POLICY MANUAL INDEX UPDATED 4.30.26		
TOPIC	**SECTION**	**PAGE**
Acceleration	J	22
Access to PSB Programs	I	3
Accident Prevention and Emergency Plans	E	37
Accident Prevention Guidelines	E	37
Accident Reports	E	37
Adequacy Standards for School Facilities	F	2
Administration of Medications in Schools	E	12
Administrative Councils, Cabinets, and Committees	C	3
Administrative Organization: Central Office, Senior Cabinet	C	3
Administrative Reports to School Committee	C	9
Administrative Vacancies (Interviewing Committees)	G	30
Admission Guidelines for Non-Resident Students	J	9
Admissions	J	3
Adult Education	I	17
Advisory Committees	B	28
After- and Out-of-School Time	K	4
AIDS (Attendance Policy for Students With)	E	25
AIDS (Employment of Persons Diagnosed with)	G	19
Alcohol License Requests	K	3
Alternative High School Programs	I	15
Annual Budget Overview	D	3
Anti-Retaliation Policy	G	68
Approval of Handbooks/Directives	B	18
Assignment of Students to Classes	J	21
Assignment of Students to Schools	J	19
Athletics	I	54
Attendance	J	25
Attendance Policy for Students with AIDS	E	25
Audits	D	13
Authorized Signatures	D	10
Bargaining Units	H	2
Beer and Wine License Requests	K	3
Bias-Based Conduct	J	101
Bomb Threats	E	38
Bonded Employees and Officers	D	11
Brookline High School Philosophy	A	15
Buffer Zones	J	19
Bugdet Adoption Procedures	D	4
Bugdet Deadlines and Schedules	D	3
Bugdet Planning	D	4
Bugdet Transfer Authority	D	5
Buildings and Grounds	E	30
Buildings and Grounds Inspection	E	33
Buildings and Grounds Maintenance	E	33
Buildings and Grounds Management	E	30
Buildings and Grounds Records and Reports	E	36
Buildings and Grounds Security	E	31
Bullying Prevention	J	51
Calendar	I	3
Cameras (Exterior)	E	29

POLICY MANUAL INDEX UPDATED 4.30.26		
TOPIC	**SECTION**	**PAGE**
Capital Improvements	F	2
Capital Project Development and Oversight	F	3
Career Technical Education-Middle School Pathway	I	64
Cash on School Premises	D	19
Cell Phone Policy	J	98
Child Abuse or Neglect (Reporting)	E	26
Class Placement	J	21
Class Placement/Grade Level: Transferees	J	21
Class Size	I	15
Closing of School	I	4
Code of Conduct (Students)	J	60
Collective Bargaining Groups	H	2
Commitment to Accomplishment	A	28
Communicable Diseases	E	25
Community Use of School Buildings/Beer Wine License Requests	K	3
Compensation and Benefits	H	2
Competency Determination	I	12
Computer Education	I	35
Concussion Prevention and Management	E	41
Conditions of Employment	G	37
Confidentiality of Records	J	32
Conflict of Interest (Staff)	G	16
Consulting (Professional Staff)	G	43
Contracts	H	5
Cooperative Work/Study Program Opportunities	I	16
CORI (Criminal Offender Record Information)	G	38
Courses or Clubs (Student Initiation of)	J	40
COVID-19 Vaccination (Staff)	G	26
Criminal History Checks	G	38
Cumulative Records	J	35
Curriculum Development and Adoption	I	21
Custodial Services	E	35
Delayed Opening	I	4
Demonstrations and Strikes (Student)	J	27
Disaster Planning	E	38
Disclosure of Disciplinary and Criminal Record Information	J	33
Discrimination (Personnel)	G	71
Discrimination (Students)	J	43
Discrimination and Harassment (Students)	J	103
Discrimination, Harassment, Sexual Harassment and Retaliation (Personnel)	G	71
Discrimination, Harassment, Sexual Harassment and Retaliation (Students)	J	43
Dismissals	G	37
Disposal of Property	D	18
District and Administrative Goals and Objectives	A	17
Diversity (Statement on)	A	11
Drug Free Workplace	G	5
Drugs Prevention and Education, Including Cannabis	I	32
Early Childhood Education	A	14
Early Release Days	I	9
Earned Sick Time-Less than Half-Time, Temporary Seasonal Employees	G	23

POLICY MANUAL INDEX UPDATED 4.30.26		
TOPIC	**SECTION**	**PAGE**
Education and Engagement - Sustainability	A	26
Emergency Closings	E	38
Emergency Plans	E	38
Employment of Persons Diagnosed with AIDS	G	19
English	I	39
English as a Second Language (ESL)	I	56
Equity - Staff Recruitment and Retention	G	40
Ethics for Educators and Administrators	G	8
Evaluation and Supervision	G	44
Evaluation Committee: Library Materials	I	48
Evaluation of Administrators	G	48
Evaluation of Superintendent	G	44
Evaluation of Teachers	G	58
Evaluation: Individual Questions, Concerns, Criticisms	G	67
Exchange Teaching	G	42
Expense Reimbursements	D	17
Face Coverings	E	43
Federal Funds Supplement Not Supplant Policy	D	9
Fees, Fines, and Charges for Students	J	91
Field Trips	I	23
Filing of School District Annual Reports	C	10
Financial Assistance for Students	J	93
Fingerprint-Based Criminal Background Checks	G	38
Fire Drills	E	38
Fire Prevention	E	33
Fiscal Accounting and Reporting	D	12
Fiscal Management Goals	D	2
Fiscal Management Table of Contents	D	1
Flag Lowering	I	30
Flag Protocol	I	29
Food Services - Sustainability	A	27
Food Services Management: Offer vs. Serve Policy	E	51
Food Services Program Management	E	49
Foster Care (Educational Opportunities for Students in Foster Care)	J	16
Fraudulent Conduct, Misappropriation and Corruption	G	12
Free and Reduced Price Food Services	E	49
Gift Books	I	47
Gifted and Talented	I	43
Gifts and Gratuities (Ethics)	G	11
Gifts from Students	G	17
Gifts, Grants, and Proposals	D	6
Goals and Objectives	A	17
Grade Acceleration	J	22
Graduation Requirement Exceptions w/ Tech. Competencies	I	10
Graduation Requirements	I	10
Grants and Gifts from Private Sources	D	6
Grouping, Inclusion and Placement Practices	J	23
Handwriting Instruction Guidelines	I	34
Harassment (Personnel)	G	71
Harassment (Students)	J	43

POLICY MANUAL INDEX UPDATED 4.30.26		
TOPIC	**SECTION**	**PAGE**
Hazing Prohibition	J	58
Head Injury Prevention and Management	E	41
High School Class Size	I	13
High School Graduation Requirements	I	10
Home Instruction	I	5
Homeless Students (Enrollment Rights and Services)	J	13
Homework and Religious Holidays, Vacations	I	28
Homework Guidelines	I	26
Immunizations of Students	E	11
Inclusion Philosophy Statement	I	59
Instructional Materials - Inquiries and Requests	I	22
Instructional Materials/Workbooks	I	21
Insurance Management	E	32
Intersected Properties (PSB Eligibility)	J	5
Job Classification/Group Recognition	G	27
Job Descriptions	G	30
Kindergarten Entrance Age	J	21
Legal Protection (Staff)	G	16
Libraries	I	44
Library Book Evaluation Committee	I	48
Library Book Objections	I	47
Library Books and AV Equipment	I	47
Library Gift Books	I	47
Locker Searches	J	42
Lowering the Flag	I	30
Maintenance and Control of Materials	F	5
Masks (Face Coverings)	E	43
Material Resource Management	F	5
Mathematics	I	49
Meal Charge	E	49
Medical Emergencies, First Aid	E	41
Medications in Schools	E	12
Mentoring - Culturally Competent Mentorship	G	40
METCO Student Enrollment	J	8
Mission (Overall Philosophy and Mission)	A	12
Motor Vehicle Idling on School Grounds	E	36
Naloxone Use in the PSB	E	24
Naming Spaces	F	3
Narcan Use in the PSB	E	24
Non-Custodial Parents Rights	J	36
Non-Discrimination/Equal Opportunity	A	3
Non-Resident Admissions Guidelines	J	9
Non-Resident School and Town Employees' Children	J	9
Non-School Employment by Professional Staff	G	43
Norfolk Aggie	I	64
Norfolk County Agricultural High School	I	64
Nutrition (Student Meals)	A	19
Objections to Library Books	I	47
Office Services and Data Management	E	53
Open Enrollment	J	19

POLICY MANUAL INDEX UPDATED 4.30.26		
TOPIC	**SECTION**	**PAGE**
Open Meeting Requirements	B	25
Organizational Chart	C	2
Orientation of Professional Staff	G	37
Out of District Transfer Requests	J	19
Overall Philosophy and Mission	A	12
Parent Comment Sheet	G	60
Parent Teacher Conferences	I	9
Parental and Early Childhood Education	A	14
Parking	E	35
Part-time and Substitute Staffing	G	36
Payment Procedures	D	16
Performing Arts	I	53
Personal Electronic Device Policy	J	98
Personnel Office Role	G	27
Pesticides	E	30
Petty Cash	D	19
Physical Education	I	54
Physical Exam (Staff)	G	18
Physical Restraint	E	5
Plaques in School Buildings	F	4
Pledge of Allegiance	I	30
Policy Development	B	15
Political Activities (Staff)	G	16
Posting and Advertising Positions	G	34
Post-Secondary Scholarships	D	21
Private School Approval	I	62
Process for Reporting Possible Discrimination, Harassment, or Bias-Based Conduct (Students)	J	111
Procurement Requirements	D	15
Professional Development	G	42
Professional Organizations	G	42
Professional Research and Publishing	G	42
Professional Staff Development Opportunities	G	42
Professional Staff Leave Days	G	43
Professional Staff Orientation	G	37
Professional Staff Promotions	G	43
Professional Staff Recruiting	G	33
Professional Staff Tutoring/Consulting	G	43
Promotion and Retention of Students	J	22
Public Comment and Participation at School Committee Meetings	B	11
Public Conduct on School Property	K	5
Public Safety Details	K	3
Purchasing Authority	D	14
Purchasing Overview	D	14
Recess	A	23
Records, Rights & Responsibilities, and Involvement	J	28
Recruitment, Selection, and Staffing	G	27
Reduction in Professional Work Force	G	37
Religion (Teaching About)	I	31
Religious Holidays (Attendance)	J	26

POLICY MANUAL INDEX UPDATED 4.30.26		
TOPIC	**SECTION**	**PAGE**
Religious Holidays and Homework	I	28
Remote Learning	I	19
Reporting Child Abuse or Neglect	E	26
Research and Publishing	G	42
Residency Verification for School Enrollment	J	3
Resignations, Terminations, Suspensions, Dismissals	G	37
Restraint	E	5
Retaliation (Personnel)	G	68
Retaliation (Students)	J	43
Retention of Students	J	22
Retirement of Professional Staff	G	37
Rights and Responsibilities (Students)	J	38
Rights of Students in Protected Classes	J	107
Sample Contract: Superintendent	H	5
Sample Contracts: Asst. Supt., Head of School, Dir. of Pers.	H	9
School Admissions	J	3
School Attorney	B	8
School Building Administration	C	4
School Building Use by Community	K	2
School Building Use for After- and Out-of-School Time	K	4
School Buildings - Sustainability	A	26
School Calendar	I	3
School Closing/Delayed Opening	I	4
School Committee Ad Hoc Committees	B	25
School Committee Advisory Committees	B	28
School Committee Annual Budget Hearing	B	13
School Committee Authority and Operational Goals	B	3
School Committee Code of Conduct	B	5
School Committee Compensation/Expenses	B	17
School Committee Conflict of Interest	B	7
School Committee Elections	B	4
School Committee Electronic Correspondence	B	18
School Committee Executive Sessions	B	11
School Committee Legal Status	B	4
School Committee Legislative Program	B	18
School Committee Meetings	B	9
School Committee Organization	B	8
School Committee Policy Development	B	15
School Committee Powers and Duties	B	4
School Committee Qualifications	B	4
School Committee Quorum	B	10
School Committee Removal from Office	B	4
School Committee Replacement of Officers	B	5
School Committee Resignation	B	4
School Committee Rules of Order	B	10
School Committee Special Meetings	B	13
School Committee Student Advisory/Representative	B	13
School Committee Subcommittee Mission Statements	B	26
School Committee Subcommittees	B	24
School Committee Work Sessions and Retreats	B	14

POLICY MANUAL INDEX UPDATED 4.30.26		
TOPIC	**SECTION**	**PAGE**
School Committee/Staff Communication	G	3
School Committee/Superintendent Relationship	B	19
School Council Policy	C	5
School Damage Reward	E	35
School District Legal Status	A	2
School Facility Adequacy Standards	F	2
School Safety and Security	E	29
School/Community Relations	K	2
School-Specific Fundraising	D	6
Schoolyards - Sustainability	A	27
Searches and Seizures	J	42
Seclusion	E	5
Selection of Books and AV Equipment	I	47
Selection of Instructional Materials	I	21
Senior Management Staff Benefits	H	12
Senior Management Staff Contract/Salary Principles	H	4
Senior Paper	I	41
Service Animals in Schools (Personnel)	G	21
Service Animals in Schools (Students)	E	27
Sex Education	I	60
Sex Education (Exemption)	I	60
Sex Education (Parental Notification)	I	60
Sexual Harassment (Personnel)	G	71
Sexual Harassment (Students)	J	106
Sick Leave Bank	H	3
Smoke Free Schools	G	3
Social Studies K-8	I	51
SORI (Sex Offender Registry Information)	G	38
Special Program Administration	C	8
Sports Related Head Injuries	E	41
Staff Complaints and Grievances	G	8
Staff Conduct	G	16
Staff Conflict of Interest	G	16
Staff COVID-19 Vaccination	G	26
Staff Ethics	G	8
Staff Gifts and Solicitations	G	17
Staff Health	G	18
Staff Hiring (Professional Category)	G	33
Staff Involvement in Decision-Making	G	3
Staff Legal Protection	G	16
Staff Participation in Political Activities	G	16
Staff Recruitment - Equity	G	40
Staff/School Committee Communication	G	3
Staff/Student Relations	G	17
Student Activity Accounts	D	20
Student Attendance	J	25
Student Civil Rights	J	100
Student Code of Conduct	J	60
Student Comment Sheet	G	62
Student Demonstrations and Strikes	J	27

POLICY MANUAL INDEX UPDATED 4.30.26		
TOPIC	**SECTION**	**PAGE**
Student Fees, Fines, and Charges	J	91
Student Financial Assistance	J	93
Student Grouping, Inclusion and Placement Practices	J	23
Student Immunizations	E	11
Student Involvement in Decision-Making	J	40
Student Records	J	28
Student Rights & Responsibilities	J	38
Student Safety and Well-Being	E	4
Student Safety Patrols	E	4
Student School Technology Use	I	37
Student Services	E	4
Student Transportation Services	E	46
Substance Use Prevention and Education	I	32
Substitute Staffing	G	36
Summer School	I	16
Supervision and Evaluation	G	44
Supervision and Evaluation - Anti-Bias Training	G	41
Support Services (Definition, Goals, Evaluation)	E	3
Surveillance (Exterior Camera)	E	29
Suspension of Policies	B	16
Suspensions	G	37
Sustainability - Education and Engagement	A	29
Sustainability - Food Services	A	30
Sustainability - School Buildings	A	29
Sustainability - Schoolyards	A	30
Sustainability - Transportation	A	30
Sustainability - Waste	A	30
Sustainability Policy	A	29
Teaching about Religion	I	31
Technology Use by Students	I	37
Terminations	G	37
Time-out	E	5
Tobacco Prevention and Education	I	32
Tobacco Use on School Property, Grounds, Buses	K	6
Town Line Intersection (PSB Eligibility)	J	5
Traffic and Parking Controls	E	35
Transitional Bilingual/English as a Second Language (ESL)	I	56
Transportation - Sustainability	A	28
Transportation Services Management	E	46
Tutoring/Consulting (Professional Staff)	G	43
Unnaccounted-For Funds	D	19
Use of School Owned Materials	F	5
Vaccination (COVID-19, Staff)	G	26
Vehicles (Use School/Town-Owned/Private Vehicles)	E	47
Vending Machines	E	51
Verification of Residency for School Enrollment	J	3
Visual Arts	I	57
Waste - Sustainability	A	27
Wellness	A	18
Wellness - Food Service Program Operations	A	18

POLICY MANUAL INDEX UPDATED 4.30.26		
TOPIC	**SECTION**	**PAGE**
Wellness - Health Education, Physical Education and Physical Activity	A	22
Wellness - Nutrition Education	A	21
Wellness - Social and Emotional Health and Wellbeing	A	24
Workplace Safety	A	4
Yearbook	J	95