. Students learn to function as caring, cooperative, and contributing members of the community who accept the roles and responsibilities of membership and take an active part in building a positive community environment.

Fifth, we stress the values of honesty and decency throughout the curriculum. Caring and hard work are an inherent and recognized part of the curriculum.

Academic Responsibilities

Attendance

So that teachers can best instruct, monitor, and provide feedback, students are expected to attend all scheduled classes, study halls, lectures, assemblies, and field trips. Students also are expected to attend team studies to which they have been assigned. On occasion, team studies or special activities may be planned outside of the academic day. Both day and boarding students are expected to attend these commitments.

If students do miss a commitment, they are expected to complete all assigned work during their absence and to take the responsibility and initiative for arranging a make-up schedule with class teachers.

School Supplies, Books, and Materials

Students purchase their own school supplies and books. Books may be purchased from any vendor or through Follett's Campus Bookstore: www.bkstr.com/brewsteracademystore. School supplies are available at the Campus Store located in the Estabrook.

Students are responsible for providing their own laptop computer as specified by the Information Technology Department's recommendations. Students are also responsible for all texts, paper, pens, and pencils.

Coursework

Regularly, instructors will assign work to be completed outside of class, and students are responsible for completing the work within the time allowed. Incomplete, late, or missing homework assignments impact the individual's recognition scores and course grade. Generally, a homework assignment submitted late receives a 10% penalty per class meeting that it is submitted late. Other assignments submitted late also will receive a grade penalty.

Evening Study

Brewster offers structured study environments during the evening. All boarding students who are not on academic Citizenship or John Brewster Scholar status are expected to attend. Evening study is time the school makes an effort to protect, believing that all students need to develop habits of daily attention to academic routines. For that reason, students are not allowed to use cell phones during evening study, and the school requests that parents support this policy by not calling or texting students during the study hours of 7:30 to 9:30 p.m.

Graduation Minimums

While enrolled at Brewster, students are expected to complete one course each year in math, science, history, and English. During their final year, seniors and postgraduates may elect to concentrate in an area of interest by taking two courses either in English, math, science, or history in lieu of courses in another discipline. At least one course in English is still required every year.

Other Requirements:

- Successful completion of two years of a world language taken during high school, unless circumstances support a waiver from this requirement (please note that three or four years are recommended);
- Successful completion of at least one year-long course in an art discipline, unless scheduling conflicts or other academic needs support a waiver of this requirement;
- Successful completion of an annual social and emotional learning (SEL) course.

Postgraduate students will receive a Certificate of Completion upon satisfactory completion of five credit units.

Because Brewster strives to serve a diverse community of learners, these graduation minimums may be modified on occasion. These modifications are student-centered and require prior approval of the academic dean in conjunction with relevant faculty and administration.

Accelerated Graduation

Brewster has established minimum requirements for graduation based on student matriculation over a four-year period. Each student is admitted to the school at a given grade level determined in the admissions process. Change in the year of graduation can only be made by the student by petition to the head of school through the academic dean. Any such request must be made before the year in which the student is asking to graduate. For a student to be eligible for an acceleration of their graduation date, the student must meet the following criteria:

- Three years of history, including U.S. History (or AP U.S. History) and AP Macroeconomics;
- Three years of English, including AP English Language and Composition and AP English Literature and Composition;
- Three years of science, including Chemistry, Physics, and AP Biology;
- Three years of math, including Pre-calculus;
- Three years of a world language;
- In all courses, including AP courses, the student must have an average of 80 or above.
- Brewster must determine that accelerated graduation is in the best interest of the student.

Courses

Course Selection

Each student must register for a minimum of five full courses each trimester unless otherwise advised. To satisfy graduation minimums, most students enroll in six courses. Students are expected to enroll in one course for each of the core disciplines (math, science, history, and English). Enrollment in two courses in the same discipline requires department chair approval and only can be accommodated if there is space available. When there are more requests than there is space, preference for enrollment is given to students enrolling in the course at grade level.

Dropping and Adding Courses

A student may drop or add a course for credit only during the first two weeks of a trimester. The student must have written permission from the advisor, the teacher(s) concerned, the department chair, and the academic dean.

Class Level Designations

The Brewster curriculum is designed to meet the diverse learning needs of students and to maximize the advancement of their academic skills. All core classes employ curriculum that is designed to meet the needs of a variety of abilities. Teachers assess the academic skills of students and place them in one of three instructional groupings: Foundational, Standard, or Accelerated. Students in Advanced Placement courses work in the Advanced Placement grouping. These instructional groupings are distinguished by the complexity with which students apply their learning. Each grouping carries a weighted average to bring equity to the GPA on the student transcript. All groupings are considered college preparatory and can lead to successful completion of graduation requirements.

Students can be placed in different groupings for different courses and can change grouping designations at the start of a trimester. Any change in instructional grouping directly reflects the student's sustained performance on major assessments and products. Generally, students are expected to consistently realize a minimum of 80 on major assignments to remain in the current grouping. Students who consistently realize a minimum of 90 on major assignments may be considered for promotion to the next higher grouping.

Advanced Placement Courses

Students generally become eligible for consideration for AP courses only if they have maintained a minimum of a 90 average at the Accelerated level in the subject area for all three trimesters, or a minimum of 85 in an AP course for all three trimesters. Students also must have department approval to enroll in an AP course and team approval to enroll in more than one AP course. Students enrolled in AP courses are expected to take the College Board Advanced Placement Examination in May; Brewster arranges registration for these exams, and the student pays the testing fee for each exam.

Grades

Periodic quizzes, projects, oral reports, homework, papers, and oral or written examinations provide the basis for instructors to evaluate a student's work. Examinations may be given at the end of each term. Brewster records grades in numerical form:

| Numerical Grade | Letter Equivalent |
|-----------------|-------------------|
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| Below 60 | F |

Grades and credits are recorded on the official transcript by trimester, and successful completion of each trimester with at least a 60 is required to earn a full year's credit.

Academic Grade Reports

Brewster Academy is on a trimester grading system with reports provided at the middle and end of each trimester. Grade reports include the student's grade, curriculum placement, class grouping, instructor's comment, and recognition scores.

Weighted Honor Rolls and GPA

Weighted honor rolls and GPA are determined by a combination of numerical grade performance and the instructional grouping for each course. Unweighted GPA is also calculated.

Honor Roll

Each trimester, students may earn honor roll status by meeting the following criteria:

Summa Cum Laude:

Grades of 92 or higher with all courses at the Accelerated or AP level.

Magna Cum Laude:

Grades of 90 or higher with all courses at the AP, Accelerated, or Standard level.

Cum Laude:

Grades of 85 or higher in all classes at the AP, Accelerated, or Standard level;
Grades of 90 or higher in all classes at the Foundational level.

Quality Points System (GPA)

The Quality Points System weights each grade point earned in the four instructional groupings:

| Advanced Placement | | Accelerated | | Standard/Unweighted | | Foundational | |
|--------------------|-------|-------------|-------|---------------------|-------|--------------|-------|
| 100 | 4.330 | 100 | 4.165 | 100 | 4.000 | 100 | 3.835 |
| 99 | 4.330 | 99 | 4.165 | 99 | 4.000 | 99 | 3.835 |
| 98 | 4.330 | 98 | 4.165 | 98 | 4.000 | 98 | 3.835 |
| 97 | 4.330 | 97 | 4.165 | 97 | 4.000 | 97 | 3.835 |
| 96 | 4.330 | 96 | 4.165 | 96 | 4.000 | 96 | 3.835 |
| 95 | 4.330 | 95 | 4.165 | 95 | 4.000 | 95 | 3.835 |
| 94 | 4.330 | 94 | 4.165 | 94 | 4.000 | 94 | 3.835 |
| 93 | 4.330 | 93 | 4.165 | 93 | 4.000 | 93 | 3.835 |
| 92 | 4.229 | 92 | 4.064 | 92 | 3.899 | 92 | 3.734 |
| 91 | 4.128 | 91 | 3.963 | 91 | 3.798 | 91 | 3.633 |
| 90 | 4.027 | 90 | 3.862 | 90 | 3.697 | 90 | 3.532 |
| 89 | 3.926 | 89 | 3.761 | 89 | 3.596 | 89 | 3.431 |
| 88 | 3.825 | 88 | 3.660 | 88 | 3.495 | 88 | 3.330 |
| 87 | 3.725 | 87 | 3.560 | 87 | 3.395 | 87 | 3.230 |
| 86 | 3.624 | 86 | 3.459 | 86 | 3.294 | 86 | 3.129 |
| 85 | 3.523 | 85 | 3.358 | 85 | 3.193 | 85 | 3.028 |
| 84 | 3.422 | 84 | 3.257 | 84 | 3.092 | 84 | 2.927 |
| 83 | 3.321 | 83 | 3.156 | 83 | 2.991 | 83 | 2.826 |
| 82 | 3.220 | 82 | 3.055 | 82 | 2.890 | 82 | 2.725 |
| 81 | 3.119 | 81 | 2.954 | 81 | 2.789 | 81 | 2.624 |
| 80 | 3.018 | 80 | 2.853 | 80 | 2.688 | 80 | 2.523 |
| 79 | 2.917 | 79 | 2.752 | 79 | 2.587 | 79 | 2.422 |
| 78 | 2.816 | 78 | 2.651 | 78 | 2.486 | 78 | 2.321 |
| 77 | 2.715 | 77 | 2.550 | 77 | 2.385 | 77 | 2.220 |
| 76 | 2.615 | 76 | 2.450 | 76 | 2.285 | 76 | 2.120 |
| 75 | 2.514 | 75 | 2.349 | 75 | 2.184 | 75 | 2.019 |
| 74 | 2.413 | 74 | 2.248 | 74 | 2.083 | 74 | 1.918 |
| 73 | 2.312 | 73 | 2.147 | 73 | 1.982 | 73 | 1.817 |
| 72 | 2.211 | 72 | 2.046 | 72 | 1.881 | 72 | 1.716 |
| 71 | 2.110 | 71 | 1.945 | 71 | 1.780 | 71 | 1.615 |
| 70 | 2.009 | 70 | 1.844 | 70 | 1.679 | 70 | 1.514 |
| 69 | 1.908 | 69 | 1.743 | 69 | 1.578 | 69 | 1.413 |
| 68 | 1.807 | 68 | 1.642 | 68 | 1.477 | 68 | 1.312 |
| 67 | 1.706 | 67 | 1.541 | 67 | 1.376 | 67 | 1.211 |
| 66 | 1.605 | 66 | 1.440 | 66 | 1.275 | 66 | 1.110 |
| 65 | 1.505 | 65 | 1.340 | 65 | 1.175 | 65 | 1.010 |
| 64 | 1.404 | 64 | 1.239 | 64 | 1.074 | 64 | 0.909 |
| 63 | 1.303 | 63 | 1.138 | 63 | 0.973 | 63 | 0.808 |
| 62 | 1.202 | 62 | 1.037 | 62 | 0.872 | 62 | 0.707 |
| 61 | 1.101 | 61 | 0.936 | 61 | 0.771 | 61 | 0.606 |
| 60 | 1.000 | 60 | 0.835 | 60 | 0.670 | 60 | 0.505 |
| 59 | 0.000 | 59 | 0.000 | 59 | 0.000 | 59 | 0.000 |

The year-end GPA is determined by using the following formula, which gives the proper “weight” to courses of differing credit values: **GPA = Quality Points Figure x Potential Credits ÷ Potential Credits.**

National Honor Society

Brewster Academy is a National Honor Society member school. Election to the John Brewster Chapter of The National Honor Society reflects a distinguished academic record and exceptional contributions of service and leadership. Students who meet eligibility criteria are considered for election by a faculty council in the fall of each academic year. Eligibility for consideration does not ensure election and the faculty council's decision will be based on evidence of outstanding leadership and citizenship in addition to academic criteria. To be eligible for consideration, the student must meet the criteria as cited in the National Honor Society criteria document available in the student portal.

Academic Difficulty

Student Action Plans

At times, students at Brewster may struggle in their academic courses. In these instances, teachers, advisors, and academic teams will work to support the student through a variety of means. On occasion, an academic team will develop a formal Student Action Plan to help students make progress with their academic behaviors and performance. While all relevant faculty and administration help to develop and implement the Student Action Plan, the advisor is responsible for communicating with the student and the student's parents or guardians.

Academic Warning

If a student's final trimester grade for any course falls below 70, that student will be placed on Academic Warning status for the subsequent trimester. Students placed on Academic Warning remain on that status until their grade rises to 70 or above.

Academic Probation

Students whose trimester grade average falls below 60 are placed on Academic Probation and do not earn credit for that course. Students on Academic Probation must have trimester grades in all courses at or above 60 in the following trimester.

Making Up Credit

Students must pass with a minimum grade of 60 in each trimester of a year-long course in order to receive credit. To make up a failed trimester, students may repeat the failed trimester the following academic year at Brewster (provided the added class can be scheduled), or students can take an approved summer class.

Underclassmen placed on Academic Probation have one calendar year to make up the failed trimester. Seniors and postgraduates must make up the failed trimester(s) in the summer immediately following the academic year and will not receive a diploma until completing the makeup course. Please note that many colleges require a complete transcript by July following graduation, and a failed course for a senior is likely to result in postponing their start of college.

Reinvitation and Continuing Enrollment

Students who remain on Academic Warning or Probation, or who are not meeting other academic progress goals, may be reviewed by the school to consider whether continued enrollment is warranted. In such instances Brewster Academy may determine that separating the student from Brewster is necessary, or it may be decided the student's invitation to return for another school year will be deferred to allow the student time to demonstrate an ability to achieve academic and behavior goals. If the student does not make progress in that time, the student may not be invited to return for the next school year.

Commencement Honors

Valedictorian, salutatorian, and third in class are honors earned on the basis of a two-year cumulative GPA for the junior and senior years. First in class for postgraduates is determined by the Brewster postgraduate year GPA.

During commencement exercises the following protocols are in place:

- Students wear navy tassels and navy blue gowns;
- Gold cords signify members of the National Honor Society;
- Gold tassels signify National Honor Society members and/or students who have achieved honor roll status (*summa cum laude*, *magna cum laude*, or *cum laude*) for both the first and second trimesters of their senior or postgraduate year.

Presentation of Awards During Commencement Week

The presentation of scholarships and awards at commencement exercises and at Brewster's end of year Moving Up Day ceremony is limited to those honors that are awarded by Brewster. The sole exception is the presentation of scholarships to the four United States Service Academies that require congressional appointment, which are included, when awarded, at the Moving Up Day ceremony or Graduation; representatives of the four service academies may present these scholarships. Many students earn scholarships and awards from a variety of organizations and institutions each year, and it would not be possible to include individual presentations to each student. The head of school may choose to announce and congratulate recipients of honors bestowed by outside institutions at the annual Moving Up Day ceremony but is not required to do so.

Community Service

Brewster encourages student participation in activities that provide service to others, and the spirit of giving is an important underpinning of school programs aimed at developing the whole student. To that end, students at Brewster engage in a variety of community service events throughout the year. Often, activities are planned and organized through dormitories, teams, and school clubs, but always there is the belief that good citizens actively contribute to their communities.

Community Service Promotes:

- Opportunities to build relationships;
- A variety of safe, structured environments and activities;
- The development of many new skills and self awareness;
- Pride in community;
- Habits of service to others.

Students typically complete at least one community service project each year. The project should be meaningful to the student and include student participation, planning, implementation, and reflection. The projects may be student and/or staff initiated and can offer direct or indirect service to others. Additionally, students can gain community service hours for assisting with a project. With prior approval, students may receive credit and/or recognition for a community service project that is accomplished during the summer or on school breaks.

Daily Life

Campus Safety

Wolfeboro is a quiet town with a low incidence of crime. Nonetheless, Brewster takes a number of precautions to ensure the safety of everyone in our community. All campus buildings are locked at night, and campus security patrols campus nightly. Every boarding student is checked in by 8 p.m. and again at lights out, Sunday through Friday. On Saturday evenings, boarding students are checked in at dinner and dorm closing. On Sunday, there is check-in at brunch.

Simple precautions and good judgment are the best way to keep possessions safe. Students should lock their dormitory rooms when leaving the room and should keep laptops and other valuables in their possession or in a locked dormitory room or locked locker at all times. Bringing a locking footlocker for the room is an extra safeguard. If an item is lost, students should first search through their possessions to be certain it has not been misplaced and then report the missing item(s) immediately to their community living parent or the lower or upper school dean. Similarly, bicycles should be secured at all times. Boarding students should speak with their community living parents about the most appropriate place to keep their bikes at the dorm. Bicycles may not be stored in any hallway or staircase. Students permitted to have a motor vehicle parked in Anderson Hall should remember to keep cars locked at all times.

Students gain access into their dormitories with a proximity card. The access credentials on the card are specific to each student and also include access credentials to other buildings on campus. If a student loses their card, it should be reported to the Help Desk in the Information Technology Office immediately via email (helpdesk@brewsteracademy.org) or in person as soon as the office opens. The card will be deactivated and a new card can be issued while the student waits. It is the student's responsibility to report the card missing. While the first replacement is free, please note there is a fee for subsequent replacements.

If students lose their room key, they need to search their room in an effort to locate it, then see the deans' administrative assistant in the Academic Building to get a replacement room key if theirs cannot be located. Please note there is a fee for replacement keys.

Community Meals

Community meals provide a campus-wide community-building opportunity throughout the year. As such, they are designed to bring the Brewster community together for special occasions, announcements, and the recognition of accomplishments. Community meals may be scheduled as a luncheon or evening meal. All students are expected to attend luncheon meals in academic day dress. Day students, although not required to attend evening community meals, are always welcome to participate as members of the Brewster community.

Study Hall

Brewster holds three types of study halls for students: daytime study hall, academic study, and dorm study. These study halls are intended to provide students with an appropriate time and setting to complete schoolwork and prepare for assessments.

Daytime Study Hall Conditions

Daytime study halls are held for students not on status during any free blocks. It is held in the library and students are expected to study quietly for the entire block.

Academic Study Conditions

Academic Study is held in the Academic Building from 7:30 p.m. to 9:30 p.m. Evening academic study serves to support students in the academic realm by providing a structured setting and quiet environment in which students are expected to focus on work with the support of a proctor. The goal of evening academic study is to help students reach their potential academically.

During Academic Study, students are expected to:

- Be on time and ready for academic work;
- Silence and put away their cell phones so they are not accessible during study hall;
- Avoid bringing food into study hall (they may have a drink);
- Avoid wearing hats during study hall;
- Sit at desks in classrooms for the length of study hall;
- Work on academics until all work is complete;
- Work quietly and independently;
- Use laptops for academic purposes;
- Be respectful of their fellow students and proctor;
- Follow the proctor's directions;
- Stay seated at desks until dismissed by the proctor at 9:30 p.m.

Dorm Study Conditions

Dorm Study is held in dorms from 8:00 p.m. to 9:30 p.m. During Dorm Study, students are expected to contribute to a quiet environment conducive to study and to engage independently in their studies.

During Dorm Study, students are expected to:

- Have their rooms clean and prepared for work by 8:00 p.m.;
- Have their dorm room doors open;
- Maintain quiet (headphones for music or video, avoid making loud noises);
- Work independently or collaborate quietly, either in their dorm room or the lounge (students electing not to study during study hall may watch television in the lounge, but not at a volume that would reach students in their dorm rooms);
- Avoid video games (on phone, computer, console, or any other system).

Senior and Postgraduate Privileges

Seniors and postgraduates:

- Are not assigned daytime study hall;
- May go downtown during the academic day;
- Do not have to return to their dorm from a night out or following academic study hall until 10:15 p.m. from Sunday through Friday night;
- Have wireless service extended until midnight;
- May have one TV per dorm room that is less than 32”;
- If all relevant students are on status, may take a “night in” on Friday B weeks with permission from the dorm team member on duty;
- Are dismissed first from community meals and All-School assemblies;
- May walk over the school plaque outside the College Office.

Privileges may be modified in individual cases if necessary.

Driver Education

Drivers Edge, a local independent service, conducts driver education classes each trimester at Brewster Academy. This is not a Brewster Academy course, and Brewster Academy reserves the right to evaluate whether students may participate in this evening class on top of daily academic commitments. Students will not be excused from any afternoon commitment for class or driving. Due to the rigorous nature of the Brewster program, students participating in recreational ski or the HOWL chorus may not take driver’s education during the winter trimester; other team or school commitments also may prevent a student from taking driver’s education throughout the year. Sign-ups occur at the beginning of each trimester. Students who are approved by their team of teachers and by the Athletics Department to participate in the class will then send home materials to their parents for signature and payment.

Residential Life

Brewster is committed to a comprehensive program of personal growth and development, which includes all aspects of boarding school life. The underlying philosophy of the community life program at Brewster includes providing formal and informal opportunities for faculty and students to build a community based on honesty, mutual respect, positive interactions, and collaboration. In addition, through campus events, group meetings, community service projects, house agreements, and the implementation of the recognition system, the community life program seeks to foster an environment of tolerance and personal responsibility while teaching communication and self-advocacy skills.

We attach a great deal of importance to conduct that exemplifies responsibility and concern for others. Students are expected to respect the rights and safety of community members, buildings, and school property, and they must help maintain an environment conducive to learning and the pursuit of personal goals and growth.

Community Living Parents

The community living parent (CLP) is an important and valued role. CLPs set the tone for their dorms and help to imbue students with the core values of the school. Working in collaboration with the Director of Residence Life, Assistants to the Director of Residence Life (DA), and their Dorm Team, community living parents create a safe, inclusive, and healthy residential program.

Dorm Rooms

All Dorm rooms include a set of furnishings, but students are expected to provide some items, while other items are prohibited:

- Basic furnishings (bed, desk, chair, and dresser) are provided;
- Students are required to provide their own linens, including sheets, blankets, and comforters;
- A different desk chair may be added by the student (with CLP approval); no additional furniture may be brought into student rooms, including love seats or futon couches;
- Appropriate pictures/posters may be displayed in designated areas;
- Empty alcoholic beverage containers may not be displayed as decorations. Posters or pictures that show or suggest nudity or use of alcohol, nicotine, or other substances are not permitted;
- Rooms must adhere to the expectations outlined in [Fire Safety Rules for Dorms](#) (located in [Policies relating to Student Conduct](#))
- Refrigerators, microwaves, and televisions/monitors are not allowed in rooms, with the exception of seniors and postgraduates, who can have one TV or monitor per room that is less than 32”;
- Students may not have a secondary computer or desktop computer;
- Projectors may only be used in dormitory rooms after a students’ last commitment on Saturday until dorm meeting on Sunday;
- Students may not keep pets in dorms or dorm rooms (including fish);
- Any device deemed a disturbance to a healthy dorm culture will not be allowed;
- Dorm rooms are to be kept clean and orderly at all times. Room inspections occur daily in all dormitories;
- Common areas (e.g., hallways, lounges, outside grounds, garbage, etc.) are to be kept clean and orderly by the dorm students. These responsibilities are assigned to students with the expectation that they will be completed daily.

Daily Expectations for Boarding Students

- Boarding students must study in monitored rooms in the Academic Building from 7:30-9:30 p.m. as assigned. Group study and research may be done in the library with appropriate permission. Students who earn John Brewster Scholar and Citizenship status in their academic commitments earn the right to study in their dorm rooms and begin dorm study at 8:00 p.m. (see [Student Recognition System](#)).
- Headphones or earbuds may be used to listen to music during study hours in the Academic Building and in the dormitories. At all other times, the volume of devices should be low enough so that it cannot be heard outside the dorm room.
- Students must return to their dorm by 9:45 p.m. from Sunday through Friday; seniors and postgraduates may return by 10:15 p.m. Lights out is at 10:30 p.m. for all students Sunday through Friday.
- Students must remain in their dorm rooms after lights out. Leaving the dorm after this time is a safety issue for students and the security of the dorm. Students who are out of the dorm after check-in will be referred to the lower or upper school dean and may face significant disciplinary sanctions.
- Students must not leave the dorm before 6 a.m. Morning athletic practices must be cleared in advance with the community living parent.
- Students must abide by the following host and visitor policies:
 - All boarding students may host guests of the same sex in dorm lounges and rooms from the end of the academic day until 8 p.m. on weekdays, but no guests are allowed during classes, lunch, evening study, or after evening study. Doors must always remain open when guests are being hosted in rooms;
 - Lower school students may never host guests of the opposite sex. Visitors of the opposite sex are never allowed in lower school dorms;
 - Lower school students are not allowed to visit any dorms of the opposite sex. With permission, lower school students may visit upper school dorm lounges of the same sex;
 - Upper school students may host upper school guests of the opposite sex in dorm lounges from 5 p.m. to 8 p.m. only on weekdays. Opposite sex guests may not enter any other part of the dorm;
 - Hosting guests and visiting dorms are privileges that may be restricted on an individual basis.

Room Inspections

In addition to daily inspections, during vacations rooms may be inspected for cleanliness with the understanding that privacy will be respected and that drawers and closets will not be entered. If necessary, rooms may be entered for general maintenance.

After students leave, community living parents will check rooms to ensure that windows are closed and locked, heating areas are not blocked, all lights are off, electrical cords are unplugged, and doors are locked.

Any exceptions to this policy will be approved beforehand by the head of school and made known to the student body.

Personal Discretion

Because our residence halls are community buildings that are frequented by families, faculty, and members of the opposite sex, students and faculty must take measures to cover themselves any time they are in a common area such as a hallway, lounge, etc. For example, students walking down the hallway from the bathroom to their dorm rooms are expected to cover themselves.

Damage to Property

Students will be charged for damage to property as the result of deliberate or careless acts, not normal wear and tear. Whenever possible, the individual responsible for the damage will make amends by cleaning up the damaged area. The restitution for damages will be determined by the community living parent in conjunction with the maintenance department and the director of residential life. When it cannot be determined who is responsible for the damage, all residents will take responsibility for cleanup and restitution. Willful destruction may be dealt with as a disciplinary matter.

Lounge furniture and equipment are provided for residents in each dormitory. These items are for the use and enjoyment of all and may not be used in student rooms or faculty apartments. It is, therefore, the responsibility of the residential community to care for all items provided. Televisions, refrigerators, and microwaves are provided by Brewster. Any damage to these items will come under the above damage to property clause. Removing school property for individual use will be considered a disciplinary matter.

Student Telephones

- All boarding students have phone/voice and Internet in their rooms. The phone/voice port provides basic hook-up, dial tone, voicemail, 911 service, and unlimited local calling. International and domestic long-distance calls require a calling card. Voicemail must be set up prior to use. Internet access is provided via the wireless network.
- Students must provide their own phones.
- Students who do not have a cell phone registered with Brewster must activate and use the landline provided.

Campus Mailboxes

Mailboxes for boarding students are located in the Estabrook. Mailboxes are available anytime, while the package window is open Monday, Tuesday, Thursday, and Friday, 8 a.m. to 3:30 p.m., as well as Wednesday from 8 a.m. to 1:30 p.m. Students are notified by email when a package is delivered and should wait until notified before picking up packages. Please limit package deliveries to essential items as storage space in the mailroom is limited.

Vacation and Travel Planning

Brewster has five scheduled vacations and breaks for which all students must arrange to leave campus for the duration (see School Year Logistics on the Parent Portal).

While we recognize that many times families wish to have their children home at earlier times, the lower and upper school deans may not excuse students before the times designated on the school calendar. Students who leave early for scheduled vacations and breaks may receive unexcused absences for all missed commitments.

Below is important information for all families regarding student travel. Please read carefully.

Please contact Brewster's Travel Coordinator with all travel-related questions:

Peter Mann: pmann@brewsteracademy.org

T: 603-569-7128 F: 603-569-7199

Purchasing flight and train tickets

- It is suggested that flight and train tickets be arranged for three hours after campus departure time to allow for travel and baggage check-in;
- Make all holiday reservations early to book the best possible flights that will fit into the drop-off and pick-up times. If necessary, other arrangements can be made for flight times that do not conform to the transportation schedule;
- Bus transportation to and from campus is provided by Brewster at the expense of parents through student deposit accounts. Transportation costs to and from Logan Airport and Manchester-Boston Regional Airport are \$55 per student, each direction. Transportation costs to and from Stamford, CT are \$100, each direction;
- Parents must reserve space for transportation for their child through the Vacation Travel Manager (in the Parent Portal) to and from Boston's South Station (train or bus), Logan Airport, or the Manchester-Boston Regional Airport;
- Coach buses leave campus according to the school break calendar and coincide with when students have completed their final academic commitments.

Timelines

Two or more weeks prior to vacation

- All students communicate specific travel plans to Peter Mann;
- Students in need of transportation to or from campus must reserve transport at least two weeks prior to the beginning of a break. Reservations on transport to and from campus cannot be guaranteed after this time. The online calendar lists the deadlines.

72 hours prior to vacation

- Reconfirm flights (times and flight numbers) at least 72 hours prior to departure and fax or email any major changes to Peter Mann.

Return-to-campus days

- There will be a faculty or staff member at the airport pick-up locations until approximately 6 p.m. and at the South Station pick-up location until approximately 3:30 p.m.;
- An administrative assistant will be at 603-569-7100 from 9 a.m. to 7 p.m. for students to report any delays due to inclement weather or travel emergencies;
- After 7 p.m. students should contact their community living parent to report any delays.
- Students should have the toll-free number of the airline on which they are traveling;
- Students should call parents in case of delays or cancellations at airports. Having a game plan “just in case” is very helpful during the winter months.

Late Returns

If a student will be late returning to campus due to delays or needs to depart or return to campus outside of chartered transport, please call Peter Mann (603-569-7128) with the new information, and he will let you know the new pick-up details.

Other Transportation Contacts

Big Lake Taxi and Limo: 603-875-3365

Winnepesaukee Livery: 603-569-3189

Day Student Life

Day students and families are an integral part of the Brewster community. Day students (and if appropriate, parents) are encouraged to participate in evening and weekend activities. Day students are assigned to dorms to allow them to associate with classmates and attend special events. Parents are encouraged to get to know the residents of the dorm and invite your child's friends to be part of your local community. We recognize that the dining hall plays an important part of our students' needs to socialize, nurture friendships, and relax with friends, so we invite our day students to join their boarding friends for all meals in the dining hall.

Arriving and Departing Campus

Students should arrive 10 to 15 minutes before class. Students are allowed to utilize the library and public spaces such as the Estabrook during evening study from 7:30 p.m. to 9:30 p.m., but should depart promptly after the conclusion of study hall at 9:30 p.m. (Seniors/PGs may remain on campus until 10:15 p.m.). On Saturday, day students must depart before 10:30 p.m. if they are a freshman or sophomore and 11:00 p.m. if they are a junior, senior, or PG. Students should be dropped off and picked up at the Estabrook parking lot near the Student Center.

Afternoon Activities

Generally, afternoon activities are finished by 5:30 p.m. on Monday, Tuesday, Thursday, and Friday. Wednesdays and Saturdays are usually game days. Depending on the time of the game or activity, the time that students are free varies. The schedule is different in the winter. An athletics schedule is available at www.brewsteracademy.org/athletics.

Weekend Activities

Day students are invited to participate in all weekend activities. It is important to discuss the who, what, where, and when with your child to alleviate any potential frustration over transportation or miscommunication.

Sleepovers

A day student may spend a Saturday night in a dormitory as a guest of a specific host student with prior consent from their parents and the weekend duty dean (or the lower or upper school dean). The sleepover form (available from the weekend duty dean) needs to be completed and submitted by 7 p.m. Saturday and the day student's parent must give approval to the dean on duty by 7 p.m. Saturday.

The host student must be in good standing for permission to be granted. It is important for day students to realize they are visiting the "home" of the boarding student and roommate(s), and they should act as a respectful guest. Day students are subject to Saturday night check-in on weekends when they are on campus.

At any time due to weather or unforeseen circumstances, a day student may ask to stay on campus. Permission is arranged with the community living parent, the lower or upper school dean, and the student's parents.

Late returns from sports or other school events may necessitate last-minute arrangements through the dean on duty.

Hosting a Boarding Student

Day families may enjoy the company of boarding students in their homes for dinner and weekend overnight stays. Brewster encourages such relationships and asks all day parents to contact the lower or upper school dean to coordinate plans prior to the date. Additionally, all appropriate off-campus forms (parent and host) must be submitted and approved.

Athletics

The interscholastic athletic setting provides an ideal medium for teaching character development to students. Indeed, the athletic experience is often a microcosm of life within which students will internalize attitudes, behaviors, and values that will significantly impact their future endeavors. In athletics, as in other educational settings, healthy attitudes, good work ethics, and solid tactics for life are not guaranteed by simply participating.

Brewster's Athletic Program seeks to develop teamwork, character, sports skills and tactics, and fitness. Sportsmanship and personal growth and development are emphasized throughout the program.

The athletics director supervises the athletic programs, evaluates coaches, and ensures there is an intentional program in place for all interscholastic sports. Faculty members and outside personnel coach at all levels, and there is an athletics trainer on site during athletic events and practices. The primary program consists of interscholastic athletics with a secondary emphasis on intramural, recreational, and instructional activities.

On non-varsity teams, a major goal is to allow maximum playing time for all deserving individuals. On varsity teams, playing time varies from team to team and from game to game and will be decided by the head coach in consultation with the athletics director. Students participating in varsity programs have the opportunity to earn a letter and bars for repeating years. Non-varsity players receive certificates. In cases where junior varsity and varsity programs exist, selection of varsity players is at the discretion of the varsity head coach and the athletics director. Seniors and postgraduates are not to play on the non-varsity level teams without special permission from the athletics director.

In the event that medical circumstances prevent participation, Brewster reserves the right to have any student examined by an appropriate physician as deemed necessary by either the Health Center or the athletics trainer. Medically excused students are required to participate within the athletic program in some restricted capacity or in an approved alternative afternoon activity.

Interscholastic games are usually played on Wednesdays and Saturdays, and teams practice for approximately 90 minutes on all other days, except Sundays. Attendance at all practices and games is mandatory. Students participating in fitness and advanced strength training will be scheduled to assist on the sidelines during interscholastic competitions held at Brewster.

All returning students sign up for athletics in the spring trimester for the coming year. Students new to Brewster sign up when they enroll. Serious consideration should be made when selecting a sport as rosters sometimes determine program offerings. Deviation from the initial sign-ups is discouraged, and no changes will be made after the first week of each season.

Because of limits on roster size, it is not always possible to provide every student with an opportunity to participate in their preferred sport option. All efforts are made not to cut students from rosters, but if the facility or the program cannot accommodate the numbers, students will be asked to choose another sport.

Games do get cancelled at the last minute, so if you're planning to travel to a game, check www.brewsteracademy.org/athletics first to see if the game is still on (and confirm its starting time). If the weather is questionable, then call 603-569-7116.

Intramural, Instructional, and Recreational Programs

The goal of the intramural program is to offer students a competitive sports opportunity without the commitment level of an interscholastic sport. The goal of the instructional and recreational programs is to promote physical fitness and the accompanying relaxation and stress reduction benefits that regular exercise promotes.

During a season in which a student is not participating in an interscholastic sport, they must participate in three days of an athletic program alternating with three days of an arts class, or a student may participate in six days of an intramural, recreational, or instructional sport (dependent on the offerings each season). A variety of activities is available from formal athletic training to more recreational pursuits.

Equipment, Uniforms, and Practice Dress

Game uniforms are issued by the athletics department. They are to be worn only in games and should be turned in to the equipment room after each contest for laundering. All uniforms must be turned in to the equipment room within 48 hours of the last contest of the season. Two weeks after the last contest of the season, the student's account will be charged to cover replacement costs for unreturned uniforms.

All interscholastic and athletic programs will invariably include some running as a part of general fitness training, and all students should have comfortable running or cross-training shoes. Various sports require special footwear as stated in the rule book for each sport. This footwear must be purchased outside of Brewster. The Athletics Department does not issue any footwear.

Sticks, gloves, mouth guards, elbow and knee pads, baseball hats, etc., are the responsibility of the individual. Many of these items may be bought in the Campus Store.

Certain sports require the use of a helmet and/or other protective gear. Helmets must carry a current certification for the particular sport. Skiing, snowboarding, hockey, baseball, and climbing are just some of the sports that require use of a helmet. Helmets and other protective gear must be supplied by the student and are not provided by Brewster Academy. Parents and students should check with the Athletic Department for sport-specific helmet requirements.

Practice attire for players should be athletic in nature, clean, in good condition, and fit the student's stature. Shoulders and midriff must be covered. Various items of practice wear are available in the Campus Store, such as practice shorts, T-shirts, sweatshirts, and warm-ups. They are recommended but not mandatory. Torn practice clothing or logos referencing inappropriate topics are not acceptable.

Questions about dress for a specific sport should be addressed to the athletics department. For safety, jewelry is not appropriate in the athletic setting. This includes string and leather necklaces, bracelets, anklets, and earrings. Shirts are required at all times at practice, games, and in the gym and on the fields.

Waivers

Parents must as a condition of participation sign a waiver acknowledging the risks of their student's participation in some interscholastic and intramural sports. Students who turn 18, will, as a condition of continued participation, be required to re-sign the waiver.

Student Health Services

Health Facilities and Procedures

Brewster's Health Center is located on campus and run by the Health Services director and a staff of licensed nurses. A nurse is available by cell phone for emergencies. The Health Center walk-in clinic is open to students on weekdays and weekends during regular scheduled hours. All hours are subject to change and will be posted at the clinic and on campus.

Student Responsibilities

In the boarding school environment, it is essential that students articulate their health problems to a school nurse. Students must ask questions, take medication as prescribed, return to the Health Center if the condition worsens, and keep scheduled appointments.

If students become too ill to attend classes, they must report to the Health Center at least 15 minutes prior to their first class in order to be excused by a nurse. Students may not stay in their dorms because of illness unless told to do so by a nurse. Whenever possible, visits to the Health Center should be made during open clinic hours or during a student's free time.

Day students may use the Health Center during the class day, but if the school nurse determines that they are ill enough to be excused from classes, they will be sent home once a parent or guardian has been notified. Physician and other services are not arranged for day students through the Health Center. Day parents should call the nurse when medical appointments will interfere with the school schedule. Day students need to see the nurse to be excused from school commitments once they are on campus.

Required Health Information

Brewster Academy partners with Magnus to collect student health information. Magnus provides a secure and easy-to-use website to submit and maintain health information online as well as provide secure access to your child's information in the event of an emergency.

Families then go online to complete and submit all of the requested information. All information should be returned to Magnus through mail, fax, or by scanning completed documents (saving as PDFs), and then uploading them to the secure server at Magnus.

New and returning families should complete and submit information by July 15. Enrollment at Brewster is conditional on receipt of these forms. Students without the required paperwork can be sent home.

Physician, Dentist, Hospital, and Other Services

The Health Center offers nursing care in coordination with local resources. Brewster Academy Health Center nurses work with the pediatricians and pediatric nurse practitioner at Wolfeboro Pediatrics who visit the campus three times a week. Wolfeboro Pediatrics can also offer confidential services for students concerned with sexuality issues.

Routine health, dental, and optometry appointments should be scheduled at home during breaks. Brewster does utilize local services for emergency care. It is important that students not miss scheduled appointments with outside medical practitioners as missed appointments jeopardize Brewster's relationship with these local medical professionals. Most of these services are within walking distance of the campus. Parents are responsible for all medical charges and transportation costs.

Huggins Hospital, located two minutes from campus, provides acute, emergency, and surgical care with specialties in dermatology, gynecology, medical imaging, orthopedics, ophthalmology, pediatrics, and physical therapy, among others. Huggins Hospital also has air transport service to transport critical patients to other facilities.

Mental Health Counseling

The role of the school counselor is to provide assessment, support, short-term counseling, referrals, case management, and consultation for issues commonly experienced by students in a residential school setting. A referral to the school counselor can be made by parents, physicians, faculty and staff, or by students themselves. Issues outside the scope of the role or qualifications of the school counselor are referred to an outside counselor. The school counselor has working relationships with a number of local mental health professionals.

Parents will be provided information about the qualifications of the outside counselors and parental permission will be obtained when outside counseling is recommended. Parents are responsible for making financial arrangements for outside counseling. The school nurses communicate openly with the school counselor, and share information according to Brewster's confidentiality policy and existing New Hampshire laws.

Communication with Parents Regarding Illness

In emergencies, the school nurse or their designee will contact parents as soon as possible and appropriate. If a student is ill for a prolonged time or if the student requires extended or intensive care, the parents may be asked to take the student home until they are able to return to class.

Health and Accident Insurance Requirements and Billing

Students from the United States must provide the Health Center with an insurance card for emergency room visits.

Brewster enrolls all students in accident insurance and charges a modest premium to the tuition account. This insures that all students, regardless of their primary insurance, have insurance for accidents occurring at school, especially sports injuries. This insurance is secondary to the student's other, primary medical insurance, which will be billed first for all charges.

In case of an accident at school, parents will be sent an accident claim form to submit with any bills that their personal insurance will not cover. This claim should be filed after all personal insurance claims have been filed. The Business Office does not process claims under the accident insurance. In addition, parents or financially responsible parties should notify their medical providers that they have secondary insurance.

Medications

Boarding student prescription medications are dispensed through Care Pharmacy in Wolfeboro. Care Pharmacy packages student meds into individual dosing packets, which are then dispensed by Brewster nurses. This packaging makes medication administration as efficient and safe as possible, decreases the time students spend waiting in line for their medications, and allows the Brewster nurses to devote more quality time to students' other health care needs.

Located one-half mile from the school, Care Pharmacy can quickly serve the medication needs of our students. The prescription cost is billed directly to insurance companies. The packaging fee (\$12 per month) plus any co-pays or balance due will be paid by you. Please contact Care Pharmacy at 603-515-1213 to set up a credit card on file. For security reasons, we cannot accept credit card information at the Health Center; therefore, you will have to contact Care Pharmacy directly. Your doctor can e-scribe the prescriptions to Care Pharmacy, or if a hard copy of the prescription is required, you can have your health care provider mail it directly to: Care Pharmacy, P.O. Box 1012, Wolfeboro Falls, N.H. 03896.

Students who have medication in their dorm rooms or elsewhere in their possession without the specific permission of a nurse can be expelled. (See [Alcohol and Substances](#).)

Students Taking Routine Medications

For the safety of the student community, all prescription medications are mailed directly to the Health Center, where it will be administered to the student. Examples include controlled substances such as medications for ADHD, prescription pain medicine, and medications for epilepsy, depression, and some acne medications. Specific guidelines are outlined in the medication policy handout, which is sent to all parents of students taking medication. All students who take routine medication must be monitored by a physician on a regular basis at the parents' expense. Students are discouraged from medicating themselves with over-the-counter medications. They should see the nurse when they are ill.

Cough and Cold Medicines

Although most parents are aware that drug use among teens has long been a challenging issue, especially alcohol and marijuana use, the abuse of adolescent cough medicine is on the rise nationwide. National surveys, including the Monitoring the Future survey, point to the abuse of both prescription and over-the-counter medicines, such as cough medicines containing the active ingredient dextromethorphan (or DXM), as a growing and troubling substance abuse problem among teens.

To keep students safe and to ensure such abuse does not become an issue at Brewster, students are not allowed to possess or keep any cough or cold medications in their dorm rooms. The Health Center has an ample supply of cough and cold medications, and community living parents will have a limited supply for nighttime convenience.

Students should not bring cough or cold medications to school. Students found with cough or cold medication will be subject to Brewster's disciplinary process.

Confidentiality

In all instances regarding the physical and mental health of our students, our goal is to provide services that support students. We encourage students to seek advice from their parents and to be candid with them about their health care needs. We also encourage them to refrain from sexual activity and drug and alcohol use, and engage in good decision-making. Our health care professionals strive to respect the privacy of our students; however, there are times when information may need to be shared with parents, select faculty, and school officials. Therefore, parents and students agree, as a condition of enrollment, to consent to the release of any of the student's health-related information – including information relating to drug and alcohol treatment and testing and mental health records – to faculty and administrators at Brewster Academy, and their agents with a need to know, when a health care professional at Brewster has determined such release is in the best interests of the student and/or the community.

Students and parents should understand the limits of confidentiality. Under New Hampshire law, parents of children under 18 have the right to access and release their child's health records. However, Brewster Academy recognizes that trust is fundamental to the student's comfort in seeking counseling. For this reason, Brewster Academy requests that parents respect the privacy of students who may not wish to share certain information. On the other hand, the school counselor will also encourage the students, as deemed appropriate, to communicate with their parents on such matters. In any event, the school counselor will share information with parents when, in the school counselor's opinion, it is appropriate for the health, safety, or welfare of the student.

As a condition of enrollment, parents and students must provide written consent to release the student's health-related information, including drug and alcohol and counseling-related information, to other school personnel when, in the opinion of health care professionals, it is appropriate for the health, safety, or welfare of the student or the school community.

Brewster Academy will maintain appropriate administrative, technological, and physical safeguards to protect the security of health-related information within its custody.

Consent to Treat

As a condition of enrollment, we require parental consent to treat all students for routine matters or when parents cannot be reached to grant their consent. We will make every effort to contact parents to gain their consent. There are some exceptions to parental consent as specified under New Hampshire law, including:

- Students 14 and older may access confidential care for sexually transmitted diseases (N.H. RSA 141-C:18). Students may access counseling, prevention, and treatment through the Health Center, the school counselor, or if they wish, students may access care independently through Wolfeboro Pediatrics.
- Students 12 and older may access confidential care for problems related to use of drugs and alcohol (N.H. RSA 318-B: 12-a).
- This care is accessible through either the Health Center or the school counselor.
- Students who turn 18 during their time at Brewster will be required, as a condition of continued enrollment, to execute a consent to medical treatment.

Concussion Protocol

The understanding, definition, and management of concussions have significantly changed over the past decade to encompass a wider range of injuries that may or may not be the result of a direct blow to the head. What used to be thought of as a simple “ding” may now be considered a concussion depending on associated symptoms.

A growing body of evidence suggests that pediatric/adolescent individuals are more vulnerable to concussion. Because students may require a longer period of recovery and may suffer more long-term consequences, we have developed guidelines for the aggressive management of concussions at the school.

Concussion Guidelines

All new Brewster Academy students will be required to take a baseline ImPACT neurocognitive test, to be repeated every two years. The reason for the baseline test is to have a comparison score in the event a student suffers a concussion or suspected concussion, either on or off the sports arena. Students and coaches will undergo educational sessions to define concussions and discuss the importance of good post-concussion management. If they request, parents will be provided with concussion-related information as well as highlights of the school’s concussion-management guidelines.

Because all concussions do not take place on a field, rink, or gym floor, these concussion guidelines also will encompass non-sports-related injuries suffered by any Brewster student (athlete or non-athlete) while at school. In the event that the injury occurs off the field when an athletic trainer is not available, the student will be directed to the Health Center, where a nurse will perform an initial evaluation and take follow up steps based on our concussion management protocol.

If a suspected head injury occurs on the field, initially the athletic trainer will perform a sideline evaluation. If a concussion is suspected, the student will not be allowed to return to play that day regardless of the amount of time his or her symptoms lasted. Follow up will be based on Brewster's concussion management protocol. Studies have shown that the first 48 hours after a concussion are important to recovery, so students may be asked to remain in the Health Center for a night or two to allow for cognitive and physical rest. Physical limitations and academic accommodations may be given to a student until his or her concussion has resolved. In some cases a medical leave may be recommended (see Medical Leave for more information).

Pregnancy Policy

If concerned about possible or actual pregnancy, students may access assistance, counseling, and support through the Health Center or the school counselor. Additionally, students may access care independently through Wolfeboro Pediatrics. If a student approaches any employee of the school regarding concern over a possible pregnancy or related issue, that employee will encourage the student to involve their parents and will refer the student to either the Brewster Health Center or Wolfeboro Pediatrics.

If a student under the age of 18 confides in any employee of the school (except the school nurses or counselor) that she is, in fact, pregnant, she understands that by doing so, her parents will be brought into partnership and support with Brewster Academy on her behalf. A student 18 or older who so confides in the school will be actively encouraged to confide in and involve her parents. However, in compliance with an adult's legal rights to privacy, no information will be divulged by the school without the consent of the student.

HIV/AIDS Policy

Brewster Academy is committed to providing a healthy environment for all. A special focus of this commitment are the policy and procedures described below concerning HIV (Human Immunodeficiency Virus.) These policy and procedures are based upon human risk factors and modes of transmission of HIV and reflect concern for individual and group welfare within the Brewster Community.

1. Students infected with HIV are required to inform the Head of School.
2. Guidelines developed by the Centers for Disease Control and the American Academy of Pediatrics will serve as a basis for discussion and decision-making pertaining to cases of HIV infection. Each case of HIV infection involving a student, faculty member, or other school employee will be considered, and decisions will be made, on an individual basis. It must be noted that a boarding school setting may more readily affect an infected person's health because of the more frequent exposure to common illnesses.
3. Decisions regarding school attendance, alterations in program, and other issues will be made by a defined group, including the student's personal physician, Brewster Academy's physician, the school nurse, the student's parents, the academic dean, director of student development, and the head of school. In each case, risks and benefits to both the infected child and others in the community will be weighed. All final decisions must be approved by the head of school.

4. Only persons with an absolute need to know will have medical knowledge of a particular case. Such persons will be identified by the above group (item 3) and notified by the head of school in a manner that best preserves patient confidentiality. The number of personnel notified will be kept to the minimum necessary to ensure proper care of the student and to deter situations where the safety and health of the infected person might be at further risk.
5. Individual cases will be reviewed periodically by the head of school, a physician appointed by the school, the student's personal physician, the school nurse, and the student's parents. This pertains to students attending school and those who have been excluded and, because of a change in their condition, might be permitted to return. The frequency of such reviews will be determined on an individual basis.
6. Age-appropriate education about HIV/AIDS and HIV/AIDS-related issues will be incorporated into the health curriculum of the school and also be made available to faculty and other school employees.

This general policy and procedures will apply to faculty, other employees, and students.

Medical Leave and Medical Withdrawal

At Brewster we seek to foster the emotional and physical well-being of students and to support our students with a high quality standard of care. While the school will work to support students whose medical needs may require special considerations, safety must be our first priority. As well, a student's ability to participate in academic and athletic programs needs to be at a level that serves the student's learning and growth and at a level that faculty and staff can reasonably manage and support. In instances when there are concerns about supporting a student who needs special consideration for medical reasons, the circumstances are reviewed by the Healthcare Team.

Brewster's Healthcare Team comprises the director of student health services, the school physician, and the school counselor. The team determines whether a student can remain at Brewster and still receive appropriate medical care and whether a student can return from a medical leave and still receive appropriate medical care. When medical recommendations call for an adjustment in the student's scheduled commitments, the Healthcare Team collaborates with the academic dean to evaluate whether recommended adjustments in academic expectations can be supported; with the assistant head of school-campus affairs to evaluate whether recommended adjustments to the boarding program and resources can be supported; and with the director of athletics to evaluate whether recommended adjustments in athletic expectations can be supported.

In matters regarding medical leaves and withdrawals, the Healthcare Team is responsible for assessing the school's preparedness to support medical recommendations for treatment and support and the school's preparedness to serve the student well without compromising other students or faculty and staff. The Healthcare Team uses school protocols to guide decision making for several circumstances. These protocols are available from Brewster's Health Center on request.

Medical Leave

Absences necessitated by medical or health needs that cannot be supported through the school and involve an absence of more than two days require the approval of medical leave. The director of student health services and/or the school counselor must initiate referral to the Healthcare Team for approval, depending on the circumstances. Conditions for granting a medical leave are as follows:

- Input from the school's health professionals documenting the need for a leave;
- The review of the academic dean to evaluate any impact on academics. The academic component of the plan for a leave is grounded in assessing whether the student will be able to complete courses for academic credit with full integrity. Although the school will do its best to serve a student on leave, an extended absence can mean the student is unable to successfully complete some or all courses. Generally, a leave of more than two weeks cannot be supported by the Brewster academic program and may require the student to complete the trimester with the assistance of a tutor or through an outside, accredited program;
- Before the student can return from a leave, the Healthcare Team must review and approve a return. Reviews for approval to return must include:
 - Report and recommendations from the medical/health professionals who have worked with the student on leave;
 - Review by the academic dean to evaluate any academic standing, or the delivery of the academic program presented by the medical/ health recommendations;
 - Review by the assistant head of school-campus affairs to evaluate any impact on delivery of the residential life program presented by the medical/ health recommendations;
 - Review by the director of athletics to evaluate any impact on the delivery of the athletic program presented by the medical/health recommendations;
 - Agreement of the Resource Team/Healthcare Team that the medical/health recommendations can be supported effectively at Brewster.

Medical Withdrawal

Students whose needs to be absent from school extend beyond the scope of a medical leave will likely be provided a medical withdrawal. A student who is granted a medical withdrawal can complete coursework for the trimester provided the withdrawal is no more than two weeks before the end of the trimester.

Students granted a medical withdrawal are eligible to apply for readmission to Brewster at a later date, usually in the following academic year, although readmission may be possible in the same year provided the school has room and the student has been able to keep current with course work, and provided also that medical recommendations support readmission. The application process will include the Healthcare Team's review of information and recommendations from health care professionals who have treated the student during their absence from Brewster.

Although the school requires the input of health professionals, the Healthcare Team makes the decision to allow a return, subject to the approval of the head of school, based on its assessment of the school's preparedness to support all recommendations for treatment and support, and the school's preparedness to serve the student well.

Student Conduct

The Brewster Pillars and Student Code of Conduct

The conduct of the Brewster community is guided by the Brewster Pillars: Respect, Responsibility, and Investment—Serve Yourself and Others with Your Best in All You Do.

These pillars are the guiding principles that shape how all community members treat each other, as well as how the school responds to appropriate and inappropriate behavior. Additionally, the Pillars serve as the compass providing direction as the school reviews and develops policy. For students, living up to the Brewster Pillars will help them to have healthy, happy, and profound experiences at Brewster.

While the Brewster Pillars are the core guidance for the school and its community, the school's Student Code of Conduct, which includes both expected and prohibited conduct, gives further definition to the behaviors required for our community to be at its best.

Membership in the Brewster community is contingent upon the acceptance of and adherence to the Brewster Pillars and the Student Code of Conduct. Students must actively engage in experiences that foster community values, a dedication to respectful interactions with others, an ability to make healthy choices, and independence. When students make choices that have a negative impact on their community, they must work to make restoration.

To help guide students toward expected conduct and away from prohibited conduct, the school uses a Student Recognition System that informs students of their behavioral progress and rewards their success.

When prohibited conduct occurs, the school employs a disciplinary process that is educational, student-centered, and restorative, while also prioritizing the health of the overall community; this process is intended to help students learn from their decisions and grow to become more positive contributors to the school community. Because every student and case has different circumstances, disciplinary outcomes can vary from student to student and case to case. This variance is intended to allow for what is in the best interest of the student's development and of the overall community. As is necessary for the particulars of a case or the good of the community, the school may alter its typical disciplinary process.

Our program is grounded in the idea that the entire community is responsible for helping students to mature and grow; all share responsibility for the success of others in the community. Therefore, in addition to the student recognition system and disciplinary process, academic teams, advisors, community living parents, coaches, and others are positioned to guide students toward making better choices. At times these individuals may intervene, either formally or informally, to assist a student in understanding the consequences and outcomes of their choices and resulting behavior. These interventions are intended to guide students toward helping them better understand how they need to grow and change in order to remain in good standing at Brewster.

On occasion, for the good of the greater community and/or the student's well-being, a student who engages in certain egregious and/or repeated misbehaviors ultimately may be separated or expelled from Brewster.

Additional Notes about the Student Code of Conduct

- Each student is required to know and comply with the Student Code of Conduct: ignorance will not preclude a disciplinary response, and no student should expect to be preemptively warned to adhere to the Code or its associated policies, regulations, and rules;
- Modifications and amendments to the Student Code of Conduct and its associated policies, regulations, and rules may be made during the school year. Such changes, if and when they are made, are publicized to the community;
- The Student Code of Conduct applies to all Brewster students, regardless of whether they are boarding or day students or whether the offense is committed on campus, off campus, or online;
- Students engaging in prohibited conduct that occurs off campus and/or during school breaks may be subject to discipline up to and including expulsion, especially if that conduct is criminal in nature, threatens the rights or safety of another, involves drugs or alcohol, or damages the health, reputation, or mission of the school;
- The school can apply consequences and disciplinary sanctions in a case of a single act, gesture, or expression if the school determines that it is of sufficient severity;
- Though the lower or upper school dean most frequently handle major disciplinary investigations and sanctions, the head of school has the ultimate jurisdiction over the discipline of students and related process, sanctions, and communications;
- When possible and appropriate, the school will investigate incidents that potentially violate the law or school standards before taking action, but the school may elect to separate a student from the school until the investigation has concluded;
- In situations in which Brewster Academy determines a student presents an imminent danger to the health, safety, and welfare of the community, the school may act without a hearing. In such cases the student will be immediately removed from school and placed in the care of their parent and/or guardian;
- To support the health of the school community, stricter standards of behavior than those provided by law may apply under the policies of Brewster Academy;
- For the good of a particular student and/or the community as a whole, the head of school or an appointed representative may speak openly to the community about the specifics of a conduct matter as it pertains to a student;
- On occasion, Brewster's need to protect students' privacy may result in a popular sense that someone is receiving either preferential or prejudicial treatment. Any community member who has such concerns should speak with any trusted adult.

Student Code of Conduct — Expected Conduct

While the Brewster Pillars provide a powerful foundation for good conduct, the following list of expected conduct is intended to help students understand how to engage meaningfully as part of the Brewster community:

- Attend all commitments and arrive on time;
- Come to class prepared to learn and to help others with their learning;
- Maintain academic honesty: Do your own work, collaborate appropriately, cite sources;
- Take full advantage of what is offered by the learning environment;
- Practice and use the skills taught within the SEL program;
- Strive to be your best self in all that you do;
- Show respect for others, starting with basic civility and courtesy, and extending that through acts of kindness;
- Consider the safety, feelings, and general needs of others at all times;
- Tell the truth and act truthfully;
- Learn to take responsibility for your own actions and decisions;
- Meet the expectations of the school's dress code;
- Follow the school's [Intimacy Policy](#);
- Encourage all to refrain from the use of alcohol and substances;
- Respect the property of others and of the school;
- Use technology in a responsible and respectful manner (see Brewster's [Technology Acceptable Use Policy](#) and [Cell Phone Use Policy](#));
- Abide by school safety regulations, policies, and rules (e.g.: waterfront regulations; helmets; motor vehicle regulations; fire, building evacuation, and other drills; fire safety);
- Follow the Editorial Policy for *The Brewster Browser*.

Student Recognition System

The goal of the Brewster Recognition System is to help all students take an active role in building their own character and achieving their potential academically, athletically, and socially. Brewster believes in the concept of teamwork first, meaning that each and every member of the community shares a common responsibility to assist each other in achieving that potential.

The Brewster Recognition System recognizes and rewards students for sustained effort and tangible growth in the areas of respect, responsibility, and investment (the Brewster Pillars). This recognition encourages students to practice ideal behaviors and ultimately to value them intrinsically because they are the right thing to do.

The Recognition System is based on two levels of achievement with respect to academics, athletics, afternoon commitments, and community life:

Level 1: Citizenship

Level 2: John Brewster Scholar

Each level is associated with a set of responsibilities and recognition that is commensurate with an individual's achievement and character development. The system is built on the concept of equal access to recognition and reward, meaning that the highest level of achievement can be achieved by all students.

Levels of achievement for each student are based on Student Performance Surveys, which are completed by teachers, coaches, and community living parents six times a year. Each survey contains 10 items. Each item is designed to measure attainable goals related to effective behaviors and habits. Students in evening study also receive survey feedback on four items for each night of evening study.

At times during the year, students may complete a self-evaluation to establish a comparison with the instructor and continue dialogue about self-awareness and progress with recognition items.

- The academic survey includes items such as being punctual, being prepared, actively engaging, and completing assignments with integrity;
- The athletic survey includes items such as being a willing participant, responding positively to corrective feedback, and demonstrating cooperation and good sportsmanship;
- The dormitory survey includes being an effective participant at dorm meetings, having a clean room, making effective use of study time, and modeling healthy behaviors;
- The evening study survey includes being punctual, working quietly, and using technology appropriately.

Eligibility

To be eligible for any level of achievement and its privileges, the student must have no more than one unexcused absence during the recognition period and no more than 3 instances of scores lower than 3 on the evening study recognition report.

Citizenship Status

Citizenship Status is earned by achieving a score of 30 or better on each survey.

Those earning citizenship in every ACADEMIC commitment have the following privileges:

- No daytime study halls;
- Dorm study instead of Academic study in the evening.

Those earning citizenship in ALL commitments have the additional privilege of visiting the library one night per week, as well as one night out of the dorm per week (with approval of the community living parent). Please note a second library night during the week counts as the student's night out for the week.

John Brewster Scholar Status (JBS)

JBS Status is earned by achieving a score of 34 or better on each survey for lower school students, or a score of 36 or better on each survey for upper school students.

Those earning JBS in every ACADEMIC commitment have the following privileges:

- No daytime study halls;
- Dorm study instead of Academic study in the evening.

Those earning JBS in ALL commitments have the additional privilege of unlimited nights out of the dorm (with the approval of the community living parent).

Maintaining Recognition Status and Privileges

The Recognition System allows students to earn privileges by attending faithfully to the daily responsibilities that make for success. To help ensure that students remain successful, those who have attained Citizenship or JBS status but exhibit behaviors inconsistent with independent and responsible success may lose both the status and its privileges. Students also may lose their status and privileges as a disciplinary consequence.

Student Code of Conduct - Prohibited Conduct

While the Brewster Pillars, Expected Conduct, and Student Recognition System should guide students toward good behavior and decision-making, the following list of prohibited conduct is intended to help students understand the behaviors that are not permissible among members of the Brewster community. This list is not exhaustive. In general, any act that infringes upon the rights of others or that adversely affects the school or its community is prohibited.

- Violations of any federal, state, or local law, or other conduct which, in the judgment of Brewster Academy, endangers or threatens the personal health, safety, welfare, or property of the academic community. This includes violations of the Safe School Zone Law;
- Violations of school policies, regulations and rules;
- Fraudulent or dishonest conduct, such as lying, presenting false charges, or providing false information;
- Failure to comply with essential instructions of school personnel who have duly identified themselves;
- All forms of academic dishonesty;
- Intentional disruption or obstruction of teaching, administrative activities, or infringement on the rights of freedoms of a member of the academic community;
- Theft from, or damage to the property of, the school, school-affiliated services, members of the community, or visitors to campus;
- Unauthorized or unapproved visitors in, or visitation of, any dorm or dorm room;
- Physical or verbal abuse, or threat of abuse, upon any member of the academic community;
- Prohibited Activities using Technology (See [Technology Acceptable Use Policy](#)), which includes but is not limited to capturing videos, images, or sound recordings of any member of the community and/or distributing them without their express permission;
- Any behavior that is socially or morally unacceptable and unbecoming of a Brewster student, including actions that reflect a serious disregard for the academic or personal rights or safety of others in the community;
- Unauthorized use, possession, or storage of any weapon, explosive device or material, including but not limited to firearms, knives, fireworks, or ammunition;
- Tampering with locks, fire-warning devices, protection equipment, and other related devices designed to protect the safety of the academic community;
- Nicotine Use;
- Alcohol and Substance Use;
- Harassment, Discrimination, Hazing, Bullying, and/or creating or contributing to a hostile environment;
- Retaliation against students or faculty who report, provide information, or witness wrongdoing;
- Repeated offenses, which, by themselves, would not warrant suspension or expulsion, but collectively indicate that further attendance by the student is not in the best interests of the student or the school.

Disciplinary Process

Generally, students at Brewster make good choices and abide by the Brewster Pillars and Student Code of Conduct. However, at times, students will make poor choices and fail to demonstrate expected conduct or engage in prohibited conduct. These choices will result in consequences, and Brewster works to make these consequences respectful, reasonable, and relevant. Brewster's disciplinary processes are used not only to determine what has occurred and the appropriate consequence, but also to help students learn and grow.

Process for Minor Discipline

When a student makes a poor choice and fails to demonstrate expected conduct, most often the responding Brewster faculty member or advisor will manage the disciplinary process. Typically, this disciplinary process is conversational and educational, including input from and dialogue with the student or students involved. The faculty member helps the student to understand and take responsibility for their choices, while also determining and managing the students' consequences. At times or with repeated minor incidents, the student's academic team may discuss the matter to develop more formal consequences or plans of support, including student action plans and contracts. The team may refer the matter to a dean and/or notify parents.

Process for Major Discipline

When a student repeatedly fails to demonstrate expected conduct, engages in prohibited conduct, or is suspected of doing so, the lower or upper school dean generally is responsible for overseeing the case. The dean will meet with the student and determine the most appropriate school response. The dean may provide advice, facilitate mediation, or suggest other forms of conflict resolution; alternatively, the dean may determine a consequence or disciplinary sanction. The dean will keep parents and guardians informed of the case and the disciplinary sanction, if any.

Before determining a school response, the dean may conduct an investigation (including interviews, searches, tests) or refer the case to the Deans' Council, Community Conduct Board, or other investigator.

Interviews

During interviews, students are expected to be cooperative and truthful. Taking responsibility for one's actions is central to the principles established in the Brewster Pillars. As such, students are expected to be forthright, honest, and take responsibility when they find themselves involved in disciplinary discussions. When a student is not truthful with the lower or upper school dean or any other administrator or faculty member during an investigation, it places a student's continued enrollment at Brewster Academy in greater jeopardy. In short, students who lie to any adults working on a disciplinary issue will likely be subject to tougher consequences than students who are honest. If a student refuses to participate or cooperate at any stage for whatever reason, the school will take action, including proceeding without a statement from the student or requiring the student to separate from school or to be expelled.

Searches

When there is reasonable cause, the lower or upper school dean, head of school, or another administrator may conduct a search of any of the following:

- Any motor vehicle on the school campus that belongs to, is operated by, or is providing transport to a student;
- Any electronic device including but not limited to digital cameras, computers, tablets, or cell phones in possession of a Brewster student or on our campus;
- Personal property (like a backpack) outside the confines of a dorm search;
- Any dorm room, designated living space, or locker assigned to any student at Brewster.
- During the course of any search being conducted on school property, Brewster may search any personal belongings, including but not limited to safes, backpacks, jackets, or clothing.

When a search is to be conducted, the administrator will inform the student of the search, and then conduct the search. Searches may take place for suspicion of the presence of nicotine, alcohol, substances, stolen items, inappropriate technology, or other reasons. Searches generally will be conducted in the presence of the student(s) involved. When a search needs to be done immediately and the student is unavailable, a student leader or another student will be present in the student's place. A third person, either another adult or a student leader, should be present during a search.

If a student subject to a search is determined to be in violation of any school rule, the student will be subject to the disciplinary process.

Alcohol and Substance Tests

If a student is suspected of using banned or illegal substances and/or alcohol, the school may test the student for substances and/or alcohol. The test will be administered by the health center or other school-appointed facility. The student's family will be charged for the cost of the test and its administration. Refusal to submit shall be deemed grounds for expulsion.

The Deans' Council and the Community Conduct Board (CCB)

Before determining the response or disciplinary sanction, the dean may refer the matter to the Dean's Council, the Community Conduct Board, or the head of school for consideration and review. Additionally, the school may appoint an independent investigator. While the Dean's Council and Community Conduct Board may make recommendations regarding disciplinary outcomes, ultimately the lower school dean, upper school dean, or head of school is responsible for determining the disciplinary outcome, as well as determining any necessary reporting to colleges or law enforcement.

The Deans' Council

The Deans' Council is comprised of student leaders and two faculty members, as well as a Deans' Administrative Assistant. The Deans' Council will:

- Hear the reasons why a student is being brought before them—the lower or upper school dean will share the facts of the case;
- Permit a student to be heard by the Council. This will include the opportunity to present character references and any other facts in support of the charged student. If a student chooses not to speak to the Deans' Council, the Council will render its recommendation based upon the facts as presented to them by the lower or upper school dean;
- Make a disciplinary recommendation to the lower or upper school dean and/or head of school, whether a sanction is warranted and what that sanction should be.

After the Council sends its recommendation to the lower or upper school dean, the dean will make a decision about discipline, unless the recommendation is for suspension or expulsion, in which case, the dean will confer with the head of school. The student will meet with the dean to learn of the disciplinary sanction, if any. Parents will be notified of the disciplinary sanction and have the opportunity to discuss the sanction with the lower or upper school dean.

The Community Conduct Board (CCB)

For cases or events that may involve violations of the safety and rights of others (such as harassment, discrimination, hazing, bullying, or violations of the School Safety Zone Law), the lower or upper school dean may refer the matter to the Community Conduct Board (CCB). The CCB coordinator, who also oversees the Board's process and recordkeeping, appoints at least three trained members of administration, faculty, or staff. This group determines if the offense is an isolated incident or reflective of a pervasive community issue and makes recommendations for action.

The CCB may conduct interviews to make their determinations. During the CCB interview process, students may be accompanied by a faculty advisor, advocate, or parent, but neither the accused nor the aggrieved party, nor any witnesses shall have legal counsel present. Parties invited to attend as faculty advisors or advocates may speak at the hearing. Parents are not allowed to advise their student during the interview.

The CCB will at all times during the process maintain confidentiality to the extent, in its judgment, the situation permits. All members of the school community are expected to cooperate and be fully truthful with any investigation under this policy. Upon completion of its investigation, the CCB will submit a written report recording the facts it has reviewed and summarizing its findings and recommendations to the head of school. These recommendations for action may include but are not limited to the following:

- Remediation
- Education
- Discipline
- Deans' Council Review
- Head of School Review

The head of school, in consultation with the lower and upper school deans and assistant heads of school, will determine what, if any, remedial action or disciplinary sanctions will be initiated. The lower school and upper school deans will inform individuals directly involved of the school's determinations. The decision of the head of school shall be final and not subject to further review.

Disciplinary Sanctions

The following sanctions may be imposed upon students who have engaged in prohibited conduct or who have repeatedly failed to demonstrate expected conduct.

1. Disciplinary reprimand: a written warning that further misconduct may result in more severe disciplinary action (generally given in cases of minor misconduct). A copy of this warning is kept in the student's disciplinary file;
2. Restitution: the student is required to pay for and/or repair damages;
3. Disciplinary suspension: given for serious misconduct when it is believed that the student should have scheduled restrictions or be removed from the school for a specified period of time:
 - a. In-house suspension: restricts a boarding student to the boundaries of the campus. The student is allowed off campus only with permission from the lower school dean, upper school dean, or dean on duty. The student is restricted to campus during the day and must report to a designated place during all free times.
 - b. At-home suspension: restricts a day student only to being on campus for scheduled academic and formal activity commitments. The student will not be permitted to attend any evening or weekend school activity. The student is restricted to campus during the day and must report to a designated place during all free times.
 - c. Off-campus suspension: may be imposed to allow the student time to consider whether they wish to continue at Brewster Academy. The student is sent home for at least one week. A conference with parents, advisor, team leader, and lower or upper school dean will be held prior to the student's return to school. While on suspension, a student shall remain responsible for making up their academic work upon their return. In the event the lower or upper school dean or head of school determines that a period of more than two weeks suspension is appropriate, the student is not able to complete academic work and forfeits the trimester credit. The student is allowed to make up academic credit over the summer through an accredited institution, but cannot complete course work through Brewster by working at home. (Suspension requires administrative review and approval by the head of school and may be altered, deferred, or withheld.)
4. Disciplinary probation: a letter of probation is placed on file indicating that further violations may result in suspension or expulsion from Brewster. Students on disciplinary probation will have their recognition status and privileges suspended; if the student holds a leadership position, they will be placed on leadership probation or be removed from the leadership role. Additional consequences may be determined by the lower or upper school dean. Students placed on disciplinary probation may still earn academic honor roll; however, in determining endowed awards and induction into the National Honor Society, the school will take into account a student's entire recognition and disciplinary record.

A student will remain on disciplinary probation until they complete the [Engaged Discipline System \(EDS\)](#). In order to continue enrollment at Brewster, students on disciplinary probation are expected to complete the EDS within a maximum of one year, or in a shorter time frame when appropriate.

5. Expulsion: given for extremely serious misconduct when it is the judgment of the school that the student should not be permitted to continue as a student at the school. An expulsion will result in forfeiture of the academic credits for the trimester in which the expulsion occurs. The school will not permit the student to complete work at home and will not facilitate measures to see that the student completes the trimester or the year. The student will not be eligible for a Brewster diploma. Expelled students shall not be allowed on campus without the express permission of the lower or upper school dean. An expulsion is included in the student's permanent record that is shared with other schools as part of the student's application process, and an expulsion from one school can have an impact on the student's ability to enroll at another school. Brewster is not responsible for the admissions decisions of other schools and does not alter its disciplinary decisions to accommodate a student's enrollment at another school. (Expulsion requires administrative review, which consists of consultation with appropriate members of the administration and approval by the head of school and may be altered, deferred, or suspended only by the head of school.)
6. Other sanctions: Instead of or in addition to the sanctions above, other penalties may be imposed. These could include individualized plans to use emotional literacy anchors or other means of promoting reflection and goal setting, denial of driving privileges, fines, and/or assignment to work or research projects that benefit a charitable or nonprofit institution, including the school.

Engaged Discipline System (EDS)

Students placed on disciplinary probation (DP) are expected to grow and learn from their choices and consequences by completing the Engaged Disciplinary System (EDS) and earning their way off of disciplinary probation. The EDS includes the following seven stages:

Stage 1: With the assistance of a dean, advisor, or faculty, the student commits to processing their behavioral choice and its consequences with other students. This can happen in different venues with a varied number of people, such as with a roommate, dorm, or team. The objective is for the student to begin to take ownership for their actions and to receive peer support.

Stage 2: With the advisor's oversight, the student completes four journals to reflect on their decision making, the consequences of those decisions, and lessons learned.

Stage 3: With the assistance of a faculty project mentor, the student plans an investment project by setting improvement goals, discussing project possibilities, and completing the preliminary sections of the Investment Project Form. In most cases, the student designs a project that offers measures of restoration for self and community. However, there will be instances when the student's learning is best facilitated by spending time with support services that promote reflection, management of feelings, and healthy decision making. The student may continue to work on the investment project while completing stages 4 and 5 of the EDS.

Stage 4: The student makes an appointment with the school counselor, who provides instruction for using meta-moments to manage emotions in a variety of situations.

Stage 5: The student makes an appointment with the emotional literacy (EL) coordinator or the Team EL representative to complete the Blueprint process.

Stage 6: The student completes the investment project initiated in Stage 3. After completing the investment project, the student and mentor should finalize the Investment Project Form, which concludes with points of reflection by the student and the project mentor.

Stage 7: The student petitions the Dean's Council to be removed from disciplinary probation. The student should provide support for their petition, which could include improvement in recognition status or grades, the student's learning through the EDS process, or the specific benefits of the investment project. The Council will make its recommendation regarding the student's request to the lower or upper school dean, who will make a final determination and report it to the student and family.

After the student completes each stage of the Engaged Discipline System, the supervising adult should email the advisor, deans' administrative assistant, and the lower or upper school dean.

By completing stages of the Engaged Discipline System, the student may earn back privileges that were restricted when they were placed on disciplinary probation.

Outcomes for Major Discipline Events

The school recognizes that there are disciplinary events that can challenge community values and community safety in ways that require action to assure occurrences of such events and related behaviors are kept at a minimum. These disciplinary events will be addressed with consequences appropriate to the nature of the offense, its impact on the community, and its impact on the individual students involved. Some events are likely to result in expulsion as the first response, while others are likely to result in Disciplinary Probation as the first response and expulsion as the response to a second event of the same infraction. The following does not cover every circumstance when disciplinary probation or expulsion may result.

Discipline Events likely to result in Expulsion as a First Response:

- Presenting an imminent threat to the health, safety, or welfare of the school community;
- Distribution (sale) of drugs/alcohol, illegal substances, and prescription medications;
- Possession of firearms or threatening with any weapon;
- Felonious or aggravated sexual assault;
- Arson;
- Egregious or pervasive incident of bullying, discrimination, hazing, or harassment;
- Fighting;
- Lying to avoid taking responsibility for actions/disciplinary responses; lying that falsely incriminates another or damages another's reputation;
- Retaliation.

Discipline Events Likely to Result in DP as a First Response, and Expulsion as a Response to a Second Infraction:

- Out of dorm after check-in;
- Riding in a car without permission;
- Unauthorized transportation of another student;
- Consumption, possession, or being in the presence of alcohol or illegal/illicit substances;
- Possession of any prescription medication. All prescriptions must be managed by the Health Center;
- Bullying, discrimination, hazing, or harassment;
- Open flame in dormitory;
- Theft;
- Vandalism or any willful destruction of another's property;
- Unauthorized or unapproved visitors in, or visitation of, any dorm or dorm room. This applies to all students in all housing provided by Brewster including dormitories and faculty housing;
- Any violation of other school rules or the student code of conduct that recurs after a warning may be reviewed as a possible DP offense.

Reporting and Disclosure

Reporting Responsibilities

Student Reporting Responsibilities

The State of New Hampshire requires that students have a statutory duty to report certain illegal activities. Failure to report either Hazing or Child Abuse is a misdemeanor.

Hazing: New Hampshire law requires that any student who “knowingly submits” to hazing, “is present at” a moment of hazing, or “who has direct knowledge” of hazing must report the event. Brewster students should report to the lower or upper school dean or a trusted adult.

Child Abuse: New Hampshire law requires any person to report child abuse or neglect when there is “reason to suspect” that a child has been abused or neglected (RSA 169-C:29). Brewster students should report to the lower or upper school dean or trusted adult, who will assist the student in contacting and reporting to the DCYF.

To ensure the health and safety of the Brewster community, any student who experiences, witnesses, or has information about any violations or potential violations of the safety or rights of another must report the incident, even if they are not certain it has occurred. Students should report to an adult within the Brewster community whom they trust and with whom they feel most comfortable, or directly to the lower or upper school dean.

Students and parents may make reports anonymously, but generally no disciplinary action will be taken based solely on an anonymous report.

While Brewster cannot promise strict confidentiality concerning violations or potential violations of the safety and rights of another, the school releases information only on a need-to-know basis, such as to conduct a comprehensive investigation or to ensure that the requirements of this policy and applicable law are met.

Note that retaliation against reporters falls under prohibited conduct and may lead to expulsion.

School Reporting Responsibilities

Brewster Academy is required by New Hampshire Law to report certain allegations and offenses to law enforcement, including but not limited to:

- Child Abuse (RSA 169-C:29)
- Student Hazing (RSA 631:6)
- Criminal Acts in Safe School Zones (RSA 193-D)
- Drug-Free School Zone (RSA 193-B)

Further, Brewster Academy and the Wolfeboro Police Department hold a Memorandum of Understanding providing direction and guidance toward a “joint cooperative effort to provide a safe and healthy school environment for students, faculty, staff and visitors.”

New Hampshire Safe School Zones Law

According to New Hampshire law and the school's Memorandum of Understanding, "any school employee who has witnessed, or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor." The school will immediately report the alleged violation to the local police, and/or the Division of Children, Youth, and Families (DCYF) if review determines that such a report is required. In addition, in the event the incident is a reportable offense, and if the alleged victim is a student, the lower school or upper school dean will immediately notify the person responsible for the alleged victim's welfare that a report was made to the local law enforcement authority. A "safe school zone" is an area inclusive of any school property or school buses or any school sponsored event regardless of location. "Acts of theft, violence or destruction" as defined below are reportable under the Safe School Zone Law:

- Homicide
- First or second degree assault
- Simple assault
- Sexual assault
- Kidnapping
- Incest
- Endangering the welfare of a child or incompetent
- Indecent exposure or lewdness
- Prostitution and related offenses
- Possession, distribution, or manufacturer of child sexual abuse images
- Computer pornography and certain uses of computer services (involving children)
- Violations or attempted violations of obscenity law where the act involves a child
- Criminal mischief
- Unlawful possession or sale of a firearm or other dangerous weapon
- Arson; burglary; robbery; theft;
- Illegal sale or possession of a controlled drug
- Criminal threatening

Knowing failure to report as required under the Safe School Zone Law is a violation.

New Hampshire Drug-Free School Zone Law

The New Hampshire Drug-Free School Zone law (RSA 193-B) states that, except as otherwise provided by law, it shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell dispense or compound any controlled drug (including marijuana) or its analog within a Drug-Free School Zone at any time of the year. The Drug-Free School Zone includes any property used for school purposes by the school whether or not owned by the school, within 1,000 feet of any such property, and within and immediately adjacent to school buses. Students and parents are advised that any illicit substance confiscated from a Brewster student is turned over to the Wolfeboro Police and the student is subject to legal action on the part of the Wolfeboro Police.

Disciplinary Disclosure to Colleges

Given that Brewster is a purposeful and intimate residential community, our students are both under an extreme degree of scrutiny around the clock and are subjected to an engaged, reflective program subsequent to disciplinary violations. Brewster is committed to reporting to colleges acts of plagiarism, hazing, bullying, and other serious violations that create victims. Brewster expects students to report such violations in the application process and to inform colleges of such violation that occur after an application has been submitted. Once a discipline decision has been finalized, the student will be given two weeks to explain the circumstances to the colleges to which applications have been submitted. At the end of the two-week period, the dean of college counseling will notify the colleges that the student's status has changed. Only the most pertinent information is communicated, and the college admission personnel will be requested to contact the student directly should additional information be required. In addition, if a student is dismissed or expelled for any reason in the senior or postgraduate year, colleges to which the student applied will be notified that the student is no longer at Brewster.

Continuing Enrollment, Reinvitation, and Reapplication

Continuing Enrollment and Reinvitation

Brewster is committed to working with students as they work toward becoming positive members of the Brewster community; however, students must invest in making full use of every opportunity offered. Students who struggle to abide by the Brewster Pillars and Student Code of Conduct, fail to make progress with behavioral goals, or neglect to participate meaningfully in the Engaged Discipline System or other mandated programs may be reviewed by the school to consider whether continued enrollment and/or reinvitation is warranted. In such instances the school may determine that separating the student from Brewster is necessary, or it may be decided the student's invitation to return for another school year will be deferred to allow the student time to demonstrate an ability to achieve behavioral goals.

Reapplication

Students who are expelled or otherwise separated from Brewster who desire to return to the school in the following year must reapply and meet the same criteria as they did for their original admission. Each re-application will be judged on its merits and handled on a case-by-case basis with input gathered from faculty, academic teams, coaches, community living parents, deans, or anyone else familiar with the student and the circumstances surrounding the reapplication.

Students who are readmitted will ordinarily find their readmission conditioned upon compliance with a specific plan of performance and behavioral expectations. The plan will be evaluated periodically throughout the year.

Policies Relating to Student Conduct

Attendance

Brewster Academy has dedicated itself to being intentional about all that we do. To be of best service to students, we strive to have a student achieve the maximum benefit to advance their skills in all domains (academic, athletic, and community life). Brewster also has made a commitment to encourage student teamwork and cooperative learning, whereby students are often asked to work together as a group. Student absence from school makes it difficult to achieve these objectives. Brewster's goal is to limit student absences from any commitment as much as possible.

School Schedule

The school year extends from September to late May and is divided into three trimesters. A School Break Schedule is established so that students can arrange transportation without missing classes. It is expected that students and their parents will make travel arrangements for vacation periods without interfering with scheduled classes or exams.

Brewster's weekly schedule is planned to maximize instructional time, while allowing time for co-curricular activities and athletic competitions in the afternoons and on Saturdays. The schedule includes A weeks, during which classes and academic commitments meet Monday through Saturday, and B weeks, which incorporate the same number of classes as an A week into a schedule from Monday through Friday, with no classes on Saturday. Athletic events take place every Saturday during both A and B weeks. Students must meet all commitments, including Saturday commitments on B weeks.

Permission to be Absent

While students should strive to attend all commitments, there may be occasions that require student absence. In these cases, students and parents should notify their advisor, team leader, and the lower or upper school dean as soon as possible and make sure to complete the appropriate forms (see Off Campus Request Process). Permission for absences is granted by either the lower or upper school dean.

Circumstances for which absences would be excused include:

- Wedding in immediate family (parent, sibling, grandparent, aunt/uncle, first cousin);
- Death in immediate family;
- Important religious holiday;
- College visits that cannot be scheduled during school breaks (with prior permission from the dean of college counseling);
- Medical appointments that cannot be scheduled during school breaks.

Normally, excused absences should be for no more than two days. There may be situations in which a longer absence may be requested. In those cases, the school may be able to grant the request provided the student's teachers confirm a solid academic standing in each class and the reason for the absence is deemed by the school to be essential to the student's best interests.

Students excused from a commitment are responsible for notifying the appropriate faculty member prior to the absence. These students are expected to submit assigned work and make up tests or quizzes on the day of their return or on a date arranged with the teacher. In such instances, students will receive full credit. In instances of unexcused absence from a commitment, students will receive a late penalty for each class meeting the work is submitted late.

Even if excused, excessive absences can impact a student's ability to meet with academic success. Students with excessive absences will be reviewed by the team and school and may lead to an attendance plan and/or agreement to help ensure they will be able to meet the minimum requirements to be successful participants and citizens in the Brewster community. The school may not support absences exceeding two weeks total in one academic year.

Absence Due to Illness

On occasion, a student may feel ill and unable to attend a commitment. If a student does not feel well before or during classes or athletics, the student must report to the Health Center. The student needs to follow the directives of the school nurse to be medically excused from commitments. The school nurse can excuse absences of up to two days for medical reasons. Any longer absence due to medical reasons requires medical leave. Medical absences of longer than two weeks may require medical withdrawal (for more information about medical leave and medical withdrawal, please see those sections of the handbook under Student Health Services).

Permission to be Off Campus

The academic day for students runs from 8:40 a.m. through the student's last academic and/or afternoon commitment. Students are expected to attend all of their commitments and, with a few exceptions listed below, must remain on campus until after their last commitment:

- During the academic day, students may visit the two corner stores across from campus;
- Seniors and postgraduates may leave campus during the academic day.

Following their last academic or afternoon commitment, students have permission to be off campus. When off campus, the student code of conduct still applies, and students must follow all school policies, regulations, and rules, including the motor vehicle policy.

Off-Campus Request Process

If students would like to request to be off campus, either for a standard weekend away, a special circumstance involving absence from commitments, or other trip from campus (beyond walking downtown), the following process should be followed:

Student Responsibility

- The student and advisor should meet to discuss the request, and the student's advisor will submit an Off-Campus Request Form. This should happen by the Wednesday preceding the proposed time off of campus;
- The student also must meet in person with the team leader to review the request, who will determine if the weekend is approved for a standard weekend away. This meeting should happen by the Thursday preceding the proposed time off of campus;
- For a request involving missing commitments or car permission, the student also must meet in person with the lower or upper school dean, who will determine if the request is approved. Note: Absences from athletic commitments require approval by the athletic director, while absences for college visits require approval from the dean of college counseling;
- For any special request to miss commitments, the student should inform the advisor, team leader, and lower or upper school dean as soon as possible and well in advance of the anticipated absence.

Parent Responsibility

- In addition to the student's off-campus request form, the student's parent must submit an Off-Campus Permission Form (available in the Parent Portal). The parent should submit this form on the Parent Portal by Wednesday;
- If a student will be staying at another student's house, the parent hosting the boarding student also must complete a Host Family Off-Campus Permission Form (available in the Parent Portal). The host parent should submit this form on the Parent Portal by Wednesday;
- If there is any difficulty with submission on the portal, parents should email their request to offcampusrequest@brewsteracademy.org;
- For any special request to miss commitments, the parent should inform the advisor, team leader, and lower or upper school dean as soon as possible and well in advance of the anticipated absence.
- Parents are responsible for students when they are away from school. Students are expected to follow all school rules when they are away from campus and will be subject to school discipline for violations of the student code of conduct.

Return to Campus

Students on a standard weekend away are required to return by 7:45 p.m. on Sunday and be on time to their Sunday Dorm Meeting. If students on a standard weekend away arrive late to the meeting or miss the meeting, they will receive an unexcused late or absence. Parents should notify the CLP in advance if a student will be late. Boarding students who leave campus without permission, or who return late from a weekend, are subject to major disciplinary consequences.

Dress Code

Brewster Academy believes in maintaining an atmosphere where a sense of pride and developing self-discipline and personal strengths are reflected in the dress code. The academic dress code celebrates a respect for learning and is an important expression and recognition of the Brewster Pillars.

Academic Dress

- Dress pants, corduroy pants, khakis, or capris; all pants must have pockets and zippers;
- Dresses (not strapless), skirts, shorts (all within fingertip length);
- Collared, tucked-in, buttoned dress shirt (only top button undone) or turtleneck worn with a belt;
- Blouse (dress top that is not a polo, T-shirt or other athletic garment);
- Sweaters with dress code top underneath;
- Appropriate footwear (dress shoes, boots, athletic shoes or sandals in excellent condition);
- Leggings/tights only to be worn with dress or skirt;
- All clothing should be free of writing and should not promote inappropriate behavior.

Other Imperatives

- No hats, sunglasses, or headphones;
- Hair must be a uniform, natural color;
- Students are expected to be clean shaven at all times unless an exemption is granted;
- No exposed pierced jewelry other than in the ear without permission;
- No exposed skin (e.g. midriff, strapless, backless);
- No denim of any kind, color, or resemblance;
- Considerations for other types of exposed jewelry and/or medical and religious exemptions from the shaving policy should be directed to the lower or upper school dean.

Formal Dress

Required for some formal meals, award assemblies, and other occasions throughout the year:

Option 1: Blazer with dress pants and a belt, button-down collared shirt with tie;

Option 2: Dress or skirt of fingertip length, with a shawl or cardigan;

Option 3: Dress slacks with dress blouse;

Option 4: Formal attire representing a student's international and/or cultural identity.

Spirit Dress

Every Wednesday and Saturday:

- Dress slacks: corduroy pants, khakis, no jeans or sweatpants;
- Dress shorts or skirts (all within fingertip length);
- A prominently displayed, Brewster Academy top (no tank tops).

Cell Phone Use

Brewster students are encouraged to have cell phones as they not only aid parents in communicating with students, but also help the school to communicate with students in case of emergency. As such, Brewster requires all students with cell phones to provide their cell phone number to the school.

While cell phones are permitted, students are responsible for using their cell phones in a manner that respects the environment in which they are in. With this in mind, we recognize the way that the proliferation of mobile technology can negatively impact the ability for community members to build relationships and be 'present' in the moment. Thus, we encourage all community members to be mindful of ensuring that their use of mobile technology is appropriate for the situation.

To help students use cell phones in a healthy and appropriate manner, in the following settings, cell phones may not be used unless given permission:

- During class time;
- During athletic or afternoon commitments;
- During academic study;
- During dorm meetings;
- During all-school meetings or other school commitments.

Students who do not abide by these expectations may have lower recognition scores, other consequences, and/or their cell phones confiscated for a period of time.

The school requests that parents, family, and guardians support this policy by refraining from calling or texting students during their commitments and meetings.

Intimacy Policy

Brewster focuses on creating a safe, healthy, and respectful community for all students. Meaningful, respectful, and healthy relationships among students should form the foundation of this community, and Brewster sets behavioral expectations accordingly. Physical contact between students that is intended and perceived by those involved as positive, healthy, and appropriate to their age and experience may occur on campus, but Brewster expects students to refrain from inappropriate sexual activities during their enrollment at Brewster.

To support these expectations, Brewster provides educational opportunities, counseling, and support, and potentially disciplinary processes and sanctions. In Brewster's SEL programs, teachers cover topics related to health, sexuality, and sexual activities with the goal of helping students make informed, healthy, and safe decisions regarding relationships and intimacy. If the school becomes aware that a student is engaging in sexual intercourse or other related activities, Brewster faculty or administration may discuss the matter with the student from an educational perspective, and the school may communicate with parents about the student's activity. Further, Brewster's Directors of Counseling and Student Health Services are available to meet, and students may be referred to either director by a Brewster faculty member or administrator.

A student engaging in harmful or repeatedly inappropriate sexual activities may enter the school's disciplinary process and can receive sanctions up to and including disciplinary probation or expulsion depending upon the severity of the situation. All students and families should be aware that sexual activities also may require mandatory reporting to law enforcement and could be considered either a misdemeanor or a felony depending upon the age of those involved.

Further Points

In New Hampshire, individuals who engage in sexual activity with children under the age of consent (age 16) can be convicted of sexual assault (also called statutory rape).

Romantic or sexual relationships between Brewster students and Brewster employees or adult family members of employees are strictly prohibited.

Waterfront Regulations

The Brewster shoreline on Lake Winnepesaukee is a unique resource, but safe behavior must be exercised to limit danger to the Brewster community. Please follow these waterfront regulations:

Swimming

- All students must have passed the swim test to swim;
- Swimming is permitted only when a certified lifeguard and safety equipment are present;
- Never swim alone;
- Swim only at the floating dock and adjacent beach (“faculty/staff beach”). Never swim in the lagoon, across the lagoon entrance, or off the boathouse docks or jetties; these areas are off limits unless a waterfront instructor is present. Never swim to or dive from moored boats;
- Swim only during daylight hours;
- At the first sign of thunder or lightning students should immediately get out of the water and seek shelter;
- Swimming at Brewster Beach (the town beach) is not permitted.

Sailing, Canoeing, and Kayaking

- All students must have passed the swim test to be involved in sailing, crew, or outdoor skills;
- Life jackets must be worn at all times;
- Approval of and supervision by the waterfront director or weekend duty waterfront supervisor must be obtained;
- Boats must not leave Wolfeboro Bay;
- Sailboats must have a paddle and bailing bucket on board;
- Boats must be returned and stripped properly after boating;
- All damage to boats should be made known immediately to the person in charge;
- Personal watercraft may not be brought to campus without obtaining advance permission from the athletics director.

Motorboating

- Permission to drive or ride in a non-Brewster motor boat must be obtained from the lower or upper school dean;
- With the exception of the school launches, motor boats should never be in the lagoon;
- Brewster motor boats may not be operated by students.

Pinckney Boathouse

- The boathouse is off limits unless a faculty member is present;
- Bicycles, skateboards, scooters, and inline skates are not allowed inside the building, on the deck, or the dock area.

Ice Safety

Adult permission and supervision are required for any student to go onto the ice for any reason.

Motor Vehicle Permissions and Use

Student motor vehicles on campus and students driving other students present major safety concerns for any school. Monitoring the use of student-driven vehicles is challenging, and Brewster must have complete parent and student support for its motor vehicle policies.

From time to time, the policies may seem restrictive and inconvenient, but parents and students are asked to understand the necessity of firm policies so that the school can safely monitor motor vehicle use. The policies have been created to ensure safety, and to be as equitable as possible with available parking spaces. Failure on any student's part to comply with policies for motor vehicle use may result in a consequence ranging from a warning to loss of vehicle privileges, or disciplinary probation for a first offense. For a second offense, consequences may range from loss of vehicle privileges to disciplinary probation or expulsion.

Application to have a vehicle on campus:

- Day students and boarding seniors/postgraduates are eligible to have a vehicle on campus but must receive approval first. Approval is granted by the upper school dean; for exceptions, please contact the academic dean. Exceptions are only made for compelling need and are subject to available space and student standing;
- Before bringing a vehicle to campus, the student should submit a parent-signed application to the deans' administrative assistant. Each student must see the deans' administrative assistant in person to complete registration of the vehicle. Approved applications are kept on file with the deans' administrative assistant;
- The student will be issued a Brewster student parking sticker and must adhere it to the driver's side passenger window;
- No student motorcycles, mopeds, or motor scooters are allowed on campus.

Parking:

For all students with an approved and stickered vehicle, the only approved parking area on campus is the Anderson Hall parking lot. This restriction extends to evenings and weekends.

Permitted Use:

- Day Students: vehicles are to be used solely to travel to and from school.
- Boarding Students: vehicles are to be used only for approved off-campus requests or to go home for vacations.
- Any other use requires permission from the lower school dean, the upper school dean, or the dean on duty.

Prohibited Use:

- No student may ever drive on campus, with the exception of the Anderson Hall parking lot. This restriction applies to mornings, the academic day, afternoons, evenings, and weekends;
- No student may drive a vehicle without permission, drive another student without permission, or be in a student-driven vehicle without permission;
- No student may park anywhere other than the Anderson Hall parking lot;
- No student may drive an unapproved vehicle to campus or park an unapproved vehicle on campus;
- Boarding students may not use their vehicles unless they have an approved off-campus request granting car permission; boarding students may not use their vehicles for travel to destinations during the day on weekends when they are not on an approved weekend;
- Day students may not use their vehicles to leave campus during the academic/athletic day.

Helmets, Bicycles, and Other Modes of Transport

All students under the age of 16 are required by New Hampshire state law (RSA 265:144X) to wear a bicycle helmet while riding a bicycle. Brewster recommends that all students regardless of age wear a helmet while riding a bicycle, inline skating, and skateboarding. The most common (and often most serious) injury sustained from cycling, inline skating, or skateboarding is a head injury. If your student plans to participate in any biking, skating, or skateboarding activities, please make sure they are prepared with a helmet.

In and around dorms, bicycles must be kept in bike racks or storage rooms. Bicycles are not to be left or stored in student rooms, hallways, common rooms, or stairways. Longboards, skateboards, inline skates, and other modes of transport should be stored on bike racks, storage rooms, in a closet, or under a dorm bed and completely out of the way.

Hoverboards, motorized scooters, and any motorized mode of transport are prohibited from campus.

Fire, Building Evacuation, and Other Drills

All occupants of a building must evacuate upon a fire/smoke alarm activation or required fire drill. All must follow the directions and meet the expectations of other types of safety drills to the best of their ability. There are no exceptions to this policy. If a smoke/fire alarm or fire extinguisher is not working properly, this should be reported to maintenance immediately.

Fire Safety Rules for Dorms

General Regulations

- No smoking, no candles, and no open-flame devices are permitted in student rooms. Incense may not be burned. Natural cut Christmas trees and vegetation are prohibited;
- Know the location of fire exits, extinguishers, and pull stations in all school buildings;
- Fire doors should never be propped open, and any article that could hinder quick and easy exit from a room, passageway, or building should never obstruct hallways and exits. Combustible materials (paper, rags, trash, etc.) must not be piled or stored in any area;
- Tampering with fire and smoke alarms or other life safety devices including Automated External Defibrillators or using fire extinguishers except for firefighting purposes is a criminal offense and will result in disciplinary action;
- Rooms, hallways, and common areas are to be kept uncluttered and clean. There must be a clear pathway and line of sight to the farthest part of any student room from the entry door;
- Bicycles must be kept in bike racks or storage rooms. Bicycles are not to be left or stored in student rooms, hallways, common rooms, or stairways;
- Nothing should be hung from or over fire sprinkler pipes, sprinkler heads, strobes, or any other fire safety device.

Electrical/Fixture Restrictions

- No halogen lamps or string lights are allowed in student rooms. Floor lamps with multiple gooseneck arms utilizing plastic shades are prohibited;
- Light bulb wattages used in lamps etc. should not exceed those recommended by the manufacturer. The use of compact fluorescent or LED bulbs in place of incandescent bulbs is strongly encouraged to save energy and to reduce the potential of fire;
- Lights, lamps, and appliances should be turned off when the room is unattended to save energy and reduce the potential of fire;
- UL approved power strips with circuit breakers must be used with multiple electrical devices and plugged directly into a wall outlet. One power strip per outlet is allowed. Multiple plug adapters are prohibited;
- Extension cords without integrated circuit breaker protection are prohibited;
- No electrical wiring should be spliced. Wiring must not be run under rugs or wall decorations or across passageways. Wires should be run around baseboards but not near heating elements; they must be taped, never tacked or stapled. They must not be looped around metal fixtures, pipes, or beds;
- Immersion heaters, blenders, water heaters, rice cookers, hot plates, coffee pots, microwaves, refrigerators, TV sets, electric blankets, sun lamps, space heaters, and other appliances are forbidden in student rooms;
- Hanging electric paper lanterns is prohibited.

Furniture/Decorating Restrictions

- No fabric or synthetic materials that include flags, kites, uniform shirts, hats, and banners of any kind may be attached to walls unless encased in a glass frame or case. Curtains and draperies are prohibited;
- Nothing may be put on or hung from the ceiling (including tapestries, posters, and flags);
- Flammable material, such as posters, banners, or decorations must not be hung on the outside surface of any student room door or in house corridors;
- Posters should be secured flat to walls. Amount of posters are not to be excessive and shall be kept within reasonable limits. Posters are not intended to be a substitute for wallpaper. Posters shall not overlap or be continuous but shall maintain adequate spacing between other posters;
- No stuffed furniture is allowed in student rooms;
- Furniture in no way can limit egress or reduce available floor space so as to hamper firefighter or emergency medical personnel access to a room;
- Under no circumstances may mattresses be placed on floors. Students may only use school-provided beds. Lofts are not permitted;
- No cement blocks or bricks are allowed in rooms;
- Bookcases must be placed against a wall away from room exit;
- Metal or fire-rated plastic wastebaskets must be used.

Editorial Policy for The Brewster Browser

Purpose:

The purpose of the student newspaper is to inform, interpret, and entertain the Brewster community about all relevant issues in a fair and accurate manner.

Content:

The Browser editorial staff and advisor make all decisions pertaining to content published in *The Browser*. These decisions include but are not limited to content, priority, and placement, and they will adhere to the following guidelines:

- *The Browser* will publish no material it finds to be libelous, obscene, or invasive of an individual's privacy or that would incite disruption of school activities. Criticism or humor aimed at a person's religion, gender, age, body, ethnicity, race, culture, lifestyle, or mental or physical abilities will not be published;
- *The Browser* will seek to present all sides of an issue fairly and accurately in the most timely manner possible. *The Browser* will publish the facts correctly, explain the relevant issue(s), and avoid inviting speculation that could be harmful to individuals or to the school;
- The staff of *The Browser* shall reserve the right not to publish any material that does not live up to the standards of this editorial policy.

Regarding Letters to the Editor:

- Letters to the editor will be printed in the opinion section of *The Browser*;
- Letters must be typed and signed by the author and verified for publication by the editor-in-chief. Letters to the editor become property of the staff and will not be returned under any circumstances;
- The staff of *The Browser* reserves the right to edit any letter submitted for length, grammar, punctuation, and clarity;
- The staff of *The Browser* reserves the right to refuse to publish any letter.

Regarding Reviews:

- The purpose of all reviews will be to evaluate and inform, not to promote;
- All reviews will be bylined and will be the views of the bylined reporter and not the opinions of *The Browser* as a whole.

Regarding Errors:

- Concerns about errors in *The Browser* should be submitted to the faculty advisor;
- The staff of *The Browser* reserves the right to investigate whether any error was made;
- Any verified errors will be addressed in the next issue of *The Browser*.

Regarding Distribution and Circulation:

- The papers will be distributed free of charge to students, faculty, and staff;
- Advertising and fundraising revenues will be used solely for the purpose of publishing *The Browser*.

Regarding Advertising:

The Browser will not accept any advertising for products or services that are illegal for a minor to purchase, consume, or use, or products and services deemed unhealthy or inappropriate for students.

The Browser will not run any advertisement before first obtaining the proper signature on an advertising contract that explains the terms of payment, advertisement content, size of advertisement, date(s) of publication, and terms of the agreement.

The Browser will not accept personal or classified advertisements.

Technology Acceptable Use Policy

Introduction and Overview

Brewster Academy is committed to ensure the legal, ethical, and appropriate use of technology resources at Brewster including, but not limited to: computer equipment, software, networks, and voice systems. Brewster recognizes that technology is utilized in nearly every facet of instruction, activity, service, research, and operation of the institution. This policy defines and describes Brewster's expectations for the use of technology as it affects the school and educational community.

The technology resources at Brewster are provided to support Brewster's educational and business operations. Brewster Academy technology resources are the property of the school; use of these resources is a privilege and not a right. Individuals who are provided access to Academy technology resources assume responsibility for their appropriate use; Brewster expects individuals to be careful, honest, responsible, and civil and at all times to be in compliance with all Academy policies and state and federal laws.

Scope

This policy applies to all users of Brewster Academy's technology resources. It applies to all software and hardware owned, leased, or subscribed to by Brewster. It also applies to all personally-owned equipment that connects to Brewster's network.

Authorized Use

- An authorized user is any person who has been granted authority by Brewster to access its computing, network, and voice systems. Unauthorized use is strictly prohibited.
- By accessing Brewster's network using Academy-owned or personally-owned equipment, the user has consented to Brewster's exercise of its authority and rights as set out in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.
- When a user ceases being a member of Brewster, this authorization terminates immediately. If a user is assigned a new position and/or responsibilities, authorization to use technology resources not necessary for his or her new position also will terminate.
- Incidental use for personal, non-business purposes is acceptable, but must not negatively impact system performance, classes, or Academy business.

Responsible Use

- Individuals who are assigned data and voice network accounts are solely responsible for how they are used. Individuals may not share or borrow accounts and passwords with others.
- Users may not access the personal or confidential accounts and files of others without permission. Users are prohibited from acting in ways that are unethical or invade the privacy of others.
- Users must maintain the confidentiality of Brewster's sensitive information and comply with Academy information security and privacy policies and federal and state laws.
- Any communication, internal and external, must clearly identify the sender. Individuals may not send messages anonymously or under another name or identity not known to Brewster. Altering electronic communications to hide your identity or impersonate another person is prohibited.
- Users are responsible for both the content and possible effects of their messages on the network. Prohibited activities include, but are not limited to, creating or propagating viruses, materials in any

form (text, sounds, images, video) that reflect negatively on Brewster, chain letters, inappropriate messages (including discriminatory or harassing material), and billable services.

- Users must abide by all copyright and other laws governing intellectual property use. Users are prohibited from using Academy networks or equipment for the acquisition, storage, or distribution of any digital content that they do not have legal right to use; this includes but is not limited to copying and sharing software, images, music, and movies.
- Users must adhere to all software license provisions. No software will be installed, copied, or used on Academy equipment except as permitted by law.
- Users are required to have updated virus protection software on their computers when connecting to the Brewster network. Users should use caution when opening email attachments or other Internet files that may contain malicious software. Any computer found to be infected with viruses or malware to the extent that it may negatively affect Academy resources will have access to networks services revoked until such viruses and/or malware have been removed and updated antivirus software has been installed. If a user knows or suspects that their machine has contracted a virus, user shall notify the Department of Information Technology immediately.

Prohibited Activities

- Attempts to exploit, test, or probe for security holes or weaknesses on Academy computers or networks;
- Attempts to monitor, analyze, or tamper with network data packets that are not explicitly addressed to your computer;
- Using a network address other than the one assigned by Brewster;
- Execution or compilation of programs that have the potential to break or interfere with system security;
- Use of any technology to harass, demean, humiliate, intimidate, embarrass, or annoy others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any cyberbullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of the School is subject to disciplinary action;
- Sending, receiving or forwarding sexually explicit messages, photos, or images via a computer, digital device, or cell phone (commonly known as “sexting,”) is not only prohibited by this policy but also may subject a student to criminal charges under federal and state laws. Criminal charges can range from a misdemeanor to a Class B felony, with the possibility of severe monetary penalties and prison sentences of up to seven years. The types of crimes that can be implicated include child pornography, obscenity laws, and endangering the welfare of a child. In addition, soliciting a minor under the age of 16 via a computer to meet up with the intent to engage in a sexual act such as intercourse or oral sex, even if it is mutually voluntary between the two students, can result in a charge of child exploitation with the possibility that, if convicted, the student could become a registered sex offender for life. Sexting may also require mandatory reporting to state agencies under New Hampshire’s Child Abuse Reporting Law or to the police under the NH Safe School Zone law. Any student with questions or concerns about sexting, such as being the unwitting recipient of a sexual image, should speak with the lower or upper school dean or other trusted adult;
- Use of Brewster’s technology resources or data for commercial purposes without prior authorization;
- Connecting any secondary physical network including but not limited to modems, bridges, routers, wireless access points, or other network devices to the Brewster network without prior authorization from the director of information technology;
- Use that is inconsistent with Brewster Academy’s non-profit status: The school is a nonprofit, tax-exempt organization and is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property and similar matters;

- Using Brewster technology in any way that suggests Academy endorsement of any political candidate or ballot initiative;
- Physical theft, rearrangement, or damage to any and all Academy technology equipment, facilities, or property;
- Undisclosed and unauthorized recording or streaming or taking of still photographs of other individuals within the school community: Individuals are not permitted to make or attempt to make an audio or video recording or take photos of private, nonpublic conversations, and/or meetings on the premises, without the knowledge and consent of all participants subject to such recordings, and, in the case of students, without the consent of the academic dean. The use of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings or pictures;
- Accessing Brewster's network or equipment to create, access, download, edit, view, store, send, or print materials that are illegal, harassing, intimidating, discriminatory, pornographic, or otherwise inconsistent with Brewster's stated rules and policies as defined in any student, faculty, or staff handbook;
- Use of Brewster's technology resources for any type of illegal activity.

Security

- Each user is responsible for the security and integrity of information stored on his or her computer or voice mail system. Computer accounts, passwords, security codes, and other types of authorization are assigned to individual users and must not be shared with or used by others. Brewster reserves the right to bypass such passwords and to access, view, or monitor its systems and all of their contents. By accessing Brewster's systems, you have consented to Brewster's right to do so.
- Users may not attempt to circumvent or subvert the security provisions of any system.

Privacy Expectations

- Brewster's network, voice and computing resources are the property of Brewster. Brewster will, to the extent possible, respect the privacy of all account holders on the network. However, Brewster reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access Brewster's network and it may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings. ITS will participate as required in any investigation as directed by the academic dean or director of personnel.
- Brewster places a high value on privacy and recognizes its critical importance in an academic setting. There are nonetheless circumstances in which, following carefully prescribed processes, Brewster may determine that certain broad concerns outweigh the value of an individual's expectation of privacy and warrant Academy access to relevant IT systems without the consent of the individual.
- Brewster reserves the right to protect systems, software, individuals, and contents of the network from potential or actual harm.
- Users should exercise caution when storing, processing, and/or transmitting personal and sensitive data.

Enforcement and Sanctions

- All members of the community are expected to assist in the enforcement of this policy. Violations of this policy may result in a variety of disciplinary actions, which may include the loss of computer, telephone, or network access privileges, as well as disciplinary sanctions including disciplinary probation or expulsion. Some violations may constitute criminal offenses as defined by local, state, and federal laws, and Brewster may initiate or assist in the prosecution of any such violations to the full extent of the law.
- Any suspected violation of this policy should be reported immediately to the director of information technology, or the lower or upper school dean.

Brewster's website has a section on technology that includes the school's Acceptable Use Policy, a technology snapshot of what's available to students, student laptop requirements, and FAQs. Students are encouraged to explore the whole section but must be familiar with the Acceptable Use Policy. The technology section is available at: www.brewsteracademy.org/academics/technology.

Students, parents, or faculty and staff who have questions regarding technology policies should contact the Help Desk in the Information Technology Office at 603-569-7000.

Academic Honesty and Dishonesty

Brewster students are asked to show respect for themselves and for others at all times. Engaging in any form of academic dishonesty violates that principle. The community holds as fundamental to the idea of respect the belief that all members of the school should strive always to be honest and strive always to model a strong work ethic.

Academic dishonesty is a form of lying, or misrepresenting the truth, and it deprives the student of the important sense of satisfaction that comes from succeeding through hard work.

Behaviors that are considered forms of academic dishonesty include, but are not limited to:

- Three or more consecutive words borrowed from another source (e.g., Internet, textbook, reference or library materials, or other students' work) without proper citation;
- Ideas borrowed from the above listed sources that are not cited;
- Receiving help from (or giving help to) another student, or any source other than the assigning teacher without explicit permission;
- Giving or using unauthorized notes or accessing any technology during a quiz or test;
- Copying another student's work, or any part of another student's work on homework, projects, papers, quizzes, or tests.

Note: Brewster does value collaborative learning and group projects, which can sometimes lead to questions about what kind of sharing of work is permissible. In these instances, the students must follow directions and check with their teacher about what collaboration and sharing is permissible.

Consequences for Academic Dishonesty

If a student presents any assignment that violates any of the above conditions, that work will not be graded. It will be returned to the student to be done over and resubmitted. The student will automatically lose 25 percent of the grade. The incident will be reported to the academic dean, become a part of the student's Brewster file, and parents will be notified. Additional violations will again require the student to redo work, the work will lose 100 percent, and may result in disciplinary probation.

Providing another student with inappropriate help is a form of academic dishonesty as serious as any form of plagiarism or copying of work, and it violates the principle of trust and respect that is the foundation of the Brewster program. Students who assist another student in committing academic dishonesty will receive the same grade reduction as described above.

Nicotine

In the interest of maintaining a productive and healthy environment and community, students at Brewster Academy are prohibited from using, possessing, or being in the presence of nicotine in any form. This includes but is not limited to cigarettes, cigars, chewing tobacco, dip, electronic cigarettes, pipes, and vaporizers. Lighters, matches, and nicotine device chargers are also prohibited. These nicotine prohibitions apply to all Brewster students, regardless of boarding or day status, and in all locations, both on campus and off campus.

The choice to possess, use, or be in the presence of nicotine is a serious matter that is damaging to both one's self and one's community, raising not only health but also behavioral concerns. Brewster's response to possession or use of nicotine is intended to address both of these concerns:

- For a first offense, a student is likely to receive an official notice and will inform parents in coordination with the lower or upper school dean. The student will meet with the director of health services to discuss the health impact of nicotine and other substances. The student also will meet with the director of counseling to assess any need for counseling or treatment. The student may receive an in-house suspension at the determination of the lower or upper school dean. If the student holds a student leadership position, the leader will be placed on probation.
- For a second offense during a student's tenure at Brewster, the student will inform parents in coordination with the lower or upper school dean. The directors of health services and counseling also will be notified. The student will be required to complete a cessation program with the director of counseling or be referred to an external health resource. The student is likely to receive an in-house suspension and lose recognition privileges for the current and/or subsequent recognition period. If the student holds a student leadership position or is currently suspended from a position, the student will lose that position.
- For a third offense during a student's tenure at Brewster, the student will inform parents in coordination with the lower or upper school dean. The directors of health services and counseling also will be notified. The lower or upper school dean will determine a disciplinary sanction but may first elect to call a Deans' Council for its review and recommendation of the case. The outcome may be disciplinary probation, separation, or expulsion.

Note that sale of nicotine or nicotine devices, or possession/use of open flames or electronic/battery chargers in school buildings, may be considered to be a major disciplinary event and treated as such, even on a first offense.

Nicotine devices are modifiable and also may be used to inhale other illegal substances. In an effort to ensure that the school can best understand what has occurred and respond appropriately, the device may be tested for other substances, and the student found to possess, use, or be in the presence of the device also may be tested for other substances.

A student may volunteer to meet with the director of counseling to assess any need for counseling or treatment. In this case, if the student comes forward on their own, there would not be a disciplinary consequence as long as the student abides by the conditions of the cessation program.

Alcohol and Substances

Brewster Academy prohibits the possession, use, or distribution (sale) of alcohol, illegal drugs, other illicit substances, or any paraphernalia or equipment associated with the use of these substances. This prohibition applies to all Brewster students, regardless of boarding or day status, and in all locations, both on campus and off campus.

The prohibition also extends to the intentional misuse of legal substances. An example might be possession of nitrous oxide capsules for use as an inhalant, when they have been manufactured as a propellant, or using prescription medications in a manner not prescribed for the individual. Possession or use of prescription medications not registered with and/or distributed by the Health Center also is prohibited.

Students also should be aware that New Hampshire law prohibits purchase, possession or consumption of alcohol by any person under the age of 21. The law defines intoxication as alcohol concentration of .02 or more blood alcohol content. New Hampshire law also prohibits the use of drugs, other than those prescribed, as well as substances beyond their intended purpose.

In addition to the physical and psychological dangers resulting from drug and substance use, a student under the influence of marijuana, illegal drugs, or alcohol is not prepared to attend to academic activities, athletics, or clubs. Without question there is an absolute incompatibility between the state of mind needed for attention to scholastic activity and that state of mind influenced to any degree by the use of alcohol or drugs. Additionally, students who bring alcohol or drugs on campus or who come to school under the influence of alcohol or drugs have violated the trust of the school community and impaired the ability of the school to carry out its mission.

To enforce this policy, the school may require any student to submit to alcohol and drug testing. The student may be required to submit to tests at the parent's expense. Refusal to do so shall be deemed grounds for expulsion. If a student tests positive, the student will enter the disciplinary process. Similarly, if there is evidence that a student has used, possessed, distributed, or been in the presence of alcohol or a controlled substance at any time and in any place, then the student will enter the disciplinary process.

If students have concerns about alcohol and substance use, either regarding their own use or others' use, they are encouraged to meet with health services for help and support. Sharing concerns with health services will not initiate the disciplinary process. Please note that if the school subsequently becomes aware of a violation of the Alcohol and Substance policy by any other means, the student would enter the disciplinary process.

Alcohol and Substance Support Agreement

A student involved in a violation of the school's alcohol and substance use policy who remains enrolled at Brewster will be required to sign an Alcohol and Substance Support Agreement to be in effect for their tenure at Brewster. The agreement includes steps to help determine the scope of the student's substance use, to provide school support for the student, to determine if additional professional support is required, and to caution against further substance use by linking any use to major disciplinary consequences.

By signing the agreement, the student agrees to:

1. meet with the school counselor to determine if there is need for a professional drug and alcohol use evaluation. The student and family must sign a release for this evaluation and its recommendations to be sent to the school counselor and reviewed by the school resource team. The student must follow any and all school recommendations that result from the school counselor meeting, the drug and alcohol use evaluation, and the resource team review;
2. participate in counseling support as assigned by the counselor or the lower or upper school dean;
3. undergo two scheduled substance tests organized by the school counselor over a six week period to ensure the student is not continuing to use alcohol or substances. If the student tests positive on either of these scheduled tests, the student will be required either to go on medical leave and enter into a counselor-approved program or to medically withdraw;
4. refrain from any further use of alcohol or substances to be monitored by random substance testing. If the student uses substances or tests positive on any other substance test, the student must separate from Brewster and accept disciplinary consequences up to and including expulsion.

Sanctuary Policy

The health and safety of our students are of primary concern and students must feel they can help themselves or others without fearing disciplinary action when a situation arises where a student is in physical or psychological danger as a result of the use of any drug or substance, including alcohol. Therefore, at Brewster the following policy for a one-time disciplinary exception exists for qualified students.

If at any time a student fears that they, or another student, are at risk medically or psychologically, as a result of any drug or substance, including alcohol, that student may approach any adult in our community to request help. When approaching an adult, the student should make clear their need for help under this policy. A student who has sought help, or on whose behalf medical attention has been sought, shall not be subject to disciplinary action for the possession or use of a drug, substance, or alcohol. The adult approached should immediately contact the dean on duty, unless it is a medical emergency, in which case 911 should be called immediately and the dean on duty called after.

While the intent of the policy is to afford students with the opportunity to seek medical attention without penalty, it is not intended to serve as an opportunity to avoid consequences. Students who invoke the sanctuary policy may be deemed to be in further need of counseling and be placed on the Alcohol and Substance Support Agreement. Students already on an Alcohol and Substance Support Agreement, or students who have been placed on disciplinary probation for a violation of the school's alcohol and substances policy may not be eligible for sanctuary. In addition, students who are already under investigation or going through the disciplinary process may not use the sanctuary policy to avoid discipline.

When a faculty member detects that a student is under the influence of alcohol or other drugs, Brewster will invoke its disciplinary rules. In such situations the faculty or staff member is under obligation to investigate the possibility that other students may be in trouble and in need of medical attention and will investigate accordingly.

Harassment, Discrimination, Hazing, and Bullying

Founded on the Brewster Pillars, the Brewster Community strives to be a climate where all students feel respected, safe, supported, and welcome. Therefore, the school prohibits the following interpersonal behaviors that are harmful to self, others, and the community as a whole:

- harassment
- discrimination
- hazing
- bullying and cyberbullying
- creating and/or contributing to a hostile environment

All of these behaviors are prohibited both on and off campus at any point in the calendar year, and students are expected to report instances or potential instances of these behaviors to a trusted Brewster adult or directly to the lower or upper school dean so that the behaviors can be addressed and stopped. If a student is unsure if the behavior occurred, they should still report it. Reporting students should know that any kind of retaliation is prohibited and covered by the school's Retaliation Policy.

Students who engage in any of these behaviors may be subject to the school's disciplinary processes. Not knowing that one's behavior is harmful does not absolve a student from being held accountable for that behavior. It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust within the entire community. Attempts to justify such behavior as a "prank" or "joke" do not change its nature if the object of the joke is not a willing participant, whose willingness is often difficult to determine; furthermore, others within the community may be offended, regardless of the direct participants.

Additionally, many of these offenses are prohibited by New Hampshire law and require the school to report their occurrence to law enforcement. Note that in cases of hazing, New Hampshire law requires students who have submitted to hazing, were present during hazing, or have direct knowledge of hazing to report it to the school.

These behaviors are described and/or defined in more detail below.

Harassment and Discrimination

Harassment is unwanted offensive or demeaning conduct that is annoying, disturbing, upsetting, and/or threatening, and it is generally but not necessarily repeated behavior. Harassment affects a student's emotional well-being, interferes with a student's academic performance or participation in co-curricular or extracurricular activities, or has the purpose or effect of creating a hostile, intimidating, or offensive learning or social environment.

Regarding the specific case of Sexual Harassment, the National Association of Independent Schools states, "Sexual harassment is not social or courting behavior. It is best seen as an assertion of power." Sexual harassment occurs when one person directs unwanted or demeaning conduct toward another, and it is often coercive or threatening. It sometimes is overt, but it also can be covert and can go unnoticed by many. Sexual harassment may function as an assertion or abuse of power that puts an individual at a disadvantage.

Discrimination refers to unjust or prejudicial conduct or behavior which relates to race, color, religion, age, marital status, sexual orientation, gender identity, genetic information, veteran status, physical or mental disability, national origin, ancestry, or any other protected category.

Discrimination and harassment can take many forms including but not limited to:

- limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics;
- slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes;
- obscene, demeaning, or abusive commentary about an individual's body or personal characteristics;
- intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied;
- recording individuals in potentially embarrassing or sexual situations, and/or forwarding or threatening to forward such recordings to others;
- offensive or unwelcome sexual flirtation, advances, or touching;
- demands for sexual favors in exchange for favorable treatment or continued participation or membership;
- verbal, emotional, or physical abuse in response to a refusal of a sexual favor;
- Discriminatory, suggestive, sexual, or offensive jokes, sounds, remarks, leers, gestures, or touches;
- Inquiries into one's sexual experiences or activities or discussion of one's own sexual experiences or activities;
- Oral, written, or electronic transmission of sexually suggestive, degrading, or discriminatory words, images, sounds, or rumors;
- Display of discriminatory, degrading, or sexually offensive objects, pictures, and messages;
- Any sexual advance between a student and an adult, whether wanted or unwanted.

Hazing

Hazing refers to acts that are conditions of initiation, admission, continued membership, or association with any organization, team, or group that are likely to cause physical or psychological injury, regardless of the consent of the individuals involved. Both officers and members of the organization, team, or group are responsible for making sure that hazing does not occur and reporting hazing that does occur.

Examples of hazing include but are not limited to:

- whipping, beating, branding, or other brutal treatment;
- forced calisthenics or other physical activity;
- deprivation of sleep or rest;
- extended isolation;
- exposure to the weather;
- forced consumption of any food, beverage, nicotine, alcohol, or other substance;
- compulsion to commit illegal acts, break school rules, or go against an one's moral or religious beliefs.

Bullying and Cyberbullying

Bullying is defined as the repeated or egregious use by one or more students of an expression (written, verbal, or electronic) and/or physical act or gesture directed at a target that:

- Causes physical or emotional harm to the targeted student or damage to the targeted student's property;
- Places the targeted student in reasonable fear of harm to themselves or of damage to their property;
- Creates or contributes to a hostile environment at school for the targeted student;
- Infringes on the rights of the targeted student at school;
- Or, interferes with a student's academic performance or participation in co-curricular or extracurricular activities.

Bullying can include but is not limited to any of the following:

- Hitting, slapping, pushing, and other physical conduct that causes bodily harm;
- Threatening or acting in a manner that diminishes the victim's self-esteem or is cruel;
- Deliberately excluding someone as a way to humiliate or demean them;
- Harassing conduct;
- Hazing activities.

Cyberbullying

Cyberbullying is bullying through the use of technology or electronic devices. Cyberbullying may include but is not limited to any of the following kinds of behaviors:

- Posting, forwarding, or threatening to forward online data where others can see it to embarrass or intimidate a person;
- Spreading hurtful rumors online about another person;
- Threatening or insulting through aggressive online communications;
- Impersonating another person online if the impersonation causes any of the conditions listed in the definition of bullying listed above.

Creating or contributing to a Hostile Environment

A hostile environment is one in which discrimination, harassment, hazing, or bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education or environment. Should an investigation determine that any student has participated in acts that create or contribute to a hostile environment, serious disciplinary consequences may be assigned, up to and including expulsion.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student or faculty who witnesses, reports, or provides information about prohibited conduct or wrongdoing. Retaliation against any individual for reporting prohibited conduct or wrongdoing will be subject to strict discipline. Each retaliatory offense will be investigated and sanctioned separately.

Members of the community who become aware of retaliation or potential retaliation should report what they know to a trusted adult within the community or directly to the lower or upper school dean.

Lying and False Charges

Any student who knowingly makes a false charge or who knowingly lies or withholds information during a search, investigatory interview, dean's council, community conduct board interview, or other disciplinary context will be subject to the school's disciplinary process and may face severe disciplinary sanction, up to and including expulsion.

Financial Responsibilities

Enrollment Contract

A signed enrollment contract is required for admission to Brewster Academy. The enrollment contract constitutes a binding agreement between Brewster Academy and the financially responsible person. Under the enrollment contract the financial obligation is unconditional. Tuition and fees will not be refunded or cancelled for any reason.

Tuition

The school maintains one tuition account for each student and combines students by family. Charges to the tuition account include tuition for the school year, Instructional Support fees, insurances including accident insurance for all students as well as international sickness and injury insurance for international students, Technology Fee, Tuition Refund Insurance premium (if any), Payment Plan Fee (if any), activities and programs such as alpine ski, driver's education, equestrian, and drug and alcohol education.

If a payment plan was chosen, tuition bills will not show the payment plan, only the total fee charges and the payments made. Parents or financially responsible parties who chose a payment plan can see the payment plan balances on the FACTS Tuition Management website at www.online.factsmgt.com.

The tuition account must be in good standing for a student's continued enrollment. Parents may elect to pay in full or enroll in a payment plan. Lack of payment or consistent late payments may be cause for termination of the payment plan and the balance will be due in full immediately. Re-enrollment or an application for financial aid will not be processed on any overdue account. Brewster may not process or send transcripts and may prohibit students from attending classes, participating in extracurricular activities, sporting events, or taking exams on accounts that are not current or haven't been satisfactorily addressed.

Tuition Refund Insurance

For parties who are concerned about meeting their tuition obligation if the student departs school before the end of the academic year, we recommend the purchase of tuition refund insurance. Parents or financially responsible parties who elect a payment plan are required to purchase tuition refund insurance. The provider of tuition insurance is Dewar's. Tuition insurance cannot be purchased after a student has already left school.

Financial Aid

Brewster Academy promotes the principle of providing financial assistance to students who would not otherwise have the opportunity to benefit from and contribute to our community. Financial aid awards are made on the basis of need, academic achievement, scholastic ability, qualities of leadership and citizenship, and availability of funds.

Financial aid awards are given for the current year only and families are required to reapply each year. Brewster reviews its financial aid awards annually and, in the case of a significant change in a family's situation, adjusts them to reflect the change in need. The amount of any assistance is determined by the demonstrated need of the student's family and the availability of Brewster's financial aid funds, which limit our ability to support all families who apply.

A review of grade reports and recognition scores will be made prior to the awarding of funds for the following academic year. Students who have difficulty taking academic responsibility or who are not taking advantage of opportunities within the Brewster community may jeopardize their financial aid awards.

The Financial Aid Committee reserves the right to defer financial aid awards to any student through the close of school if they have not met these expectations.

Financial Aid Application Process

At the end of the calendar year, parents of returning students currently receiving financial aid will be sent a reminder to complete and submit (by January 15) the Parents' Financial Statement Form (PFS) through School and Student Services (SSS) if they plan to reapply for financial aid. It is available at:

<https://sssbynais.org/>

The deadline for financial aid applications for all new families applying to Brewster is February 1. Applications submitted after these dates will be considered on a rolling basis until the financial aid budget has been committed. A completed application includes all required tax documentation, and those documents can be found under the "required documents" section of SSS.

In the case of divorce or separation, the extent of need is based upon the financial resources of both the custodial and non-custodial parent. Therefore, all parties must fill out the PFS.

This process must be completed by anyone interested in applying for financial aid for the next academic year. All steps are required for the application to be considered complete.

Financial aid applications cannot be processed if monetary accounts with Brewster are deemed outstanding by the Business Office. Financial aid cannot be awarded until all accounts are deemed satisfactory by the Chief Financial Officer and will be based on availability of funds at that time.

For more financial aid information, please go to the Admission section of www.brewsteracademy.org. Questions regarding financial aid should be directed to Rebecca Brooks in the Admission Office at 603-569-7188.

Student Debit Accounts

Brewster Academy establishes a Student Debit Account to pay for discretionary and nondiscretionary expenses incurred during the school year. No cash may be drawn from this account.

Payments to the debit account may be made at our secure site within the Parent Portal by credit card (a convenience fee is charged) or by echeck (electronic debit at no additional fee). Please note that echecks take three days to clear. To make a payment, go to www.brewsteracademy.org/parentportal < Financial < Billing and Payments OR International Payments.

Mandatory charges involve purchases that are generally essential to the student and cannot be restricted except by the availability of funds in the student's debit account.

Transportation: includes transportation to and from airports, bus and train stations, and academic testing locations (when needed). Charges in this category can vary widely depending on each student's travel requirements.

Certain athletic charges: Students participating in interscholastic sports are issued uniforms (in most sports). However, personal items may need to be purchased. Items such as skates, racquets, and lacrosse and hockey sticks are the student's responsibility.

Health Center: This category covers all health-related charges, such as vaccinations, infirmary charges, urgent prescriptions, and Health Center-related transportation charges.

Other items are academic testing (SAT, TOEFL, AP), library charges, and room or property damage.

After the conclusion of the school year, funds remaining in a student account are rolled over to the next year if the student is returning or refunded by check if the student is not returning. Debit balances owed at the end of a school year are rolled into the tuition account and must be paid before re-enrollment for the next academic year.

Parents who want their students to have access to cash during the school year will need to assist their student in setting up a bank account. Students who do not already have a bank account or debit card will have an opportunity to set up an account with TD Bank at registration or the student can open one in advance at a local bank or any bank that provides access through local ATMs.

Other School Information

Accreditation

The Commission on Independent Schools of the New England Association of Schools and Colleges (NEASC) accredits Brewster Academy's program. Brewster received its last full evaluation and accreditation in 2016.

Brewster has received continued accreditation since its initial membership with the NEASC in 1933. NEASC is the regional accrediting body, providing accreditation services for more than 2,000 public and private institutions for programs from pre-kindergarten through the doctoral level.

Governance

Brewster Academy is a not-for-profit institution governed by the Board of Trustees and chartered by the State of New Hampshire. The Board consists of up to 25 members who may serve for renewable terms of three years. Three of the Brewster trustees are appointed by the John Brewster Trust, of which Brewster Academy is a beneficiary in perpetuity. One of the Brewster trustees is the President of the Alumni Association who serves a renewable one-year term. The head of school is an ex-officio member of the Board.

Photography and Publicity

Brewster Academy reserves the right to photograph and publicize news of its students, faculty, and staff in connection with their accomplishments and activities at Brewster and to reproduce such images and text to promote, publicize, market, or explain Brewster or its activities. This includes the right, without limitation, to publish such images and text in the student newspaper, external publications, social and PR/promotional materials, such as marketing and admissions publications, advertisements, fund-raising materials, and any other Brewster-related publications.

These images and text may appear in any of a wide variety of formats and media now available or that may be available in the future, including but not limited to print, broadcast, video, CD-ROM, DVD, and electronic/online media.

Parents who do not wish to have their child included in the above coverage should contact the Communications Office at 603-569-7172. A form expressing declination of photography and/or publicity will be provided by Brewster at that time for the signature of the student's parent or guardian.

Students Age 18 and Over: Consent and Waiver

Students who are 18 at Fall registration or who turn 18 during their time at Brewster Academy will be required as a condition of continued enrollment to provide written consent to the release of any of the student's health-related information—including information relating to drug and alcohol treatment and testing and mental health records—to faculty and administrators and their agents, with a need to know, when a health care professional at Brewster has determined such release is in the best interests of the student or the community.

In addition, as a condition of continued enrollment, students turning 18 will be asked to provide written permissions to release and waive, and further agree to indemnify, hold harmless or reimburse, Brewster and its trustees, officers, employees, and other agents from, assume the risk of, and covenant not to sue for, any injury, liability, loss, or other damages we or the student may incur (including illness, injury, or loss of property) while on Brewster's property or engaged in Brewster-sponsored activities (on or off Brewster premises), including travel to and from campus, school trips, independent travel, or the rendering of emergency medical care, except for any such damages caused by Brewster's own gross negligence.

Transgender Students

Brewster Academy is committed to providing a safe and supportive learning environment for all students. Additionally, Brewster Academy policy requires that all schools and all personnel promote acceptance and respect among students and staff.

This policy reflects the reality that transgender and gender nonconforming students are enrolled in Brewster Academy. Its purpose is to advise Brewster Academy students, staff, and parents regarding issues relating to transgender students in order to create and maintain a safe learning environment for all students. The guidelines provided in this policy do not anticipate every situation that might occur with respect to transgender students. The needs of each transgender student are unique. This policy will be interpreted consistent with the goals of reducing stigmatization and ensuring the integration of transgender students in educational programs and activities.

Definitions

The following definitions are not meant to label, but are intended as functional descriptors:

Gender: a person's actual sex or perceived sex, and includes a person's perceived identity, appearance, or behavior, whether or not that identity, appearance or behavior is different from that traditionally associated with a person's sex at birth

Gender Identity: a person's internal, deeply rooted identification as female, male or a non-binary understanding of gender, regardless of one's assigned sex at birth. The responsibility for determining an individual's gender identity rests with the individual.

Gender Expression: A person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth. Students who adopt a presentation that varies from the stereotypic gender expectations sometimes may describe themselves as gender non conforming, gender queer, or gender fluid.

Gender Nonconforming: Displaying a gender identity or expression that may differ from those typically associated with one's sex assigned at birth. A person's gender expression may differ from stereotypical expectations about how females and males are "supposed to" look or act. Gender nonconforming is not synonymous with transgender; not all gender nonconforming students identify as transgender.

Transgender: A person whose gender identity differs from their gender assigned at birth, and whose gender expression consistently varies from stereotypical expectations and norms. A transgender person desires to live persistently by a gender that differs from that which was assigned at birth.

Transition: Each transgender person has a unique process in which they go from living and identifying as one gender to living and identifying as another. Gender transition can occur at any age. It begins internally then expands to external expression. This can include social, medical and/or a legal transition.

Sex: The biological condition or quality of being female or male.

Sexual Orientation: A person's emotional and sexual attraction to another person based on the gender of the other person. Common terms used to describe sexual orientation include, but are not limited to, heterosexual, lesbian, gay, and bisexual. Sexual orientation and gender identity are different.

Guiding Principles and Requirements

The school shall accept the gender identity that each student asserts. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected. The assertion may be evidenced by an expressed desire to be consistently recognized by their gender identity. Students ready to socially transition may initiate a process to change their name, pronoun, attire, and access to preferred activities and facilities. Each student has a unique process for transitioning. The school shall customize support to optimize each student's integration.

Privacy and Confidentiality

All persons, including students, have a right to privacy. This includes keeping a student's actual or perceived gender identity and expression private. Such private information shall be shared only on a need to know basis.

Students have the right to openly discuss and express their gender identity and expression, and to decide when, with whom, and how much information to share.

Brewster Academy and school personnel may encounter situations where transgender students have not disclosed their transgender status. School personnel must be mindful of the confidentiality and privacy rights of students when communicating with others, so as to not reveal, imply, or refer to a student's gender identity or expression.

To ensure confidentiality when discussing a particular concern such as conduct, discipline, grades, attendance, or health, school personnel's focus should be specifically school-related and not on the student's gender identity or expression.

Official Records

Brewster Academy is required to maintain in perpetuity mandatory permanent pupil records ("official records") that include the legal name of the student and the student's gender as indicated on official government issued documents such as birth certificates, passports and identification cards/permits. The official records may include but are not limited to progress and grade reports, transcripts, assessment data, health records, discipline records, and the cumulative card and file (folder).

Brewster Academy will change a student's name and gender on official records when the name of the student is changed by the appropriate court action, such as by a change of name proceedings. The new name is the official legal name of the student for all purposes, including school registration. Upon the submission of proper evidence of the court order, the student's official name and gender in all school records shall be changed to reflect the legal name change.

Unofficial Records

Brewster Academy shall permit a student to use a preferred name and gender on unofficial records. The unofficial records may include but are not limited to identification badges, classroom and homeroom rosters, certificates, programs, announcements, office summons and communications,

team and academic rosters, diplomas, newspapers, newsletters, yearbooks and other site-generated unofficial records. The preferred name shall also appear on the student's cumulative folder (official record) as "Also Known As" (AKA).

Brewster Academy shall input the student's preferred name and gender in the appropriate fields of Brewster Academy's electronic data system to indicate how the student's name and gender will appear on unofficial records.

Brewster Academy shall permit a student or parent/legal guardian to request a change of name and/or gender so that a student may be registered in school under a name and gender that corresponds with the student's gender identity without obtaining a court order or without changing the student's official records.

After the school receives and verifies the contents of the completed form, the school shall change the name and/or gender of the student in Brewster Academy's electronic data system and enter the preferred name as AKA in the cumulative folder. In the cumulative folder and registration card, name and gender should be cross-referenced.

Names/Pronouns

Students shall be addressed by the name and pronoun that corresponds to their gender identity asserted at school without obtaining a court order, changing their official records or obtaining parent/legal guardian permission.

Students shall be known by their name and gender of identity. However, there may be situations (e.g., communications with the family, official state or federal records) where it may be necessary and recommended for staff to be informed of the student's legal name and gender. In these situations, staff should prioritize the safety, confidentiality, and respect of the student in a manner that affirms the law.

If school personnel are unsure how a student wants to be addressed in communications to the home or in conferences with parents/legal guardians, they may privately ask the student. For communications with a student's parent/legal guardian, school personnel should refer to this policy's prior section on Privacy and Confidentiality.

Every effort should be made to use the preferred names and pronouns consistent with a student's gender identity. While inadvertent slips or honest mistakes may occur, the intentional and persistent refusal to respect a student's gender identity is a violation of Brewster Academy policy.

Restroom Accessibility

Schools may maintain separate restroom facilities for male and female students. Students shall have access to restrooms that correspond to their gender identity asserted at school.

If a student desires increased privacy, regardless of the underlying reason, the administrator shall make every effort to provide the student with reasonable access to an alternative restroom such as a single-stall restroom. The use of a restroom should be determined by the student's choice; no student shall be compelled to use an alternative restroom. Single stall restrooms shall be designated as gender neutral.

Locker Room Accessibility

Brewster Academy maintains separate locker room facilities for male and female students. Students shall have access to the locker room facility that corresponds to their gender identity asserted at school.

If there is a request for increased privacy, any student shall be provided access to a reasonable accommodation such as:

- Assignment of a student locker in near proximity to the coaches' office or a supportive peer group;
- Use of a private area within the public area of the locker room facility (e.g. nearby restroom stall with a door or an area separated by a curtain);
- Use of a nearby private area (e.g. nearby restroom or a health office restroom);
- A separate changing schedule.

Sports, Athletics, and Physical Education

In the event that the classes or activities are sex-segregated, transgender students shall participate in physical education by their gender identity asserted at school. When conducting physical education classes and fitness evaluations, the teacher will address and evaluate the student by their gender identity. Participation in competitive athletics, intramural sports, athletic teams, competitions, and contact sports shall be facilitated in a manner consistent with the student's gender identity asserted at school.

School Activities and Programs

Students may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of gender identity in any program or activity. These activities and programs may include but are not limited to prom, spirit days, celebrations, assemblies, acknowledgments, after school activities/ programs and all extracurricular activities.

Course Accessibility and Instruction

Students shall not be required to take and/or be denied enrollment in a course on the basis of their gender identity in any educational and academic program.

Dress Code

Brewster Academy has developed a dress code that is gender neutral. Students may dress in accordance with their gender identity within the parameters of the dress code.

Student Safety

School staff must ensure that students are provided with a safe school environment that is free of discrimination, harassment, bullying, and/or intimidation. School staff should work together to resolve complaints alleging discrimination, harassment, bullying, and/or intimidation based on a student's actual or perceived gender identity or expression. Complaints of this nature are to be handled in the same manner as other complaints. Consideration should be given to whether a Sexual Harassment investigation is warranted.

School staff shall take all reported incidents of bullying seriously and take appropriate measures to ensure that the bullying stops.

School administration shall respond immediately to incidents of discrimination, harassment, bullying, and/or intimidation by taking actions that include but are not limited to the following: a) intervening to stop the behavior; b) investigating and documenting the incident; c) determining and enforcing appropriate corrective actions; and d) monitoring to ensure that the behavior does not reoccur. School staff should take all reasonable steps to ensure safety and access for transgender and gender nonconforming students at Brewster. School staff shall support students' rights to assert their gender identity and expression.

Students shall not be disciplined solely on the basis of their actual or perceived gender identity or expression.

Students shall be informed that they have the responsibility to report situations/incidents of discrimination, harassment, bullying, and/or intimidation to the lower or upper school dean or any other teacher or administrator.

Students shall be informed of their role in ensuring a school environment that is free from discrimination, harassment, bullying and/or intimidation. Students should consider how others may perceive or be affected by their actions and words.

Closure of School

In the event that Brewster Academy should have to close the campus for any unanticipated reason, such as a natural disaster or a pandemic, Brewster may decide to make good faith efforts to continue to provide an education to its students, and the school asks parents and students for cooperation and agreement to carry out those efforts. Such efforts may include modifications to usual practices, including the methods used to deliver education, vacation schedules, and even to the school term or year. Examples of this might be distance learning and extending the active term into periods that typically are considered vacation periods. In extreme circumstances, Brewster might have to close the school or shorten the school term/year.

Acknowledgment of Risk

Brewster Academy holds the safety of its students among its most important obligations and trains its faculty and staff on safety issues to help keep the students safe. However, we acknowledge that accidents still happen despite efforts to avoid them. Consequently, we for ourselves and on behalf of our students, release Brewster Academy and its employees and other agents from any injury, liability, loss, or other damages we or our student may incur (including illness, injury, or loss of or damage to property) while on Brewster Academy's property or engaged in activities sponsored or endorsed by Brewster Academy (on or off the Brewster Academy's premises) except only for any such damages caused by Brewster Academy's own gross negligence.

This acknowledgement includes sports and student activities offered by Brewster Academy including but not limited to skiing, snowboarding, indoor climbing, outdoor skills, swimming, boating, and field sports such as soccer, lacrosse, and field hockey.