Brookline High School



2026/2027 Student Handbook

Brookline High School

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

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

Marisel Figueroa-Marrero, Associate Dean
Brendan Kobus, Associate Dean
Jennifer Longmire, Associate Dean
Lisa Redding, Associate Dean

ACE (ALTERNATIVE CHOICES in EDUCATION)

Amy Bayer, Coordinator

METCO

Karim Azeb, Coordinator

SCHOOL WITHIN A SCHOOL

Dan Bresman, Coordinator

WINTHROP HOUSE

Lilly O'Flaherty, Coordinator

****

SCHOOL COMMITTEE

Bob Weintraub, Chair
Danna Perry, Vice Chair

Laura Baines-Walsh
Valerie Frias
Faiza Khan
Suzanne Federspiel
Jesse Hefter
Sarah Moghtader
Carolyn Thall

****

CENTRAL ADMINISTRATION

Bella Wong, Superintendent of Schools

Dr. Robin Benoit, Deputy Superintendent for Teaching and Learning

Aaron Osborne, Deputy Superintendent for Administration and Finance

Dr. Karen Shmukler, Deputy Superintendent for Student Services

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9/1/26

BROOKLINE HIGH SCHOOL

Anthony Meyer, Head of School

September 2026

Dear Brookline High School Students,

I welcome all of you to our 2026-27 school year at Brookline High School and look forward to greeting you all when we open school on Wednesday September 3rd. During our ninth grade convocation and through the class assemblies that first week, I plan to share with you a vision for our work together.

Brookline High School is a special place - full of wonder and opportunity for challenge, growth, and learning. Your educators and our larger BHS faculty, staff, and administration are all deeply committed, curious, and highly competent. We are also not perfect - either individually or institutionally. More importantly, our staff works to foster a sense of belonging in our classrooms, clubs, sports, arts, student government, and so much more. I and we need you also to tend to others in our community, making sure your peers also feel like they are part of something larger.

Brookline Beliefs

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

- **This is hard. You can do it. We will help you.** At BHS, we need to challenge you and also need you to believe in your hard work, evolving skills, and tenacity. We adult types will assist you in achieving success.
- **Freedom AND responsibility**. You will experience much freedom at Brookline High and must take responsibility for your actions and their effects on others in our community.
- **You are not done yet.** While this idea of in-process-ness is important for all us humans, it is particularly true of adolescents. We embrace a growth mindset at BHS.
- **We create the culture we want.** Culture is shaped over time by human actors: you, me, everyone. Let's work together to make BHS the place we want and need it to be so that all students and staff feel safe and secure to learn, grow, and achieve.
- **Every student a scholar, citizen and caretaker.** Academics is the focal point of your BHS experience, and we also expect each individual to contribute to life here at our school including supporting the well-being of every person in our community.

Beyond holding student growth and learning at our center, perhaps the most critical work I do as your principal is around cultivating a sense of community that fosters diversity and inclusion, safety and security, and an abiding sense of belonging.

I look forward to seeing you in early September. Enjoy the last bits of summer.

Thanks and take care,



Anthony Meyer, Head of School

The Handbook

Table of contents

THE HANDBOOK TABLE OF CONTENTS 5

PUBLIC SCHOOLS OF BROOKLINE: CENTRAL ADMINISTRATION 6

BROOKLINE HIGH SCHOOL ADMINISTRATION 6

THE CORE VALUES OF THE BROOKLINE PUBLIC SCHOOLS 9

BROOKLINE HIGH SCHOOL MISSION STATEMENT 9

EXPECTATIONS FOR STUDENT PERFORMANCE 10

THE CONSTITUTION 11

- **ARTICLE 1: THE EXECUTIVE BRANCH** 11
- **ARTICLE 2: THE LEGISLATIVE BRANCH** 13
- **ARTICLE 3: THE JUDICIAL BRANCH** 21
- **ARTICLE 4: QUORUM** 24
- **ARTICLE 5: RATIFICATION OF AND AMENDMENTS TO THE CONSTITUTION** 24
- **BILL OF RIGHTS** 24

THE ORGANIZATION OF BROOKLINE HIGH SCHOOL'S GOVERNMENT 25

- **SECTION 1: STUDENTS' RIGHTS AND RESPONSIBILITIES** 26
- **SECTION II: THE STUDENT CODE OF CONDUCT** 37
- **SECTION III: ACADEMIC POLICIES** 78
- **SECTION IV: STUDENT ACTIVITIES AND CLUBS** 90
- **SECTION V: ATHLETICS AT BROOKLINE HIGH SCHOOL** 91
- **SECTION VI: GENERAL INFORMATION ABOUT BHS** 93

Public Schools of Brookline: Central Administration

Bella Wong, Superintendent of Schools	730-2403
Dr. Karen Shmukler, Deputy Superintendent for Student Services	730-2444
Aaron Osborne, Deputy Superintendent for Administration and Finance	730-2424
Dr. Robin Benoit, Deputy Superintendent for Teaching and Learning	730-2432

Brookline High School Administration

Office of the Head of School

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

Office of the Assistant Head of School

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

Office of the Dean of Students

Dean of Students 9 & 10	Summer Williams	713-5218
Dean of Students 11 & 12	Astrid Allen	713-5267
Dean of Student Support and Grade 11	Brian Poon	713-5192
Dean's Secretary for Grade 9& 10	Sabrina McIntosh	713-5190
Dean's Secretary for Grades 11 &12	Chrissy Carruthers	713-5035
Associate Dean of Students	Marisel Figueroa	713-5043
Associate Dean of Students	Brendan Kobus	713-5267
Associate Dean of Students	Lisa Redding	713-5038
Associate Dean of Students	Jennifer Longmire	713-5179

Counseling Office

Coordinator of Guidance & Counseling	Alexia Thomas	713-5017
Guidance Counselor	Nicole Bent	713-5039
Guidance Counselor	Sara Aggeler	713-5191
Guidance Counselor	Alexandra Young	713-5040
Guidance Counselor/Career Counselor	Kate Kennedy	713-5074
Guidance Counselor	Richard Gorman	713-5042
Guidance Counselor	Ellen Herz	713-5196
Guidance Counselor	Clifton Jones	713-5036
Guidance Counselor/College Counselor	Lenny Libenzon	713-5019

Guidance Counselor	Kara Lopez	713-5248
Guidance Counselor	Eric Schiff	713-5198
Guidance Counselor	Kathleen Whelan	713-5194
Secretaries	Brenda Aguilar	713-5016
	Bonnie Hatzieleftheriadis	713-5015

School Within-A-School		713-5400
Coordinator/Counselor	Dan Bresman	713-5401
Secretary		713-5400

A.C.E.: Alternative Choices in Education		713-5252
Coordinator	Amy Bayer	713-5256
Guidance Counselor	Kara Lopez	713-5248
Secretary		713-5252

Winthrop House		
Coordinator	Lilly O'Flaherty	739-7647

Special Education		
Director	Robin Fabiano	713-5075
Coordinator	April Zyirek	713-5077
Coordinator for Therapeutic Programs	Jedidiah B. Miller	713-5448
Secretaries	Lorraine Hughes	713-5076
	Maureen Barden	713-4868

DEPARTMENT COORDINATORS

Athletics		
Athletic Director	Kyle Williams	713-5288
Secretary	Deborah Donaldson	713-5289
Career and Technology Education	Brittany Stevens	713-5101
Secretary	Martina Hughes	713-5365
English	John Andrews	713-5064
Secretary		713-5045
Mathematics	Josh Paris	713-5168
Secretary	Lashanda Williams	713-5167
Performing Arts	Kenny Kozol	713-5228
Secretary	Sonya Joyner	713-5216
Science	Dr. Briana Brown	713-5369
Secretary		713-5045
Social Studies	Dr. Jen Martin	713-5054
Secretary		713-5045
Visual Arts	Donna Sartanowicz	713-5298
Secretary	Martina Hughes	713-5365
Wellness	Carlyn Uyenoyama	713-5291
Secretary	Helena Sutton	713-5292
World Languages	Rachel Eio	713-5094
Secretary	Lashanda Williams	713-5096

Clinic		713-5147
Nurse	Jill Seaman-Chandler, R.N.	713-5152
Nurse	Megan Day, R.N.	713-5152
Nurse (22 Tappan)	April Armstrong, R.N.	879-5778
Secretary		713-5147
Substance Abuse & Violence Prevention		713-5155
Substance Abuse Coordinator	Gabrielle Dean	713-5149

THE CORE VALUES OF THE BROOKLINE PUBLIC SCHOOLS

1. HIGH ACHIEVEMENT FOR ALL

2. EXCELLENCE IN TEACHING

3. COLLABORATION

4. RESPECT FOR HUMAN DIFFERENCES

5. EDUCATIONAL EQUITY

BROOKLINE HIGH SCHOOL MISSION STATEMENT

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

INSTITUTIONAL GOALS

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

To these ends, the administration, faculty, staff and students work together to provide a safe setting in which all can flourish as members of this community.

EXPECTATIONS FOR STUDENT PERFORMANCE

Expectations for student performance are the skills that we want our students to possess upon graduation from BHS. They must be observable and measurable.

CONTENT KNOWLEDGE AND UNDERSTANDING

BHS students:

- develop the skills and knowledge described in the BHS course syllabi.
- develop the skills and knowledge to respond satisfactorily to a variety of mandated internal and external assessments.
- will meet graduation requirements as defined by the Brookline School Committee.

COGNITIVE POWERS/CRITICAL THINKING

BHS students:

- learn to analyze, to synthesize, and to draw reasonable conclusions.

COMMUNICATION

BHS students:

- develop skills to communicate clearly and persuasively through writing, speaking, technology, and the arts.
- develop skills in listening and reading.

CITIZENSHIP/SOCIAL VALUES

BHS students:

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

LIFE SKILLS

BHS students:

- develop organizational and time management skills.
- set goals and work to achieve them.

THE CONSTITUTION

FOR THE GOVERNMENT OF BROOKLINE HIGH SCHOOL

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

PREAMBLE

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

ARTICLE I: THE EXECUTIVE BRANCH

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

Section 1: The Head of School

1.1: Responsibilities

The Head of School is ultimately responsible for implementing the educational policies of the Federal, State, and local governments (the School Committee and the Central Administration).

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

Section 2: The Government's Liaison

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

Section 3: Executive Councils

3.1: Responsibilities

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

3.2: The Administrative Council

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

3.3: The Support Staff Council

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

Section 4: Emergencies

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

Section 5: The Head of School's Veto

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

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

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

ARTICLE 2: THE LEGISLATIVE BRANCH

Section 1: The Legislature

1.1: Responsibilities

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

1.2: Membership and Election Process

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Student speeches must not exceed 3 minutes.

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

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

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

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

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

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

Election process for the incoming 9th Grade class:
The newly elected representatives to the 10, 11, and 12th grade classes will organize an assembly for the 9th

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

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

Brookline School Committee Student Representative

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

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

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

No members of the Legislature may serve on the Judiciary.

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

1.3: Jurisdiction

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

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

1.4: Procedures

Section 1

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

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

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

Section 2

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

Section 3

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

Section 4

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

Section 5 Voting Procedures with respect to bills.

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

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

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

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

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

F. Following an affirmative Legislature vote on a bill:

i. The principal may give written approval to the bill, in which case the bill shall take effect.

ii. The principal may decline to approve the bill, offer objections to the same in writing, and then return the bill to the Legislature.

iii. The Legislature may accept the principal's disapproval and the bill is then lost, or The Legislature may reinstitute the bill by a two-thirds majority of the members present and voting.

iv. If the Legislature votes to reinstitute, the Co-Chairs shall transmit the bill to the principal. If the principal wishes, the proposal and the rationale for the veto may be carried forward to an open session of the School Committee for final deliberation and resolution.

v. If the principal allows a bill to remain on the principal's desk for 15 school days without a response, the bill will be sent to School Committee for final approval, and then it should take effect.

1.5: Legislature Attendance Policy

- Members of Legislature must attend every meeting. No Proxies are allowed.
- Any Member who is absent three times during the first semester of the school year will lose their position.
- Any member who is absent four times during the school year will lose their position.

- A member of the Legislature who loses their position due to absences may appeal to the faculty advisor to be reinstated.
- Mandatory class meetings do not count as absences.
- If a faculty member loses their position, the Assistant Head of School will be notified, the person will be reassigned a duty and a new faculty member will be chosen.
- If a student member loses their position, the position will be promptly posted in the information bulletin until the next student council meeting, at which time, a new member will be chosen.
- If no student in the same grade as the person removed from Legislature wishes to fill the vacated position, it will be open to students of all grades.

1.6: Ad Hoc Representatives

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

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

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

1.7: All-School Discussions

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

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

1.8 Emergency Procedures

A. In the event of an unscheduled school closure (e.g. health crisis, natural disaster, safety threat), an Emergency Cabinet shall be assembled consisting of the Government Liaison, and all Chairs of the Legislature, the Student Council, the Faculty Council and the Officers of the Judiciary. The Emergency Cabinet shall meet or correspond at least once a week in an agreed-upon format to discuss orders of business and plan for future online meetings.
B. If unprecedented circumstances find a member of the Emergency Cabinet unable to fulfill their duty, they are at individual liberty to appoint a proxy who shall serve in their position for the duration of their indisposition.
C. Combined virtual meetings of the Legislative and Judicial Branches (referred to as the Combined Branches), in a form determined by the Emergency Cabinet, shall be held on a bi-weekly basis, always at the same time.
D. A common meeting time for the Combined Branches will be determined and set by the Co-Chairs and the Government Liaison.

E. Additional virtual meetings can be called at any time by any member of the Emergency Cabinet.
F. Absences from virtual meetings shall not count toward any members' yearly absence cap.
G. A note-taker, determined at the beginning of each meeting, shall transcribe all relevant information and opinions from said meeting and give editing access to all of the Emergency Cabinet, who shall share the document(s) with all members of the Combined Branches.
H. The Emergency Cabinet will determine how virtual Combined Branches meetings shall be facilitated.
I. Official Legislature Bills may be discussed during Combined Branches meetings; however, official votes (not straw polls) must be sent out in asynchronous form to all members of the Legislature, with relevant notes and a cumulative list of previously discussed pros and cons, as to not disenfranchise any members who were absent from online meetings.
    1. Polls must include an option to actively abstain, which is held in distinction from simply not voting.

B. In concordance with section 1.4.005 Subsection E, eighteen votes in favor of the Legislature shall be required for a bill to pass.
C. Voting on a bill shall be open for three school days from the time it is made available to the Legislature, immediately after which votes shall be tallied. If less than eighteen votes are tallied in total (including active abstentions), a bill's voting period may be extended until the eighteenth vote has been tallied, at which point voting will immediately close.
D. In the event that an election falls under the emergency closure, the Emergency Cabinet will create a plan to either hold elections or postpone elections. In the case of postponing elections, all current members of the Legislature, with the exception of graduating seniors, will continue to serve until a new election can take place.

Section 2: The Faculty Council

2.1: Membership and Election Procedure

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

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

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

2.2: Jurisdiction

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

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

2.3: Faculty Meetings

The Head of School in conjunction with Faculty Council shall plan the Faculty Meetings.

2.4: Meetings of the Faculty Council

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

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

Section 3: The Student Council

3.1: Responsibilities

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

3.2: Membership and Elections of the Student Council

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

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

3.3: Jurisdictions

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

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

3.4: Meetings of Student Council

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

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

3.5: Student Council Attendance Policy

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

3.6: School Committee Representative and Alternate

Each May, the Student Council shall elect one student to represent Brookline High School Government on the Brookline School Committee. Additionally, it shall elect an alternate for this position. This representative to School Committee shall serve a one-year term the following year on both Student Council and Legislature.

3.7: Class Assemblies

At least once every other month during T-Block, the Steering Committees of each class and the Student Council members of each class shall cooperatively organize meetings for their class. The agenda shall be split up appropriately among Student Council issues, Steering Committee issues, and public concerns.

ARTICLE 3: THE JUDICIAL BRANCH

Judiciary shall be the Judicial Branch of the school government.

Section 1: The Judiciary

1.1: Responsibilities

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

1.2: Membership

I. Judiciary shall consist of 9 members: 5 students and 4 faculty or staff members.

II. There must be at least one non-senior student member.

III. No member of Judiciary may serve on the Legislature.

Section 2: Appointment of New Members

2.1: Interview Process

I. New student and faculty/staff members for Judiciary shall be chosen through an interview process

II. A panel of Judiciary members from the previous academic year, who are in good standing and are returning for another year, will meet within the first three weeks of school.

III. The panel will determine the application process and is in charge of communicating this process with relevant BHS community members

IV. Interviews shall not take place until all Legislature Student Representatives are chosen

2.2: Emergency Alternative Selection Process

I. If there are not enough student applicants to fill all seats, a member of Student Council that is not on Legislature shall be appointed by the Faculty Liaison

II. If there are not enough faculty or staff applicants to fill all seats, the Executive Branch will assign up to four faculty or staff members to this duty

2.3: Election of Officers

I. Judiciary may establish new officers by a 2/3 vote

II. Judiciary shall be responsible for electing its officers by simple majority of the body. These officers must include but are not limited to:

   a. a chair responsible for facilitating each meeting's agenda

   b. a communications director in charge of outreach to school community including other branches

   c. an attendance keeper responsible for tracking each member's attendance

   d. a note taker responsible for recording each meeting's minutes and maintaining an accessible record of each meeting's notes

2.4: Removal of Members

I. Once all members have been selected, Judiciary will vote to determine the maximum number of excused and unexcused absences each member can accrue before being expelled from the body for the remainder of their term. When a member exceeds this limit:

   a. the attendance keeper must inform the Judiciary Chair and Faculty Liaison of a member who's attendance and/or tardiness severely impacts their duties on Judiciary.

   b. when appropriate, the Faculty Liaison and attendance keeper will agree to remove that member.

   c. if a member is removed, a former applicant may be chosen to fill the vacancy or a special interview session may be opened

II. The Judiciary reserves the right to remove a member by unanimous vote of the other members.

III. Removals and the ensuing appointments must agree with Section 1.2: Membership and 2.2: Emergency Alternative Selection Process

Section 3: Bringing a Case to Judiciary

3.1: Jurisdiction

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

I. If they believe that Student rights, as stated in the Student Handbook, have been violated, OR

II. If the Executive Branch modifies the wording of the Handbook without the consent of the Legislature, enacts a policy that contradicts the Handbook, or if there is a perceived lack of enforcement of Handbook policy.

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

3.2: Binding Decisions

All decisions of Judiciary shall be binding unless:

I. Otherwise stated by Judiciary, OR

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

III. Vetoed by the Superintendent.

3.3: Procedural Rules

I. There must be a quorum present to hear and vote on cases. Quorum is reached when at least 4 of student members and 3 of faculty members are present

II. Judiciary must deliberate and vote in private.

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

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

Section 4: Guaranteed Rights

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

I. the right to be informed of any and all charges brought against you.

II. the right to bring a trusted BHS staff member or student to assist you as you present your case if Judiciary determines the person fits within the existing privacy policy.

Section 5: Judiciary's Role Post Case

5.1: Informing Stakeholders

I. At the end of each semester, Judiciary will provide a summary of adjudicated cases to the school community with a brief summary of the case, its decision, and, when applicable, how it impacts the school community.

II. Within a month of the case's resolution, Judiciary will thoroughly review the case with Legislature by:

   a. discussing sections of the Handbook it involved,

   b. stating its decision, and

   c. stating its impact on the school community when applicable.

III. If applicable, Judiciary will also propose recommendations for Handbook amendments to prevent a similar issue from arising.

IV. At Faculty Council's request, a member of Judiciary will attend a Faculty Council meeting to provide additional details about the case and its impact on faculty.

V. At Student Council's request, a member of Judiciary will attend a Student Council meeting to provide additional details about the case and its impact on students.

VI. Confidentiality will be preserved.

5.2: Non-Binding Role of Judiciary

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

ARTICLE 4: QUORUM

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

ARTICLE 5: RATIFICATION OF AND AMENDMENTS TO THE CONSTITUTION

Section 1: Ratification

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

Section 2: Amendments

2.1: Procedures

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

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

2.2: Voting Requirements

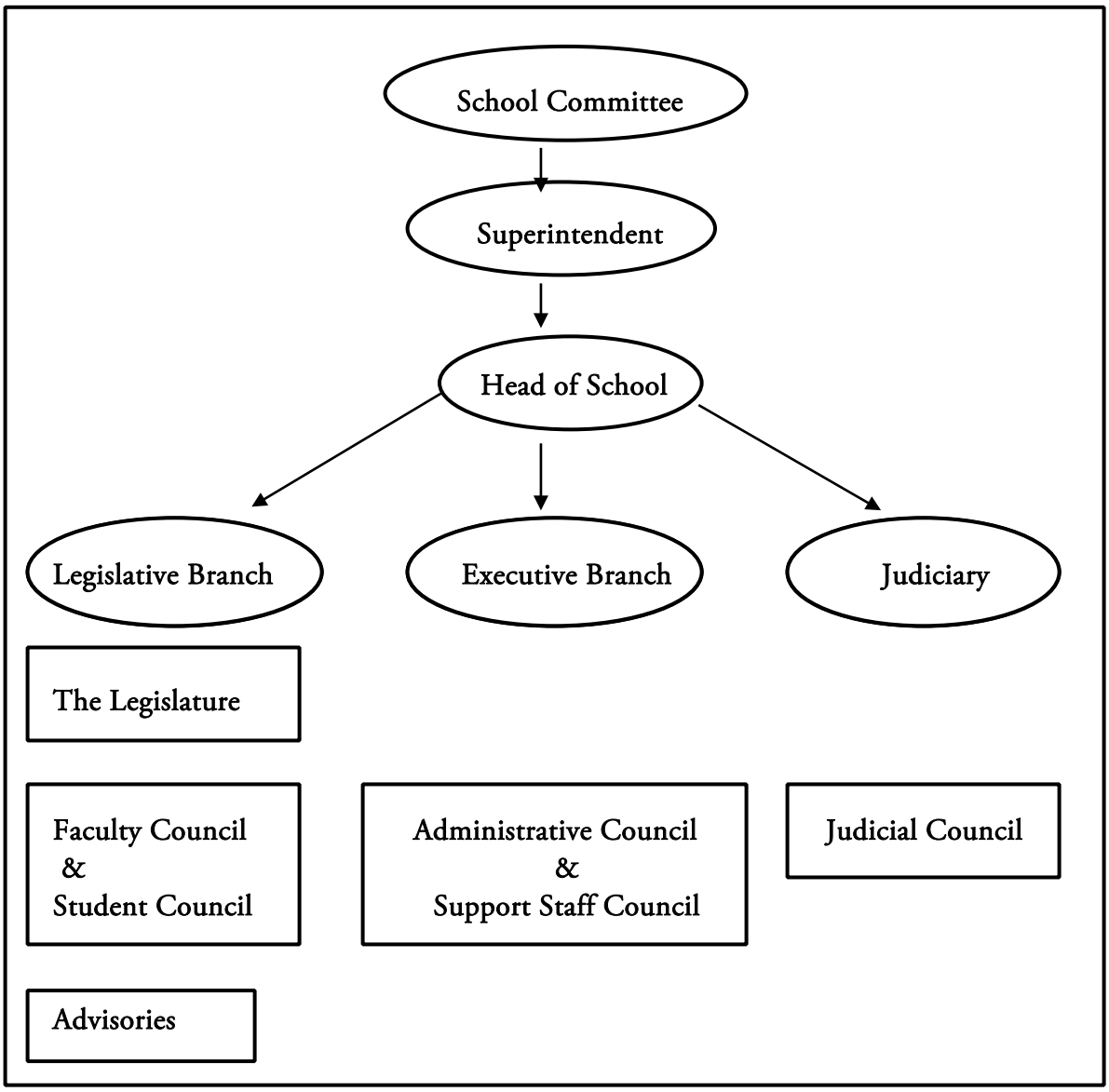
This Constitution must be amended by a 2/3 majority vote of the Legislature, followed by a simple majority vote (50% plus one) by the student body, and by the faculty and staff as a body in an all-school referendum.

BILL OF RIGHTS

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

1. Freedom from harassment and/or discrimination on the basis of race, gender, age, sexual preference, sexual identity, religion, national origin, or any disability.
2. Freedom of expression, except when such action constitutes slander, libel, obscenity, or violates violation of the rights of others.
3. Freedom of assembly, except when such action violates the rights of others.
4. The right to due process.
5. The right to privacy.

THE ORGANIZATION OF BROOKLINE HIGH SCHOOL'S GOVERNMENT



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

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

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

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

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

Both G.B.S.A.C. members and the two chosen members of the local S.A.C. serve *ex officio* on the Legislature.

SECTION 1: STUDENTS' RIGHTS AND RESPONSIBILITIES

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

First Amendment to the U. S. Constitution

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

Students should respect others and be respected

YOU HAVE THE RIGHT TO:

- Be free from harassment or discrimination
- Freedom of expression and press
- Due process in discipline
- Postpone a major assessment or project if you have three on one day
- Participate in school government
- Complete anonymous year-end evaluation of your classes
- Meet confidentially with social workers
- Not have excessive homework over vacations or religious holidays
- See your school records
- Be responsible for your own attendance if you are 18 years old.
- Have all of the materials necessary for successful completion of homework before the end of the school day.
- Not be given late penalties for a nightly homework assignment that is submitted by the start time of the next class meeting. For example, if a student has homework assigned on Wednesday, but the class doesn't meet again until Friday, the assignment cannot be due before the start of class on Friday. This does not apply to long term assignments.

YOU DON'T HAVE THE RIGHT TO:

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

Freedom and Responsibility; Liberty and Duty; That's the Deal!

Freedom of Speech

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

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

Freedom of Press

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

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

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

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

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

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

1. Commercial signs may be posted advertising activities connected with the educational process, with post-high school careers, or with traditional student life and activities. These signs should be signed by a staff member.
2. Recognized student organizations may post signs in connection with fund-raising activities or social events and performances. These signs should be signed by the organization.
3. On an emergency basis, either the Government Liaison or the Student Advisory Committee may authorize other commercial signs.

Freedom of Symbolic Expression

You have the right to wear buttons, arm bands, clothing with messages, patches and peace signs in school. Your symbolic messages must not be disruptive, defamatory, obscene, or "fighting words." Banners may be hung on inward-facing walls of The High School, with the content restricted by the constitutional interpretation of free speech and by the rules of The Handbook. Banners may not obstruct views from windows. Graffiti on banners or removal of banners will be considered vandalism.

Freedom of Assembly

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

Freedom of Religion

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

Freedom of Dress

Protected by the First Amendment and the Fourteenth Amendment's equal protection clause, students have the right to choose the clothes, hairstyle and accessories they wear, taking into consideration that the same restrictions that apply to freedom of speech also apply to freedom of dress. The school does not interfere with this right, except where the dress causes a substantial disruption or material interference with school activities (*Tinker v. Des Moines*, 1969), or health and safety concern. Therefore, the following guidance applies:

- clothing and footwear must be worn
- students may not wear clothing that includes obscene or lewd images or messages, nor clothing that promotes or depicts violent or illegal products or activities such as weapons, slanderous or harassing material, alcohol, tobacco or drugs.
- full-face coverings are not allowed to be worn; medical masks or facial coverings worn for religious reasons are still allowed.
- personal electronic devices are not considered accessories, and their acceptable use is covered by the school policy on personal electronic devices.

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

Student Records

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

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

In compliance with Massachusetts law and 603 CMR 23.06(3), Brookline Public Schools will oversee the destruction of all temporary student records five (5) years after those students have left the Brookline school system, due to transfer, graduation or withdrawal. Therefore, please collect your student's temporary record within five years of leaving the system. The student's permanent record (transcript) is maintained by the school system for sixty (60) years. [See: M.G.L. c. 71, s. 34D; 603 CMR 23.00]

Access of Non-Custodial Parents to Student Records

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

PPRA Notice and Consent/Opt-Out for Specific Activities

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

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

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

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Public Schools of Brookline through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

18-Year-Olds

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

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

No Child Left Behind Notification

Parents have the right to accept or refuse Title One Services. When a child is selected to receive such services, a parent letter is sent home indicating your child has been selected and asking for your permission to begin services.

Under the No Child Left Behind Act of 2001, parents also have the "right to know":

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

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

Rights to an Equal Education

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

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

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

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

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

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

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

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

Time-Out Practices Inclusive of Physical Restraint (link)

(Voted 2/27/03, #03-12 and #03-13; 2/14/13, #13-12; 12/17/15, #15-84; 4/28/16, #16-24; 4/7/22, #22-23; 3/26/26, #26-38) (previously known as the Physical Restraint Policy)

It is the policy of the Brookline School Committee to promote a safe and productive workplace and educational environment for its employees and students, and to ensure that every student in the Brookline Public Schools is free from the use of physical restraint and seclusion that is consistent with the Massachusetts Department of Elementary and Secondary Education regulations, and that physical restraint and seclusion shall only be used with extreme caution as a last resort in emergency situations, supervised, after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

We believe in preventive and positive approaches to discipline with interventions and consequences aimed at addressing the causes of misbehavior, resolving conflicts, meeting students' needs, and keeping students in school. We believe it is the responsibility of all school staff, students, families, and the community to contribute to a school community that promotes a safe, secure, and learning environment. Preventive and positive discipline is a shared responsibility for students, administrators, teachers, families, and the community. School personnel shall only administer a physical restraint as a last resort when it is needed to protect a student and/or a member of the school community from imminent, serious, physical harm. When a physical restraint needs to be administered, school personnel shall seek to prevent or minimize any harm to the student as a result of the use of the physical restraint. School personnel shall further ensure that the physical restraint is supervised by another adult as quickly as practicable.

This policy shall not be construed to limit the protection afforded to publicly funded students under other federal and state laws, including those laws that provide for the rights of students who have been found eligible to receive special education services. Additionally, this policy shall not be construed to preclude any teacher, employee or agent of a public education program from using reasonable and necessary force to protect students, other persons or themselves from assault or imminent, serious, physical harm. Physical restraints must be administered in compliance with 603 CMR 46.05.

Each building Principal will identify staff members to serve as a school wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of de-escalation techniques and physical restraint.
[See: M.G.L. c. 71, s. 37G; Brookline Public Schools Policy Section E (2) (b); 603 CMR 46.00; 603 CMR 18.00]

Parent and Volunteer Mandatory Criminal Record Checks

Under Massachusetts law, the Brookline Public Schools is required to obtain Criminal Offender Record Information on any current or prospective employee or volunteer of the School Department who may have direct and unmonitored contact with children. In order to comply with this law, a Criminal Offender Record Information (CORI) check shall be performed on all present and prospective employees and volunteers of the Brookline Public Schools. Please understand that information derived through the submission of CORI's will be strictly confidential and provided only to the Director of Human Resources, the authorized agent for the district. If you have a concern based on the outcome of a CORI decision, you may request to review your state-issued

report. It is the policy of the Brookline School Committee that convictions of certain crimes pose an unacceptable risk to the children who are served by the Brookline Public Schools.
Please contact the school office to obtain the necessary form for a CORI check if you intend to volunteer in any capacity during the school year (field trip, etc.). [See, M.G.L. c. 71, section 38R; Brookline Public Schools Policy Section G (6)(m)]

Health Services

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

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

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

Pediculosis (Lice) Management Guidelines

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

1) Children with an active lice infestation will be sent home by the end of the day for treatment before they return to school the next day. They must be checked before reentry by the nurse/designee to ensure that treatment/lice removal has occurred.
2) When a child with untreated head lice is reported to the nurse by a parent, or detected at school, a note requesting parents to check their child's head will be sent home to the class .
3) Each parent/guardian of each child in the class must check their child before they return to school the next day to make sure their child is free from lice or nits (eggs). If your child has head lice, treat your child with a pediculocidal shampoo, notify the nurse and bring your child to the nurse for reentry clearance. All live lice and most nits should be removed before your child returns to school. The nurse may deny reentry to a child who has not been treated.
4) The nurse may follow -up with periodic checks of individual children who had lice to make sure they have not been reinvested.

Guidelines for the Administration of Medications in School

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

Epinephrine will be administered, according to standing emergency medication orders, to individuals having severe, life-threatening allergic reactions.

You may elect, by signing permission on the Health and Emergency Information Card, for the nurse to administer the following medications:

Tylenol/acetaminophen for fever or discomfort (for grades pre-kindergarten through 8)
Benadryl/diphenhydramine for treatment of an allergic reaction
Hydrocortisone ointment to the skin for itching
Bacitracin ointment to the skin for scrapes or cuts

Cough Drops for minor cough or throat irritation
Silver Sulfadiazine cream 1% to skins for burns

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

Non-prescription Medications

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

Prescription Medications

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

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

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

C. Students Carrying Their Own Medications

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

D. Aspirin and Ibuprofen

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

Field Trips

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

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

OR

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

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

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

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

Driving Restrictions for Staff Transporting Students

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

McKinney-Vento Homeless Assistance Act

Children who lack a fixed, regular and adequate nighttime residence, including children who are living in shelters, temporary housing or "doubling up" with other families because their families cannot find or afford housing are considered "homeless," and their rights are protected under the McKinney-Vento Homeless Assistance Act. When a homeless child is living in Brookline, in any of the above conditions, (s)he is entitled to attend the Public Schools of Brookline. If the living situation changes during the course of the school year, and the family relocates to "permanent" housing, the child is entitled to finish out the current school year in Brookline, although, at the point of moving, the family then becomes responsible for any necessary transportation, back and forth to Brookline. If the child is relocated out of Brookline but continues in "temporary" housing, the child is entitled to continue to attend school in Brookline and to receive transportation, if requested.

Homeless children who are protected under McKinney-Vento, are provided full access to our schools and encouraged to participate in all activities, and all considerations are extended to the families in order to assimilate them seamlessly into our community. Families register their children at the Office of Registration and Enrollment, who provides this information to the Office of Assistant Superintendent for Student Services.

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

Mandated Reporting of Suspected Child Abuse or Neglect (M.G.L. c. 119, § 51A)

A mandated reporter under G.L. c. 119, § 21 who, in a professional capacity, has reasonable cause to believe a student under eighteen is suffering physical or emotional injury from (i) abuse, including sexual abuse; (ii) neglect, including malnutrition; (iii) sexual exploitation; or (iv) human trafficking, shall immediately report under this policy. Prenatal substance exposure alone does not satisfy this standard. Mandated reporters include teachers, administrators, guidance counselors, nurses, psychologists, social workers, and School Resource Officers, among others under G.L. c. 119, § 21. All staff are encouraged to follow this same protocol regardless of mandated-reporter status.

A mandated reporter shall either (1) notify the building principal or designee, who then becomes responsible for notifying DCF; or (2) report directly to DCF under G.L. c. 119, § 51A(a). A reporter who used option (1) but is uncertain the report reached DCF may also report directly.

The report shall be made orally to DCF immediately, followed by a written report within 48 hours, including, to the extent known: the child's name, address, age, and sex; the nature and extent of the suspected abuse or neglect and any prior incidents; the circumstances under which the reporter became aware; any action taken to assist the child; the identity of the person believed responsible; and the reporter's name.

Mandatory Reportable Incidents to the Police (MGL, Chap. 119, Sect. 51A)

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

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

List of Mandatory Reportable Incidents

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

All employees will follow established building protocols for reporting of such instances.

Brookline High School Gay Rights Amendment, 1986

(The first such amendment in a public school in the United States)

Brookline High School, recognizing the diversity and equality of all members of its community, prohibits the discrimination against any student, faculty member, or administrator based on sexual orientation.

SECTION II: THE STUDENT CODE OF CONDUCT

The Public Schools of Brookline have established a district wide Code of Conduct. Some of those policies and procedures will supersede those listed here. Please see the available on the PSB website.

The following rules provide a foundation for a respectful school culture at Brookline High School. They are fundamental to the maintenance of a safe environment within which learning, respect for self and others, and respect for individual and school property are protected. Consequences for violations of these rules are incorporated into the statement of each rule.

Students enrolled in the Public Schools of Brookline are expected to be respectful and courteous of others. Certain conduct by students at school or at school related events is prohibited by the Rules of Conduct found in this Handbook, by the policies of the Public Schools of Brookline, and by certain Massachusetts General Laws.

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

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

A. Student Discipline

Students are expected to follow the school rules and the PSB Code of Conduct at all times while attending school or at a school function. Violations of this may result in a student receiving disciplinary action. Administrators and staff recognize that each student is unique and situations may vary from one incident to another. Brookline High School works to make violations of school rules a learning experience for the student.

RESPONSIBLE, POSITIVE AND SAFE BEHAVIOR

All members of the school community, including all school personnel, have the responsibility to demonstrate respect for other individuals and their property. This expectation applies to peers as well as to all school personnel while in school or on school property and during all school-sponsored activities, both on and off campus, including those times when they are riding school buses or other school-provided vehicles. It is specifically noted that, for the purposes of these rules and regulations, buses and other school transportation vehicles are considered school property and bus drivers are considered school personnel.

Students are responsible for behaving in accordance with these rules and regulations and to remove themselves from situations, which involve illegal activity; the possession or use of illicit drugs, alcohol, or weapons, or the violation of school rules. Students who do not remove themselves from such situations may be subject to school consequences.

Schools provide supports and behavioral interventions to help students to behave as positive members of the Brookline High School community. School officials will attempt to help students solve behavioral problems without interrupting the daily program of studies. However, certain types of behavior may require disciplinary action including suspension or expulsion.

In addition to this disciplinary action, violation of the certain school rules may also result in police notification.

DISCIPLINARY ACTION

Under many circumstances, student conduct concerns can be solved through teacher intervention within the school day. There are times, however, when other consequences, including, but not limited to after school detention, restorative justice, behavioral contracts, suspension, expulsion, are warranted.

Participation in extracurricular activities, including field trips, out-of-state and overnight trips, and international trips is a privilege. Removal from participation in those activities can be a consequence for violations of the handbook.

DETENTION

TEACHER DETENTION

Are assigned by teachers for a variety of reasons including, but not limited to, those listed below:

- Not following classroom expectations set by teacher
- Excessive tardies to class
- Disturbing/disrupting classes
- Violations of the Personal Electronic Device policy
- Excessive noise in corridors or any other action of a serious or flagrant nature

The school administration reserves the right to assign detention for other infractions that are serious enough to warrant such action, and yet are not listed above.

ADMINISTRATIVE DETENTION

Are assigned by teachers and administrators for a variety of reasons, including, but not limited to:

- Classroom violations, such as inappropriate and/or disruptive behaviors
- Community violations, such as excessive noise in corridors, inappropriate cafeteria behavior such as not cleaning up after themselves, or any other action of a serious or flagrant nature
- Excessive tardies to school/class
- Failure to be in appropriate assigned class or area
- Ordering food delivered to campus that causes a disruption

Administrative detentions are held on Mondays and Thursdays after school in both buildings.

SATURDAY DETENTION

Saturday detentions can be imposed as a consequence by administration for violations of the Student Handbook. Saturday detentions are held once a month from 9:00am to 12:00pm at Brookline High School.

RULES OF DETENTION

- Students must be on time. Failure to be on time may mean student will not get in and will be referred to their administrator.
- Students will work quietly, productively, and on-task throughout detention. Students will not talk with other students.
- Electronic devices are prohibited except those required for completing school assignments.
- All school rules apply as set forth in the Student Handbook.
- Failure to attend an assigned detention will result in a further disciplinary action, in addition to still fulfilling the original disciplinary action.

<u>DISCIPLINARY DUE PROCESS: SUSPENSION AND EXPULSION</u>

The Administration has ultimate discretion to determine the proper disciplinary actions for any misbehavior. Depending upon their severity, certain violations of school rules and district policies may result in loss of social privileges, in-school, out-of-school suspension or, where authorized under Massachusetts law, expulsion from school.

Any specifics given in the policy are only guidelines; they are not absolute rules. The guidelines support administration's collaboration and discretion on determining the best course of action to support student growth and development, as well as whole school safety. Disciplinary outcomes are specific to the student and the situation. Repetitive infractions of the same or similar behaviors will result in progressive discipline. All students and families will be provided with due process aligned with Massachusetts General Laws prior to the imposition of an in-school suspension, out-of-school suspension or expulsion.

There are three statutes under Massachusetts General Law (M.G.L.) that govern student discipline in Massachusetts public schools. Those statutes are:

- M.G.L. c.71, §37H which includes weapons, drugs and assault on a staff member
- M.G.L. c.71, §37H ½ which includes felony complaint or conviction
- M.G.L. c.71, §37H ¾ which includes school discipline not covered in 37 H and 37 H ½.

Below is a detailed description of what each statute consists of:

M.G.L. c.71, §37H – Policies Relative to Conduct of Teachers or Students: Student Handbooks

In accordance with Massachusetts General Laws Chapter 71, Section 37H:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a

knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of the appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

M.G.L. c.71 §37H ½ - This statute includes a felony complaint or conviction of a student and Right to Appeal

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of the right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c.71, §37H ¾ - Suspension on Grounds other than those set forth in Secs. 37H or 37H ½ (a) This section shall govern the suspension of students enrolled in a public school in the Commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, headmaster, superintendent or person acting as a decision-maker shall also implement school- or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school- or district-wide models shall not be considered a direct response to a specific incident.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under

this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

BASIC STUDENT DISCIPLINE DEFINITIONS

IN-SCHOOL SUSPENSION (M.G.L. 603 CMR 53.00): means removal of a student from regular classroom activities, but not from the school premises, for no more than ten consecutive school days, or no more than ten school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under these regulations. If a student is placed in in-school suspension for more than ten days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

SHORT TERM SUSPENSION (M.G.L. 603 CMR 53.00): means the removal of a student from the school premises and regular classroom activities for ten consecutive school days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

LONG TERM SUSPENSION (M.G.L. 603 CMR 53.00): means the removal of a student from the school premises and regular classroom activities for more than ten consecutive school days, or for more than ten school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in their discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. No student may be placed on long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

WRITTEN NOTICE: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the principal and the parent/guardian.

DUE PROCESS UNDER M.G.L. 71 37H 3/4

IN-SCHOOL SUSPENSION

Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the Principal or designee determines that the student committed the disciplinary offense, the Principal shall make reasonable efforts to notify the parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the suspension, if possible, and if not, as soon thereafter as possible.

- If the Principal is unable to reach the parent/guardian after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension. On the same day as the in-school suspension decision, the Principal shall also deliver written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the principal, if such meeting has not already occurred. Said written notice shall be delivered to the parent/guardian on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or other method of delivery agreed to by the principal and the parent/guardian.

OUT OF SCHOOL SUSPENSION - NOTICE REQUIREMENTS

- Short-Term Suspension - In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parent/guardian will be given oral and written notice of the disciplinary offense with which

the student is charged and of the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

- Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent/guardian and student of the right to interpreter services if necessary to participate in the hearing.

- Long-Term Suspension - Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent/guardian of the student's right to legal representation (at private expense), the right to present and examine witnesses and evidence, the right to review the student record and documents that may be relied upon by the Principal, the right to translation services if required to participate in the hearing, and the right to request that the hearing be audiotaped. Out-of-school suspensions are not appealable unless the consequence results in more than ten (10) cumulative days of suspension during that school year.

PRINCIPAL'S HEARING

- Short-Term Suspension: At the Principal's hearing, the student and parent/guardian (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining disciplinary actions for the student.

- Long-Term Suspension: In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:
  - the right to be represented by counsel or a lay person of the student's choice, at the student's/parent/guardian's expense;
  - the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not;
  - the right to produce witnesses on their behalf and to present the student's explanation of the alleged incident (although the student may not be compelled to testify);
  - the right to cross-examine witnesses presented by the school district; and
  - the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

- Principal's Decision: Based upon a preponderance of the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or disciplinary actions to be imposed. In every case of student misconduct for which suspension may be imposed, a principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning. The Principal shall exercise discretion in deciding the disciplinary action for the offense, and shall avoid using long-term suspension from school as a disciplinary action until alternatives have been tried. If the Principal decides to suspend the student, written notice of the Principal's decision will be sent to the student and parent/guardian in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension, and the process for appeal, when an appeal right exists. The Principal will also notify the student and parent/guardian of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

LONG TERM SUSPENSION APPEAL

See M.G.L. 71 37H and M.G.L. 71 37H1/2 above for long-term suspensions the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension

of seven (7) calendar days upon request. (2) The student or parent shall file a notice of appeal with the superintendent within the time period set forth 603 CMR 53.08 (3) (d) 5.a. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in their discretion

OTHER RIGHTS OF APPEAL

There is no right to appeal an in-school suspension imposed under M.G.L. c. 71, § 37H3/4 which does not result in the student's suspension for more than 10 school days in the school year.

There is no right to appeal an out-of-school suspension of fewer than and including 4 days imposed under M.G.L. c. 71, § 37H3/4 which does not result in the student's suspension for more than cumulative 10 school days in the school year.

For appeals of out-of-school suspensions imposed under M.G.L. c. 71, § 37H3/4 which result in suspension of 5-10 school days, the student and family may appeal to the Principal.

GENERAL INFORMATION FOR STUDENT SUSPENSIONS

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension may be imposed for the following infractions on school grounds/at school events, including but NOT limited to:

- Violations of school rules and/or school district policies
- Excessive tardies to school
- Inappropriate and/or disruptive behaviors
- Repeated violations of Academic Honesty policy

The following are expectations of students in ISS and, if not abided, may result in further consequences:

- Student is to arrive at ISS room (or designated office) by the scheduled start time for the school day and remain in ISS until dismissal time.
- Students are to remain productive and on-task to complete their school work throughout the school day.
- Teachers will submit work via email or deliver hard copies; students are ultimately responsible for making sure they have the necessary school work.
- Students will be required to turn in any electronic devices at the start of the day to be held by their Administrator. Any use of electronic devices outside of academic use would be a violation of ISS expectations, and will be referred to their Administrator.
- When multiple students are present, they will be seated separately in the room. Students are not to engage in conversation.
- Students use the assigned restrooms only at designated times.
- Students will have the opportunity to bring or purchase lunch and eat in the ISS room. They will be escorted to the cafeteria as needed.
- Students are required to complete a written reflection. This assignment is to be taken seriously and is required for the exit ticket from ISS.
- Dismissal from the ISS room will be at the conclusion of the school day. There is NO leaving early (i.e., to go to lockers, talk to a teacher, etc.) or early dismissal as the ISS day will then NOT count towards the suspension.
- All other school rules apply as set forth in the student handbook.
- Failure to meet ISS expectations will result in referral to your Administrator with the potential for escalated disciplinary actions. Escalated consequences do NOT remove the initial ISS day(s) which will need to be completed.
- On the day(s) a student is suspended, that student is not eligible to participate in any athletic practices or competitions or other school/club activities on that day(s).

OUT OF SCHOOL SUSPENSION

Out-of-School Suspension may be imposed for infractions (on school grounds/at school events) including but not limited to:

- Violations of school rules and/or school district policies
- Inappropriate and/or disruptive behaviors
- Fighting
- Disrupting school assembly
- Physical Assault
- Bullying
- Harassment
- Theft
- Possession of a weapon
- Possession, or being under the influence, of alcohol
- Possession, or being under the influence, of illegal drugs, vaping materials and/or controlled substances
- Threats
- School Threat
- Cursing at a staff member
- Refusal of a school search
- Destruction of school property
- Felony/Felony juvenile delinquency charges
- Posting/possessing electronic messages that are sexually oriented, harassing or illegal while on/off campus if disruption is caused

EXPULSION

The following infractions on school grounds/at school events may result in a student's permanent expulsion in accordance with M.G.L. c.71, §37H and §37H1/2:

- Possession of a dangerous weapon
- Possession of a controlled substance
- Assault of any member of the educational staff
- Admission or finding of guilt to a felony or felony delinquency charge that is determined to be a substantial detriment to the school

EMERGENCY REMOVAL

Emergency Removals pursuant to M.G.L c. 71, § 37H3/4 and 603 CMR 53.07: A Principal may remove a student accused of a school rules violation from school temporarily, and on an emergency basis, when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the Principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The emergency removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall:

1. make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal,
2. the reason for the emergency removal;
3. the disciplinary offense;
4. the basis for the charge;
5. the potential consequences, including the potential length of the student's suspension;

6. the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
7. the date, time, and location of the hearing; and
8. the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate

Before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian, the Principal must provide the student and parent/guardian an opportunity for a hearing with the Principal that complies with either the short-term suspension due process or long-term suspension due process procedures, as applicable.

Additionally, the Principal is required to render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension as set forth in this Handbook, whichever is applicable.

A Principal shall not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

ACADEMIC PROGRESS

Any student who is disciplined pursuant to the three statutes above shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, in accordance with the School's Education Services Plan. M.G.L. c. 76, §21

DISCIPLINE AND STUDENTS WITH DISABILITIES

All students, including those receiving services under the Individuals with Disabilities Education Act (IDEA), M.G.L. c. 71B, and/or Section 504 of the Rehabilitation Act of 1973, are expected to adhere to all rules and regulations stated in this Student Handbook. The following procedures shall, however, apply when students with disabilities are subjected to suspension or expulsion in excess of (10) consecutive school days or when, as a result of a pattern of disciplinary removal exceeding ten (10) school days cumulatively in the school year, the student has been subjected to a disciplinary change in placement. Students entitled to the additional procedural protections set forth below include: (1) students who have been found eligible for special education services in accordance with the Individuals with Disabilities Education Act and/or M.G.L. c. 71B: and (2) students who have been evaluated and determined to be eligible students as defined under Section 504 of the Rehabilitation Act of 1973; and (3) students who the District knows or should have known may be eligible for special education under the IDEA or Section 504.

A. A suspension of longer than ten (10) consecutive school days or a series of short term suspensions that exceed ten (10) school days and constitute a pattern of removal are considered to constitute a disciplinary change in placement.
B. Within ten (10) school days of any decision to impose a a suspension or expulsion that would result in a disciplinary change in placement of a student with a disability, building administrators, the parent/guardian, the student (where appropriate), and relevant members of the student's IEP/504 Team ("Manifestation

Team") will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.

C. If the Manifestation Team determines that the behavior was NOT a manifestation of the student's disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11^{th}) cumulative day of disciplinary exclusion in the school year. A functional behavior assessment will be conducted where appropriate.

D. If the Team determines that the behavior WAS a manifestation of the Student's disability, the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent/guardian) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended or expelled for the violation found to be a manifestation of the student's disability.

E. Regardless of the manifestation determination, the District may place the student in an interim alternative educational setting (as determined by the Team) up to forty-five (45) school days:

   i. If the behavior involves dangerous weapons or illegal drugs or another controlled substance while at school or at a school function; or

   ii. If the student causes substantial bodily injury to another at school or a school sponsored event.

Additionally, if the district provides evidence that the student is "substantially likely" to injure him/herself or others and a hearing officer/court orders the alternative placement; or with the informed written consent of the student's parent or guardian.

F. The parent/guardian shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting to the Massachusetts Bureau of Special Education Appeals. The student will remain in the disciplinary placement imposed by school authorities pending a decision on any such appeal or until the expiration of the disciplinary sanction, whichever comes first.

G. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner. Until the evaluation is completed, the student will remain in the educational placement determined by school authorities, which can include suspension or expulsion from school.

B. BROOKLINE HIGH SCHOOL RULES

The following rules do not cover each and every possible violation of the community's standards. The administration must uphold state and federal laws and local statutes that apply to public schools. The PSB Code of Conduct and BHS Rules apply in and out of the classroom during any school-sponsored activity. All students enrolled in Brookline High School are subject to the rules and regulations set forth in this Handbook regardless of whether they have attained the age of majority.

The rules are organized according to the following three categories:

1. RESPECT FOR SELF
2. RESPECT FOR OTHERS
3. RESPECT FOR THE SCHOOL ENVIRONMENT

B. Section 1. RESPECT FOR SELF:

A respectful school community is characterized by responsible school citizenship. The following rules encourage safe and responsible decision-making by each student at Brookline High.

RULE 1.1: Attendance Procedures

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

1. **Total Absence Cap (Excused and/or Unexcused)**
   Brookline High School expects students to be in school on a regular basis. Earning credit for high school coursework involves graded work as well as participation and involvement in the community of learners. **Students are limited to a total of 18 absences** (15% of class meetings) for year-long courses, **9 total absence**s for semester-long, or **5 total absence**s for semester-long Wellness courses. Any absences over this cap result in no credit for the course. Failure to meet this attendance standard will be indicated on the transcript with the final grade of "N."

   a. All absences, whether excused or unexcused, count toward the cap, except absences that are the result of religious holidays, MCAS, A.P. exams, special education testing and meetings, China Exchange, or suspensions.

   b. Students with extended health emergencies/hospitalizations may consult with the dean who may seek Head of School consideration to excuse the absences from the total absence cap.

2. **Excusing Absences**

   a. **Parents/guardians must contact the Dean's Secretary prior to 10:00 a.m on the day of the absence** in order to ensure accurate record-keeping and efficient make-up arrangements from classroom teachers. A message may be left at any time in each dean/program coordinator's office to facilitate absence reports. After 10:00 a.m. the absence is recorded as unexcused.

      - Parents/guardians who miss the 10:00 a.m. deadline on the day of the absence, may clear the unexcused absence up to 3 days later through a note, e-mail, or phone message.

- After three school days, an absence will not be excused.

b. **Parents may not excuse a child for a single class if the child remains in the school building**. Partial-day absences out of the building (late arrival, early dismissal, mid-day absence) will be excused only if the absence is called in or a note is submitted to the Dean's Secretary. Such absences must be excused before the end of the day of the absence.

c. If a student receives an unexcused absence in error, the student should work immediately with the teacher to correct the error.

3. **Tardiness**

Excessive Tardy is defined as being late to class more than 15% of the total minutes of the class, rounded up to the next whole number. For example, in a 70 minute class, 15% of class time is 10.5 minutes. Students are expected to remain in the classroom in order to benefit from the instruction and to be eligible to make up missed work. Tardy/absences (excessive tardies) count toward the total absence limit and are considered excused absences. Students may arrange make-up time to change the record from tardy/absent to tardy/present.

4. **Unexcused Absences (AWOLs)**

Brookline High School expects students to attend all classes. Listed below are the consequences for unexcused absences for year-long courses; a proportional number of unexcused absences for semester-long or partial credit courses will apply.

a. 1st and subsequent AWOLs: Teacher addresses student who will receive no more than half credit for work due the day of an unexcused absence, including tests and quizzes.

b. 1st-5th AWOL: Progressive discipline applied by the teacher and dean, which may include communication home, detention(s), closing X-block, and closing campus, as well as possible grade reduction in class.

c. 6th AWOL: Grade of "N" for the course. Teacher consulted. Attendance improvement plan created, and if student meets requirements of attendance improvement plan, administrator may support student's appeal to the Head of School to remove the "N" at the end of the course. No AWOLs will be cleared during the course of an attendance improvement plan (except those received in error).

d. 10th AWOL: Final grade of "N" for the course. No possibility of appeal.

e. For semester courses the final grade of "N" for the course comes with the 3rd AWOL, subject to an attendance improvement plan and appeal. On the 5th AWOL there is no possibility of appeal. For 2 day/week semester Wellness courses the final grade of "N" for the course comes with the 3rd AWOL, subject to an attendance improvement plan and appeal. On the 4th AWOL there is no possibility of appeal.

f.

Course	Credit	Total Excused Absences Cap/Limit	AWOL Cap "Q"	"N" Received (Advisory "F" Received)
Full Year Course	1.0	18	5	6 AWOLS and/or 19 total absences
Semester (full week course)	0.5	9	2	3 AWOLS and/or 10 total absences
Semester (Wellness)	0.25	5	2	3 AWOLS and/or 6 total absences
Hub/Advisory	Transcript P/F	9	2	3 AWOLS and/or 10 total absences = F grade

5. **Notification**
    a. The school will send an automated phone message to parents to inform them of their student's unexcused absence the day it occurs. This phone call is a courtesy and will not be used as the basis for counting absences.

    b. Parents may always view all attendance data in the X2 Parent Portal.

    c. **"Q"** is a warning given on the report card that alerts students and parents of a problem with attendance.

        - **Quarter: 5 or more total absences or 2 AWOLs** per class per quarter result in a report card grade of "Q/(grade)."
        - **Year: 10 total absences or 3 AWOLs** per class during the year results in a grade of "Q" that will appear on a quarter report card.
        - Students who receive a "Q" for any quarter will meet with their dean/program coordinator in order to discuss strategies and supports which can help the student improve attendance. The parent will be informed of the outcome of this meeting.

6. **Field Trips**
   If a teacher takes their students on a class-sponsored field trip, those students will not receive absences for that class. A class-sponsored field trip is defined as any field trip that is endorsed by a teacher and is academically related to the course they teach that student. Additionally, if students go on a school-sponsored foreign exchange trip for a world language class, they will not receive absences in that world language class. This rule applies to all academic classes and electives but not clubs.
7. **Transcript**
   Only an "N" will appear on a student's official transcript. A quarter "Q" is a warning and will only appear on report cards.
8. **Make-Up**
   Students who earn an "N" in a class may, in some cases, make up classes in Summer School provided the student has not been absent for more than 35 times (25% of the classes, proportional for partial credit courses) in the course. Absences in excess of 25% make a student ineligible to take a course for "make-up" credit in summer school. Students in this case would have to take classes for original credit in summer school or would have to take the course again the following year. (Note that there is no "Original Credit" English class offered in BHS Summer School.)
9. **Appeals**
   If a student fulfills an attendance improvement plan, the student may request that a dean seek Head of School consideration to remove the "N." Other appeals granted by the Head of School will be extremely rare and for extraordinary circumstances.

Teacher Absence & Asynchronous Classes

What If the Teacher Is Absent?

Unless an official cancellation notice is posted, students are expected to remain at the room until a staff member arrives with instructions. Students may not dismiss themselves. If no teacher appears after 10 minutes, one student should either go to the department head or to the main office to report the absence of the teacher and await instructions.

Collection of Work: All assigned classwork and homework, including assignments due and/or assigned on the asynchronous day, may be collected on the due date, regardless of whether the teacher or a substitute will be present that day.

Classes with a Substitute: Class meets as scheduled. Students are expected to arrive on time and follow all class expectations, including those regarding assignments and submitting work.

Asynchronous Classes (No Substitute) If no substitute is provided, class may take place asynchronously.

Homework due at the asynchronous class: Work can be collected regardless of whether the teacher or a substitute will be present that day.

Classwork: By the start of the class, students will receive the details about any asynchronous classwork assignment, designed to match the length of the class.

Classwork Due Date: Asynchronous classwork is due no earlier than the start of that class's next period on the schedule, regardless of whether the teacher or a substitute will be present that day.

Note: Unlike standard homework, asynchronous classwork *may* be due on days restricted by the "Homework Policy over Vacation and Holidays" as time was provided in the student schedule to complete the work during the block the teacher was absent.

Homework: A typical night's homework may be assigned in addition to the asynchronous classwork. This homework is subject to the standard "Homework Policy over Vacation and Holidays."

Student Absence Notification Program

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

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

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

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

Therefore, Brookline High School has adopted the following rules against the purchase, possession, sale, transfer, and use of any of the above-listed substances. These rules apply in school and at any school-sponsored activities, including athletic and social events that occur off-premises or outside of the school day. Violations of this rule are subject to discipline, and students may be mandated to attend a substance abuse education program and diversionary counseling.

Determination of Suspected Use or Impairment

Any staff member who observes a student exhibiting behavior or physical signs consistent with being under the influence of alcohol, drugs, or another controlled substance shall immediately notify the building administrator or dean. The student shall be kept under direct staff supervision pending the administrator's response and shall not be left unattended.

Wherever practicable, the administrator should seek the independent observations of more than one staff member — and, where available, the school nurse before making a determination. A determination based on the observations of a single staff member is not precluded, but the administrator shall note in the written record whether, and why, additional corroborating observation was or was not obtained.

The administrator shall prepare a written record identifying each staff member (including the nurse, if involved) who made or contributed to the observations relied upon, and summarizing the specific signs each observed.

If a student displays signs of a medical emergency, staff shall immediately contact emergency medical services and the school nurse without regard to the corroboration process described above.

A. NO TOBACCO PRODUCTS (INCLUDING VAPORIZERS)

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

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

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

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

B. NO ALCOHOL

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

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

C. NO MARIJUANA OR OTHER CONTROLLED SUBSTANCES

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

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

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

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

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

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

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

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

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

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

E. SEARCH AND SEIZURE

Any searches and seizures will be conducted solely for the safety and well-being of students and adults in the Brookline Public Schools.

1. U. S. Supreme Court Standard for All Searches:

In order for a Head of School, Assistant Head of School, Dean, Principal, Assistant Principal or Vice-Principal to conduct a search of a student's person, the student's locker, or possessions:

(a) There must be reasonable grounds for suspecting that a student has violated the law or rules of the school concerning contraband or stolen property; and

(b) The search must be conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and of the nature of the infraction and always in the presence of another school administrator or security personnel.

2. Locker Searches:

(a) Lockers are the property of the Brookline Public Schools and are subject to inspection by school personnel at any time.

(b) Mass searches of lockers are prohibited unless the Head of School or Principal or designee deems that a threat to the safety of the school exists.

(c) With a valid search warrant, the police may search any locker at any time.

Any refusal of search may be subject to discipline. Our best advice to you is: bring nothing to school and to store nothing in your locker that you would not want school officials or police to know about.

F. REFERRAL TO LAW ENFORCEMENT

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

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

G. SENIORS

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

H. MIAA Chemical Health Policy (Chemical Health/Alcohol/Drugs/Tobacco 62.1)

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, vape pens and all similar devices); marijuana (including synthetic); steroids; drug paraphernalia; or any controlled substance. This policy includes products such as "NA or near beer," inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one's mental state. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

This MIAA statewide minimum standard is not intended to render "guilt by association", e.g., many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again. If a violation of this rule occurs while the student is serving a school suspension (either in-house or out-of-school), the chemical health violation penalty period will not begin until the school suspension period has concluded. If on the other hand, the school suspension is directly related to the violation of the Chemical Health Rule, then the suspension and chemical health penalty will be served concurrently.

1. First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

2. Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

   If after the second or subsequent violations the student of own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season.

   Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year). If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close, and the student would face no

consequence. Prior to any chemical health violation, a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco Rule 62.

RULE 1.3: No Academic Dishonesty

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

Education campaign:

Each department will create and maintain an up-to-date policy on cheating and plagiarism in the context of its particular discipline at the beginning of each school year. All teachers within the department will be expected to adhere to the departmental policy on cheating and plagiarism.
Teachers are required to post, in writing, the departmental policy and they must review the content of that policy at the beginning of the school year with their students. Teachers are encouraged to continue referring to the policy throughout the year to reinforce and educate students on this important policy.

Definitions of cheating and plagiarism:

Cheating

Cheating is unauthorized having, giving, sharing, taking, seeking, receiving or presenting information and/or material that could benefit a student. Examples of cheating include but are not limited to: passing of information in any manner during an assessment, having access to and/or utilizing unauthorized material and/or technology during an assessment, passing and/or sharing of information about an exam from one class or section to another, and submitting work that is not one's own.

Plagiarism

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

The use of AI may be considered plagiarism. Students may use AI consistent with instructions and rules provided in writing by their particular teacher. All use of AI when used requires citations consistent with instructions and rules provided by their particular teacher.

Cheating and Plagiarism Policy:

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

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

All other assignments (tests, quizzes, projects, and writing assignments) fall under the policy below, and any work handed in for credit, including drafts and outlines, falls under this policy. Records of student cheating will be kept in the student's file in the administrator's office. Violations will have cumulative effects that accrue across disciplines. For example, if a student cheats in sophomore year in Physics and then plagiarizes in senior year in English, it is the student's second offense. Teachers must reasonably justify and/or provide evidence of cheating or plagiarism.

As a consequence of cheating and/or plagiarism, students may lose eligibility to be candidates for National Honor Society and may jeopardize scholarships that have citizenship requirements if they cheat or plagiarize.

Offense #1: Teacher informs student of offense, privately if possible. The student's Dean and parents are notified and a meeting may be held with any of the following people: teacher, student, parent, administrator, counselor, and department chair. Teacher will discuss why the student's action counted as cheating. Students will have the opportunity to re-do the assignment for up to 50% credit on the assignment. However a make-up grade cannot surpass the initial grade on the assignment. Administrator maintains a record of the incident.

Offense #2: Teacher informs student of offense, privately if possible. The student's Dean and parents are notified and a meeting may be held with any of the following people: teacher, student, parent, administrator, counselor, and department chair. Student receives zero for assignment/assessment. Administrator maintains a record of the incident.

Offense #3: Teacher informs student of offense, privately if possible. The student's Dean and parents are notified and a meeting may be held with any of the following people: teacher, student, parent, administrator, counselor, and department chair. Student receives zero for assignment/assessment; and another zero, equal to the value of the assignment/assessment on which there was cheating, is averaged into the quarter grade. Administrator maintains a record of the incident. All subsequent offenses receive the punishment described under Offense #3, and the administrator continues to maintain records of any incidents.

If a student believes their procedural process rights have been violated with regards to this policy, concerns should be addressed to BHS Judiciary. Please note, BHS Judiciary is prohibited to hear concerns if a parent is already engaged with a Dean on this matter. Parents and students can only appeal as to the procedure to the Assistant Head of School.

RULE 1.4: The Policy on Personal Electronic Devices

The Public Schools of Brookline (PSB) strives to create a positive learning environment where students can focus on their academic and social development. This policy describes guidelines for the management and use of personal electronic devices by students at school.

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

9-12

BHS will follow a "Limited Use" approach wherein PEDs will be off and stored out of sight during instructional periods but may be used at designated times and in specific areas otherwise.

PEDs are prohibited from use in classrooms. Exceptions will be made for (a) students whose IEP or 504 plan requires the use of PEDs; (b) students who have received documented permission from a teacher for use of a PED in the teacher's classroom for educational purposes; and (c) the use of school- or class-approved PEDs for educational purposes.

Teachers may require students to put PEDs in a caddy or to stow them in a backpack. Teachers should state clear classroom expectations about PEDs and consequences for use in class.

Students may use PEDs in public spaces during passing time or during free blocks so long as they are used silently and are otherwise not disruptive or disturbing to others.

Adopted by Vote of School Committee on April 10, 2025

In addition, inappropriate or unlawful use of electronic equipment will result in school consequences and/or referral to the police. This includes use of electronic equipment in a way that violates a student, staff, or faculty member's privacy, or that amounts to harassment or malicious defamation. Any misuse of electronic equipment, including using such technology to cheat, plagiarize, or secretly record the communications of another shall result in immediate confiscation of the equipment in addition to other potential legal and/or school-based consequences. See Rule 2.3 and 2.4 of the Code of Conduct.

RULE 1.5: No Gambling

B. Section 2. RESPECT FOR OTHERS

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

RULE 2.1: No Fighting or Use of Physical Violence

RULE 2.2: Zero Tolerance for Weapons

Prohibition against Firearms in School Buildings or on School Grounds per Massachusetts General Law, c.269, s.10

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

RULE 2.3: No Disruption of School or Classes

Any behavior which disrupts classes, the library, or other school activities is a violation of our community's standards. Such behavior includes, but is not limited to, blocking entrances, denying access of movement, playing a radio, yelling, skateboarding, bouncing a ball, riding a bicycle or roller-skating/blading within the school building, throwing snowballs or water balloons, possessing/ using water guns, and other behavior that disrupts school activities. Further, unauthorized entrance to classrooms, gyms, offices or other spaces in the building without permission is prohibited and is subject to discipline.

RULE 2.4: No Verbal nor Written Harassment nor Bullying

Verbal harassment shall be defined as threats, gestures, or verbal attacks on persons, whether issued in person, in writing, via social media, or through an electronic device, including attacks directed at one's racial, ethnic or religious background, sexual preference, physical or mental disability, appearance as well as any form of sexual slur.

Harassment can be a violation of an individual's civil rights under Federal and/or Massachusetts Law and is subject to discipline.

"**Bullying**," as defined in M.G.L. c. 71, § 37O and the Brookline policies and BPIP, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

(i) causes physical or emotional harm to the target or damage to the target's property;
(ii) places the target in reasonable fear of harm to themselves or of damage to their property;
(iii) creates a hostile environment at school for the target;
(iv) infringes on the rights of the target at school; or
(v) materially and substantially disrupts the education process or the orderly operation of a school.

Also note that bullying is prohibited on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

For more information on the district's bullying investigation process, prevention measures and your rights, please see Brookline's BPIP found on the PSBMA website.

RULE 2.5: No Inappropriate Sexual Behavior

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

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

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

D. No Prolonged Kissing.

E. No Pulling Off or Lifting Your Own or Another's Clothing. Such exposure can constitute a felony under Massachusetts Law.

F. No Stalking, as defined in Massachusetts General Law (G.L.c.265, 43), as an individual who "willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress," or "makes a threat with the intent to place that person in imminent fear of death or bodily injury." Stalking is to engage in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

This rule applies even when behavior is consensual. The Administration has a degree of discretion and flexibility according to individual cases and circumstances if the situation falls outside of Title IX jurisdiction and procedures and is subject to discipline.

RULE 2.6: Public Schools of Brookline Student Civil Rights and Non-Discrimination Policy

(Voted 4/30/26, #26-55)

1. COMMITMENT TO NON-DISCRIMINATION

The Public Schools of Brookline is committed to maintaining an educational environment where students of all backgrounds and experiences are physically and psychologically safe, connected, encouraged, and can flourish. We strive to eliminate all forms of bias and bigotry, including discrimination based on any individual's actual or perceived race, color, sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or pregnancy-related conditions, homelessness, ancestry, ethnic background, national origin, natural or protective hairstyle or any other category protected by state or federal law. The Public Schools of Brookline is resolved that prejudice and disparate treatment will never impede our learners, consistent with our district goals:

- Joy in Learning
- Excellence in Teaching
- Culture of Collaboration
- Celebration of Differences
- Commitment to Equity
- Ethic of Wellness

Schools will vigorously implement and actively enforce this policy to ensure that all of its daily operations are characterized by fairness, respect, and equity. Any violation of this policy will be viewed as serious misconduct and may result in discipline, up to and including termination of the offending employee or discipline of the responsible student consistent with the district's Code of Conduct.

While this policy is aimed at promoting a learning environment that is free of discrimination or harassment of any kind, it is not intended to limit the district's authority to discipline or take remedial or restorative action to address misconduct by a student, employee, or other community member that is found to be inappropriate and bias-based

and/or sexual in nature, regardless of whether that misconduct satisfies the definition of discrimination or harassment under the law.

It is important to note that schools must take action against discrimination, bullying and harassment and must take steps to prevent any misconduct that involves hate, bias, or prejudice while upholding students' rights of freedom of speech and expression in school.

Retaliation against any person who has reported a possible violation or participated in any manner in an investigation, proceeding, or hearing of a report of a violation of this policy, will similarly be viewed as serious misconduct and may also result in discipline (up to and including termination for district employees).

Some instances of discrimination, harassment and sexual misconduct may also fall under the Bullying Prevention Policy, particularly when behavior involves repeated communication or actions that result in harm or disruption to a student's educational experience. In such cases, the matter will be reviewed under both policies.

2. DEFINITIONS

a. Antisemitism: hostility, prejudice, discrimination or antagonism against Jews, both as individuals and as a group. It can be overt such as swastikas, slurs or threats, or more subtle codes, tropes and assumptions including stereotyping and conspiracy theorizing, that can lead to harassment and discrimination.

b. Bias-Based Conduct means any unwelcome or inappropriate physical, verbal, written, graphic, or electronic conduct relating to a person's actual or perceived Protected Class that does not involve severe, persistent or pervasive conduct that creates a hostile environment, but will likely create a hostile educational or work environment if the conduct persists.

c. Discrimination includes, but is not limited to excluding from participation, denying the benefits of, or otherwise discriminating against individuals on the basis of a Protected Class, or any other category protected by state or federal law, in the administration of its educational and employment policies, or in its programs and activities, or in failing to provide equal access to designated youth groups

d. Gender expression: the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.

e. Gender identity: a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth"

f. Gender nonconforming: a term used to describe people whose gender expression differs from stereotypic expectations. The terms "gender variant" or "gender atypical" are also used.

g. Gender nonbinary: a term to describe people who identify as neither male nor female, and may use the pronoun, "they." Other similar terms include gender queer and genderfluid.

h. Gender transition: describes the experience by which a person goes from living and identifying as one gender to living and identifying as another.

i. Harassment includes, but is not limited to, unwelcome, inappropriate, or illegal physical, verbal, written, graphic, or electronic conduct that relates to an individual's actual or perceived Protected Class, that has the purpose or effect of creating a hostile education or work environment, or, if the conduct were to persist, would likely create a hostile education or work environment. A target/complainant may include a person reasonably affected by conduct directed toward another individual.

j. Hostile environment is where physical, verbal, written, graphic or electronic conduct that relates to a person's protected class is sufficiently severe, persistent or pervasive so that it unreasonably interferes with or limits the ability of a student to participate in or benefit from the district's programs or activities.

k. Islamophobia: hostility, prejudice, discrimination or antagonism against Islam or people who practice Islam. It encompasses prejudice, bias and stereotyping against Muslims, that can lead to harassment and discrimination.

l. Non-discrimination refers to the principle of treating individuals equally, without bias based on characteristics such as race, gender, religion or disability. This concept is fundamental to the fight against racism and other forms of discrimination, promoting fairness and equality in various contexts, including employment, education and public services.

m. Protected Class: A group of people with a common characteristic who are legally protected from discrimination on the basis of that characteristic. Protected classes include: race (to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles), color, national origin, ethnicity, ancestry, religion, age, disability, genetic information, veteran status, marital status, sex, gender, gender identity, gender expression, sexual orientation, pregnancy, or pregnancy-related condition, or any other category protected by state or federal law.

n. Racism: hostility, prejudice, discrimination, or antagonism directed against someone based on their race. It focuses on both individual bias and systemic inequality, and can lead to harassment and discrimination.

o. Reasonable accommodations: accommodations that do not place an undue burden on PSB, meaning they are not overly costly, disruptive, or substantial, and do not fundamentally change the nature of a program, service, or activity.

p. Retaliation includes, but is not limited to, coercion, intimidation, interference, punishment, discrimination, or harassment against any member of the school community in response to that member's oral or written, formal or informal, reporting or filing a complaint of discrimination, including harassment or retaliation, cooperating in an investigation, aiding or encouraging another member of the school community to report or file a complaint, or for opposing any act or practice reasonably believed to be prohibited by the Non-Discrimination Policy.

q. Sexual Harassment *
* Sexual Harassment definitions can be found in section 3.

r. Student with disability: someone who has a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, speaking, or learning. This definition also includes students with severe allergies, such as those to airborne tree nuts, if the allergy significantly limits their major life activities.

s. Transgender: an umbrella term used to describe a person whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

3. DISCRIMINATION AND HARASSMENT
Discrimination and/or harassment includes, but is not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group described above.
- Verbal abuse or insults about, directed at, or made in the presence of, an individual or group described above.
- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above.
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) unreasonably interferes with or limits the ability of an individual or group described above to participate in or benefit from a program or activity of the Public Schools of Brookline or (ii) creates an intimidating, threatening or abusive educational environment.

Discriminatory conduct includes treating students differently because of their membership in a protected group, such that the treatment interferes with or limits the student's ability to participate in or benefit from an educational opportunity or extracurricular program.

Harassment includes racial, ethnic, or ancestral slurs, xenophobic remarks and stereotyping, and encompasses antisemitism, Islamophobia, racism, and other forms of discrimination when based on shared ancestry or ethnic characteristics. This includes when the discrimination is based on a student's skin color, physical features, or style of dress that reflects both ethnic and religious traditions; and when the discrimination is based on where a student came from or is perceived to have come from.

Non-discrimination protections based on race, color, and national origin, when based on shared ancestry or ethnic characteristics, extend to students and school community
members.

Examples of discriminatory behavior toward students that may violate this policy include:

- Speaking or otherwise communicating derisively to or about a student because of their membership in a protected group, such as their race, including the use of slurs.
- Telling or digitally circulating jokes that are derisive toward members of a particular group, such as a student of a particular religious faith.
- Using insulting nicknames for members of a protected group, such as a female student.
- Refusing to allow students to participate in any activity because of their membership in a protected group, such as their sexual orientation, and in the absence of a legitimate nondiscriminatory reason for the refusal.
- Disciplining a student more frequently or more harshly because of their membership in a protected group, such as their national origin.
- Displaying pictures or taking any action that is derisive to any student based on their membership in a protected group.
- Refusal to use the gender identity affirming name and/or pronouns that a student has stated.

Employees of the Public Schools of Brookline who become aware of any possible discrimination, harassment, and/or bias-based conduct toward or involving students must report the incident or concern to their school leader, supervisor, and/or the Office of Student Services as soon as practicable, generally within the same school day. The same standard applies to partners or contractors providing services in or under the auspices of the Public Schools of Brookline.

Schools will vigorously implement and actively enforce this policy to ensure that all of its daily operations are characterized by fairness, respect, and equity. Any violation of this policy will be viewed as serious misconduct and may result in discipline, up to and including termination of the offending employee or discipline of the responsible student consistent with the district's Code of Conduct.

When a school receives notice of an incident that may involve harassment, it must conduct a prompt and impartial investigation that is sufficiently thorough to determine whether an intimidating or hostile environment exists.

3.1 Discrimination, Harassment, and/or Bias Based Conduct

While this policy is aimed at promoting a learning environment that is free of discrimination or harassment of any kind, it is not intended to limit the district's authority to discipline or take remedial or restorative action to address misconduct by a student, employee, or other community member that is found to be inappropriate and bias-based
and/or sexual in nature, regardless of whether that misconduct satisfies the definition of discrimination or harassment under the law.

Students may also sometimes experience "microaggressions": verbal or nonverbal communication that is rooted in implicit bias but does not rise to the level of a violation of this policy. Examples include:

- Mistaking one student for another because they share the same racial identity.
- Complimenting a student for having a skill that is counter to a stereotype regarding their gender or ethnicity.
- Assuming a student observes a particular religious holiday or has a particular sexual orientation.
- Asking a student about their disability without their consent and/or the consent of their parent/caregiver.

When such behaviors are reported or when concerning incidents do not rise to the level of targeted threats, intimidation, harassment or discrimination, the district relies on more of an education-oriented restorative process. A school administrator or other PSB designee may partner with the student, parent/caregiver, and appropriate school
staff to determine an effective intervention, such as coaching, mediation, restorative justice, or individual, classroom, or school-wide instruction or training.

3.2 Sexual Misconduct Toward Students

Students participating in PSB academic, educational, extracurricular, or athletic, and school programs or activities are protected from sexual misconduct by other students, parents/caregivers, PSB employees, contractors, and visitors. This policy may also apply to conduct occurring outside school property or regular school hours when it is connected to a PSB-sponsored program or activity and the district has substantial control over the individuals and circumstances involved.

For this policy, sexual misconduct refers to inappropriate verbal, physical, or written conduct of a sexual nature, including sexual violence. Sexual violence is defined as any sexual act that is unwanted, coerced, forced, or committed against someone who is unable to provide legal or informed consent due to age or incapacity.

3.2 (i) Definitions of Sexual Harassment
Under federal law, sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including

(1) Quid pro quo harassment. An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or implicitly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
(2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment).
(3) Specific offenses. (i) Sexual assault (ii) Dating violence; (iii) Domestic violence; (iv) Stalking

Massachusetts State Law also prohibits the sexual harassment of students in any program or course of study in any educational institution and defines "sexual harassment" as sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

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

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities; and
- Sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion as well as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent)

All public school employees in Massachusetts are required to report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above.

Per Massachusetts law, any student, regardless of gender identity or sexual orientation, can be a target of sexual misconduct, and the alleged targets and the subject of the concern can be of the same or different genders.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint, assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion. The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

4. RIGHTS OF STUDENTS IN PROTECTED CLASSES*

**Certain protected classes and areas are called out in federal and state law. These are detailed in this section.*

4.1 Rights of Students with Regards to Gender Identity

The Public Schools of Brookline (PSB) are dedicated to protecting all students, including transgender, gender nonbinary, and gender nonconforming students, from discrimination. This policy is intended to create a culture in which transgender, gender nonbinary, and gender nonconforming students feel safe, supported, and included. Understanding the correct terminology associated with gender identity is important to providing a safe and supportive school environment.

4.1 (i) Names and Pronouns

In Massachusetts, individuals have the right to adopt a name different from the one on their birth certificate. PSB will ensure that a student's chosen name is accurately recorded on all school records, regardless of whether the student or parent provides a court order formalizing the name change. For students undergoing a gender transition while attending PSB, the school will collaborate with the student and/or parent/caregiver(s) to create a plan for using the student's chosen name and pronouns.

4.1 (ii) Privacy, Confidentiality, and Student Records

Under state law, information about a student's assigned birth sex, name change for gender identity purposes, gender transition, medical or mental health treatment related to gender identity, or any other information of a similar nature, is part of their student record, is considered confidential, and must be kept private and secure. When determining which, if any, staff or students should be informed that a student's gender identity is different from their assigned sex at birth, decisions should be made in consultation with the student, or in the case of a student under 14, the student's parent/caregiver. The key question is whether and how sharing the information will benefit the student. Please see this document for PSB's Gender Support Plan.

Transgender, gender nonbinary, and gender nonconforming students may decide to discuss and express their gender identity openly and may decide when, with whom, and how much to share private information. If a student is from 14 through 17 years of age or has entered ninth grade, both the parent and the student may make decisions concerning the student record, or either the student or the parent acting alone may decide. If a student is under 14 and not yet in the ninth grade, the student's parent/caregiver (alone) has the authority to decide on disclosures and other student record matters.

Some transgender, gender nonbinary, and gender nonconforming students are not open about their gender identity at home due to safety concerns or lack of acceptance. School personnel will speak with the student first before discussing a student's gender nonconformity or transgender status with their parent/caregiver, including discussing how the school should refer to the student, e.g., appropriate pronoun use, in communication with their parent/caregiver.

4.1 (iii) Gender Markers on Student Records

A gender marker is the designation on school and other records that indicates a student's gender. For most students, records that include an indication of a student's gender will reflect a student's assigned sex at birth. For transgender students, however, a documented gender marker (for example, "male" or "female" on a permanent record) should reflect
the student's gender identity. For example, upon request by a transgender student whose gender identity is male (or their parent/caregiver, if they are under 14), the school should change the gender marker on the record to male. Transgender students who transition after completing high school may ask to amend school records consistent with their gender identity, including reissuing a high school diploma or transcript.

4.1 (iv) Restrooms, Locker Rooms, and Changing Facilities

All students are entitled to have access to restrooms and changing facilities that are sanitary, safe, adequate, and consistent with their gender identity, so they can comfortably and fully engage in their school program and activities. Each situation needs to be reviewed and addressed based on the particular circumstances of the student and the school facilities. Transgender students who are uncomfortable using a sex-segregated restroom or changing facility should be provided with a safe and adequate alternative, such as a single "all gender" restroom or nurse's restroom.

4.1 (v) Physical Education Classes and Athletic Activities
Where there are sex-segregated physical education classes or athletic activities, including intramural and interscholastic athletics, all students must be allowed to participate in a manner consistent with their gender identity.

4.1 (vi) Dress Codes
The PSB shall not require students to wear gender-based clothing for school attendance, field trips or graduations, nor have gender-based dress codes for prom, special events, athletics, or any other school-related activity.

4.2 Rights of Expectant and Parenting Students
Expectant and parenting students have the right to decide how and when they seek support and services from school staff, and to have their personal health information kept confidential. This includes information about their pregnancy or parenting status, and such details should only be shared with others when necessary for the student's physical
safety. When a student shares their expectant or parenting status with a staff member, the staff member is responsible for informing the head of school in a timely manner and ensuring that the student is aware of the need to notify the head of school. However, staff must not pressure or coerce the student into informing their parent/caregiver, or anyone else, about their pregnancy or related matters.

Staff members are prohibited from disclosing a student's expectant or parenting status to their parent/caregiver without the student's consent. While staff should encourage students to consider informing their parent/caregiver about the pregnancy and related decisions, this remains the student's choice. Medical professionals within the school are allowed to keep confidential medical records for pregnant students who seek treatment.

Expectant or parenting students cannot be excluded from any school program, class, or extracurricular activity because of their status. All school staff must maintain high academic expectations for all students, regardless of expectant or parenting status.

4.3 Rights of Students with Disabilities
The Public Schools of Brookline are dedicated to preventing and addressing any form of discrimination, harassment, and/or bias-based conduct toward students with disabilities. We are committed to providing reasonable accommodation under Section 504 of the Rehabilitation Act of 1973 to ensure all students with disabilities have full access to education, extracurricular activities, and other school-sponsored events.

Examples of reasonable accommodation due to a disability may include access to school elevators, wheelchair-accessible transportation to school or school events, extended time for tests, assistive technology, or the removal of physical barriers to accessibility.

Students or their parents/caregivers who wish to request accommodations due to a disability should reach out to the building 504 administrator who will collaborate with the student, their parent/caregiver, and the student's educational team to determine 504 eligibility. If the student is eligible, accommodations will be outlined in a Section 504 Plan, which will include clear timelines for review and reevaluation.

4.4 Rights of Students Requesting Religious Accommodations
PSB provides reasonable accommodation for students who need adjustments to their educational requirements to observe their religious beliefs.

Examples of reasonable accommodation to observe religious beliefs may include excused absences for religious observances, allowing head coverings or other religious garments, and scheduling tests and assignments around religious holidays when possible.

5. ANNUAL REPORTING

PSB's Title VI Coordinator and Title IX Coordinator shall be responsible for maintaining records of all reports of discrimination, harassment, and/or bias-based conduct or sexual misconduct. The Coordinator(s) will prepare an annual report to the Superintendent and School Committee (without personal identifying information) regarding the number and nature of reports, whether a finding of a policy violation was made in each case, and any trends in this data. This annual report shall be submitted no later than August 1 of each year and shall be publicly posted in a manner accessible to the general public by August 15 of that same year.

6. PROCESS AND CONTACTS FOR REPORTING POSSIBLE DISCRIMINATION, HARASSMENT, AND/OR BIAS-BASED CONDUCT

Employees of the Public Schools of Brookline are required to report any incidents they become aware of that may constitute discrimination, harassment, and/or bias-based or sexual misconduct toward a student, and may be subject to discipline for failing to report an incident and/or failing to report an incident in a timely manner. They may report an incident to a principal, head of school, the Deputy Superintendent of Student Services, or any Central Office department head. Incidents that a PSB employee becomes aware of indirectly, such as from a written note or an overheard conversation, must also be reported.

Students, parents/caregivers, and other community members are encouraged to report concerns regarding incidents that may constitute discrimination, harassment, and/or bias-based or sexual misconduct toward a student to their school's principal or head of school, another school administrator, or the Office of Student Services. It is advised to file this report as close to the time of the incident as possible, as matters are generally more easily resolved the sooner they are reported. Reporting a possible violation will not be construed as reflecting unfavorably on a student, parent/caregiver, employee, or other community member's good standing, academic performance, loyalty, or desirability to the Public Schools of Brookline. Anonymous reports will be investigated to the extent possible. While not required, the district encourages the completion of the Community Incident Reporting Form available at this link.

Detailed protocols regarding reporting and investigations of possible discrimination, harassment, and/or bias-based or sexual misconduct are provided in a separate document entitled the *Public Schools of Brookline Student Civil Rights and Non-Discrimination Protocols & Procedures*. This document shall be available on the PSB website.

The Public Schools of Brookline's Section 504 Coordinator is responsible for ensuring compliance with the accommodation rights of students with disabilities. Any student, parent/caregiver with related concerns or questions, or who wish to request a religious accommodation for a student, may contact the district's Section 504 Coordinator:

Section 504 Coordinator
Senior Director of Clinical Services and Social Emotional Learning
Town Hall, 333 Washington Street, 5th Floor, Brookline, MA 02445
Phone: 617-730-2447 Fax: 617-730-2066

The Public Schools of Brookline's Title VI Coordinator is responsible for ensuring compliance with the discrimination, harassment, and/or bias-based conduct investigatory process and related rights and responsibilities outlined in this policy, and tracking incidents across the district. Any student, parent/caregiver with related concerns or questions may contact the district's Title VI Coordinator:

Title VI Coordinator
Interim Deputy Superintendent of Student Services
Town Hall, 333 Washington Street, 5th Floor, Brookline, MA 02445
Phone: 617-730-2447 Fax: 617-730-2066

The Public Schools of Brookline's Title IX Coordinator is responsible for ensuring compliance with the sexual misconduct investigatory process and related rights and responsibilities outlined in this policy, and tracking incidents across the district. Any student, parent/caregiver with related concerns or questions may contact the district's Title IX Coordinator:

Title IX Coordinator

Interim Deputy Superintendent of Student Services
Town Hall, 333 Washington Street, 5th Floor Brookline, MA 02445
Phone: 617-730-2447 Fax: 617-730-2066

7. STATE AND FEDERAL REMEDIES

Using the PSB civil rights and non-discrimination reporting process does not prohibit any individual from also filing a complaint with a state or federal agency. These agencies have a time period for filing a claim as indicated below.

- *For incidents involving discrimination against students (must be filed within 180 days):*

U.S. Department of Education Office for Civil Rights (OCR)
Information about filing a complaint can be found at this link.

- *For concerns regarding students' equitable access to education (must be filed within the same school year):*

Problem Resolution System Office
Massachusetts Department of Elementary and Secondary Education (DESE)
135 Santilli Highway
Everett, MA 02149
Email: DESECompliance@mass.gov

- *For concerns regarding civil rights related to school-provided meals (must be filed within 180 days):*

U.S. Department of Agriculture (USDA)
Director, Center for Civil Rights Enforcement
1400 Independence Avenue, SW
Washington, DC 20250-9410
Email: program.intake@usda.gov

8. LEGAL STATUTES

M.G.L. c. 76, § 5 (The Student Anti-Discrimination Act): This is the "Civil Rights Act" for students. It mandates that no student can be excluded from or discriminated against in a public school based on race, color, sex, gender identity, religion, national origin, or sexual orientation.

M.G.L. c. 71, § 37O (The Anti-Bullying Law): While this law covers general peer-to-peer aggression, it specifically requires schools to create plans that protect students who are "vulnerable" based on certain protected classes.

603 CMR 26.00: These are the state regulations that implement the Anti-Discrimination Act. They legally define "harassment" as conduct that creates a hostile environment.

Title VI (Civil Rights Act of 1964): Prohibits discrimination based on race, color, or national origin.

Title IX (1972): Prohibits discrimination based on sex (including sexual orientation and gender identity).

Section 504 /ADA: Prohibits discrimination based on disability.

New Policy Adopted by Brookline School Committee: 4/30/26, # 26-55

RULE 2.7: Supportive Measures

Values & Context:

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

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

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

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

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

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

Section I Universal Procedures:

Initial Procedure:

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

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

Section II Possible Supportive Measures

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

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

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

Notice of Non-discrimination and Civil Rights

Commitment to Non-Discrimination

The Public Schools of Brookline is committed to maintaining an educational environment where students of all backgrounds and experiences are physically and psychologically safe, connected, encouraged, and can flourish. We strive to eliminate all forms of bias and bigotry, including discrimination based on any individual´s actual or perceived race, color, sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or pregnancy-related conditions, homelessness, ancestry, ethnic background, national origin, natural or protective hairstyle or any other category protected by state or federal law.

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

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

Title VI & Title IX Coordinator
Karen Shmukler,
Deputy Superintendent of Student Services
Town Hall, 333 Washington Street, 5th Floor, Brookline, MA 02445
karen_shmukler@psbma.org
Phone: 617-730-2447 Fax: 617-730-2066

Section 504 Coordinator
Matt Dubois,
Senior Director of Clinical Services and Social Emotional Learning
Town Hall, 333 Washington Street, 5th Floor, Brookline, MA 02445
Email: matthew_dubois@psbma.org
Phone: 617-730-2447 Fax: 617-730-2066

Human Resources/Labor Relations (Employees)
Julie Cullinane,
Title VI, Title VII, ADA and Title IX Coordinator (Staff)
Town Hall, 333 Washington Street, 5th Floor, Brookline, MA 02445
Email: julie_cullinane@psbma.org
Phone: (617) 730 – 2410

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

A copy of the District's Non-discrimination Policy, grievance process, and Title IX procedures can be found on the PSB District Website. Please go to: www.brookline.k12.ma.us

On the main District Website page click on Civil Rights/Nondiscrimination, this is conveniently located in the QUICK LINKS Section: Student Civil Rights & Non-Discrimination Policy

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

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

Office for Civil Rights (OCR)
US Department of Education

RULE 2.8: Tackling Injustice

In the event where Brookline High School staff are made aware of an allegation that a BHS student committed discrimination or harassment, as defined in the BHS Student Handbook Code of Conduct (including, but not limited to:

1. written, verbal, electronic express or physical act or gesture such as epithets, slurs, graffiti, or other visual messages
2. any other verbal or non-verbal conduct that has the purpose or effect of demeaning, degrading, or creating a hostile environment on the basis of a person's or group of persons protected class status).

Administrators will be required to follow a five-step procedure (as well as any other applicable district policies and procedures that may be implicated in the impact an action has on the school community and not the severity of the action itself).

While this appears as a five-step plan, we recognize that these steps may happen in conjunction with one another as well as a shift in priority based on need or legality.

First Step

- *Report the incident to the Head of School or their designee, i.e. dean, counselor, trusted adult*. The student can report it themselves or have a trusted adult report it for the student.
- *Notify the parents/guardians/caretakers of both the perpetrator and the targeted student.* The Head of School or their designee will notify the parents/guardians/caretakers of the student within a week or after sufficient information is attained in regards to the incident, whichever is sooner.

Second Step

- *The Head of School or their administrator designee shall notify the full BHS school community if the Head of School or their administrator designee determines in their discretion that:*
  1. *The alleged event has or is likely to have a significant impact on the school community; and,*
  2. *After considering the totality of circumstances (safety of students involved and the school community, integrity of the investigative process, potential or ongoing school disruption as a result of the alleged incident).*

  If notification is necessary, the administrator shall notify the school community of the alleged event without providing any information that would lead a BHS community member to identify students involved in violations of students' confidentiality protections.

Third Step

- Additionally, if notification in the Second Step is taken, the Head of School will address the topic at the next faculty meeting, giving enough time for the Head of School, educators, and staff to debrief and process.
- The Head of School or designee will also organize a voluntary faculty meeting within a week following the incident if necessary.
- To the best of their ability, the Head of School will inform all teachers and staff about the situation while staying within the bounds of confidentiality and privacy by:
  1. Not exposing any information that could lead teachers or faculty to determine the identity of the students' involved.
  2. Not revealing the outcome of any disciplinary due process and instead directing faculty and staff to the Code of Conduct and potential consequences in order to not violate the privacy of the student(s).

3. Giving teachers a range of common information to share with their students in the classroom in order to address rumors and concerns.

- The Head of School will also notify the students' teachers with all the need-to-know information.

Fourth Step

- A crisis team will decide where the school will create space for students to talk about the incident, if necessary, at a time and location determined appropriate by BHS administration.
    1. Participation in the safe space shall be voluntary.
    2. Teachers and/or administrators will also make students aware of various mental health services around the school, including social workers and guidance counselors, as well as affinity groups within the school.
- The school will organize listening sessions, and guidance counselors and social workers will send an email to their students, including their available hours.

Fifth Step

- The fifth step is to provide consequences for the student(s) involved. The Head of School will discuss this in the next dean meeting and will invite the students' parents/guardians/caretakers, and the student themself to the meeting in which a consequence is chosen. The deans/Head of School will decide on the consequences. If a restorative justice option that involves another party is selected, the Head of School will involve the targeted student(s), a caretaker, or their dean in the decision-making process if they so desire.
- Regardless of the steps that are taken, the targeted student(s) will have the ability to not be scheduled in the same class session as the other party(ies) in all future courses when possible (except in cases where there is only one section of the given course(s)). If this is not possible, other safety planning measures (e.g. separating, stay-away between two, notifying the teacher to keep an eye out, designated safety person, etc.) shall be implemented.

All of these steps will be completed to reintegrate the student into the school community.

RULE 2.9: No Bomb Scares or Triggering False Fire Alarms

Setting off false fire alarms and inciting bomb scares are serious offenses subject to discipline.
A report will be filed in the administrator's office and with the Police and/or Fire Department.

RULE 2.10: No Stealing

Evidence of stealing that occurs on campus is subject to consequences, which can include losses of privileges and/or discipline.

RULE 2.11: No Hazing

The Public Schools of Brookline (PSB), in partnership with parents, guardians, and the community, believe that a positive, safe, and civil environment in school is necessary for students to learn and achieve. By compromising a school's ability to educate its students in a safe environment, hazing disrupts a student's ability to learn and limits their opportunity to participate fully in the school community. The Brookline School Committee, therefore, prohibits hazing throughout the Public Schools of Brookline. The purpose of this policy is to prevent hazing, to stop it if and where it occurs, and to provide guidance to the school community for a comprehensive response to all those affected by hazing.
Consent to such treatment does <u>not</u> make it legal.

Definitions

Per M.G.L. c. 269. S. 17, hazing means any conduct or method of initiation into any school or student organization or formal or informal peer group, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental status, including extended deprivation of sleep or rest or extended isolation.
Incidents of hazing are not bullying. Bullying incidents should be addressed using the PSB Bullying Prevention Policy Section J7. Hazing incidents that may have targeted a person because of the person's protected class (e.g., race, sex, etc.) and/or protected conduct (e.g., complaining about discrimination, etc.) should also be evaluated as possible violations of the PSB's anti-discrimination, Sections G6 and J6 of Policy Manual) and addressed accordingly.

Prohibition

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

Reporting of Hazing

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Head of School including the time, date, locations, names of identifiable participants and the types of behavior exhibited. Students and employees of the PSB are obligated by law to report incidents of hazing to the police department.

Any student who is present during a hazing incident has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Participation in Hazing

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

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

Massachusetts Statutes on Hazing

CH. 269, s.17. CRIME OF HAZING; DEFINITION; PENALTY

> "Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars ($3,000) or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.
>
> The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
>
> "Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St. 1987, c.665."

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

> "Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to themself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars ($1,000). Added by St.1985, c.536; amended by St.1987, c.665."

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

> "Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized

by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

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

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

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

B. Section 3. RESPECT FOR THE SCHOOL ENVIRONMENT

Brookline High School and its surrounding neighborhood are "home" to students and staff for many hours each week. It is our responsibility to treat our home with care and respect. The following rules provide a framework for good citizenship and represent fundamental expectations at Brookline High.

RULE 3.1: No Vandalism, Graffiti, or Destruction of School or Individual Property

Incidents of vandalism and graffiti are subject to discipline and may be reported to the Brookline Police Department.
If a violation of these statutes is motivated by bigotry or bias, it may constitute a "hate crime" as defined by General Laws Chapter 22C, Section 32.

RULE 3.2: Littering Is Prohibited

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

Students will be held accountable for all the food and litter on their cafeteria table whatever its source. If a student is observed leaving food, trash, or litter on a cafeteria table or elsewhere on the school campus, this is a violation of the handbook and will be referred to their Administrator and subject to discipline.

RULE 3.3: No Misuse of the Health and Fitness Facilities

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

Disclosure of Disciplinary Records to Colleges/Universities

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

SECTION III: ACADEMIC POLICIES

III.A. GRADUATION REQUIREMENTS

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

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

Minimum Course Requirement =22 total credits

English: 4 credits # %	four years
World Languages: 2 credits %	two years in one language
Mathematics: 3 credits	three years including Geometry# and Algebra# or the equivalent. (note: four years required for Massachusetts State Colleges)
Science: 3 credits	three years
Social Studies: 3 credits	three years including U. S. History#
Electives: Career and Technology Education, Performing Arts and Visual Arts, Community Service: 3 credits	three years distributed across at least three of these program areas
Wellness 1 credit *	Wellness must be taken each year. All BHS students must take at least one health class.
Additional courses 3 credits minimum	Taken in any discipline to meet the required of 22 credits

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

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

** Performing Arts dance classes can be used to fulfill the Wellness requirement, except in 9th grade where all students are required to take and pass WE0900*

Exceptions to the Graduation Requirements:

We have a responsibility to provide a challenging program for every student which reflects the particular strengths of the student. Alternative programs and/or some modification of the Graduation Requirements are available. In appropriate circumstances, the student's administrator may recommend a modification to the Graduation Requirements for approval by the Head of School and Superintendent of Schools. The alternatives below offer reasonable flexibility to satisfy Graduation Requirements and enable all students to experience academic success.

1. **Elective Pathway Alternative** –
   A) A "pathway" of three progressively advanced credits in Performing Arts, Visual Arts, or Career and Technology Education may substitute for the distribution requirement in electives.

   For example: a student may take PA4000 Drama 1, PA4100 Drama 2, and PA4300 BETCo courses to fulfill the elective requirement and thereby be excused from taking the required Visual Arts and CTE classes.

   B) A "pathway" may also be used to satisfy up to two credits of academic coursework, with a maximum one credit each in World Languages, Mathematics, Science, or Social Studies. Such pathways must be planned and approved in advance.

   For example: a student may take the PA3000 Beginning Dance, PA3100 Intermediate Dance, and PA3600 Choreography, and use two of those credits to substitute for the required third course in Science and the required second course in World Language.

2. **Academic Support Alternative** - Students enrolled in Learning Center or another academic support program (like the BHS Tutorial) may substitute two of those support credits to satisfy up to two credits of academic coursework, with a maximum one credit each in World Languages, Mathematics, Science, or Social Studies. (This exception may not be combined with 1(B).)

   For example: a student taking TU1000 BHS Freshman Tutorial, TU2000 BHS Upper-Class Tutorial may use two of those credits to substitute for the required third course in Math and the required third course in Science.

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

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

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

III.B. GRADE PROMOTION

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

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

III.C. GRADES

1. CLASS RANKING/GRADE POINT AVERAGES

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

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

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

2. PLUS AND MINUS GRADES

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

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

Additional Grades:

N = Failure due to lack of attendance.

I = Incomplete: Incomplete grades must be made up by the end of the next marking period if credit is to be received. The Dean's Office will determine eligibility for issuance of an "incomplete" mark.

P/F = Pass/Fail: If a student selects a course to be marked with pass/fail option, a contract needs to be negotiated IN ADVANCE. See your counselor.

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

3. REPORTING GRADES

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

Report cards should not be distributed the day before a vacation period.

4. GRADE CHANGES

All grade changes must be completed no later than one semester after the course is completed.

5. PARTIAL CREDIT
No partial credit is given.

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

7. GRADE ROUNDING
Final year grades shall be rounded to the nearest whole number. Additionally, Quarter grades shall be rounded to the nearest whole number for Seniors. The rounding of quarter grades as they appear on your transcript will not affect the calculation of final grades. (i.e. if you earned 79.5% for Q1, the Q1 report card would show a B-. However, in calculating the final grade, 79.5% would be used.)

III.D. HOMEWORK, EXAMS, STANDARDIZED TESTS

1. Homework Policy Over Vacations and Holidays

Category 1
The school system calendar for The Public Schools of Brookline recognizes certain religious holidays by designating them as "days of low attendance" or imbedding them within school vacations. This "day of low attendance" designation is utilized when absences by staff and students would impact the ability to conduct classes on that date.
In order to provide students with the opportunity to fully observe such holidays, no homework shall be assigned in any class for all students on the last day of school before the holiday. This does not apply when the holiday falls within a longer school vacation.
Homework assignments, projects, presentations or other assignments shall not be due and tests shall not be administered until at least the second school day beyond the holiday, even in the case of a longer school vacation. These days are as follows: Rosh Hashanah (Day 1), Yom Kippur, Christmas, Lunar New Year, Eid al-Fitr, Good Friday and Easter.

Category 2
A second group of religious/cultural holidays are celebrated by a significant portion of our school population, but are not presently recognized as "days of low attendance" on the school system calendar. Therefore, school is in session on each of the days within this group.
In order to provide students with the opportunity to fully observe such holidays, no homework shall be assigned in any class for all students on the last day of school before the holiday.
Homework assignments, projects, presentations or other assignments shall not be due and tests shall not be administered until at least the second school day beyond the holiday.
These days are as follows:, Diwali, Eid al-Adha, and Passover (Day 1).

Category 3

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

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

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

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

In all situations highlighted above, teachers are asked to comply with both the "letter" and "spirit" of this regulation.

2. Mid-year Exams

Teachers of full-year courses who wish not to give mid-year exams should request a waiver from their Department Chair. If approved, the teachers will use the scheduled exam period for another educationally relevant purpose.

3. SATs, College Boards, and Advanced Placement (AP) Tests

For information about these tests and testing dates, see your Guidance Counselor, or visit the Career Center.
Students taking an AP Exam are not required to attend regular classes on the day of the test.

4. Test Day Schedule

Brookline High School believes that all students should have the opportunity to show their best academic selves. To promote this important value, students have the right to limit assessments to a maximum of two per day.
In order to support student learning with respect to assessments, the following guidelines apply:

- The only assessments that are eligible to be postponed are those given fewer than 5 school days notice, except when all assessments were given full notice. In this case, the student is responsible for choosing which assessment(s) to postpone.
- Assessments that are not covered by this policy are those that include group assessments, in-class assignments, and quizzes that do not require special preparation beyond a typical night's HW or in addition to a night's HW.
- Students must notify the teacher at least 2 school days before the assessment and arrange an alternate time at the discretion of the teacher.
- Students may NOT abuse this privilege by burdening one subject area.
- Teachers who suspect abuse of this policy by a student can refer the student to the dean for mediation.

5. Workload during extended absence due to Illness

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

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

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

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

6. Test Grade Transparency

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

III.E. NATIONAL HONOR SOCIETY

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

Leadership -- The student who exercises leadership:

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

Service -- The student who serves:

- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance

- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Completes committee and staff work with a positive spirit
- Shows courtesy by assisting visitors, teachers, and fellow students.

Character -- The student who demonstrates character:

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

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

III.F. STUDENT INPUT

1. QUESTIONS, CONCERNS, CRITICISM

If you have a question, concern or criticism about something that happens in one of your classes, you should speak to your subject teacher first. After that, if the problem has not been resolved, you can see:

- your Counselor
- the Curriculum Coordinator
- your Dean
- a member of the Judicial Council
- the Head of School
- the Assistant Superintendent
- the Superintendent
- a member of the School Committee

2. STUDENT COMMENT SHEETS

Teachers are required to give students course comment sheets at the end of each course. The completed forms are collected and taken in a sealed envelope marked with the teacher's name and class to the appropriate department chair by a student in the class. The envelope is to be returned still sealed to the teacher after all grades have been submitted. The evaluation form will consist of a checklist to be completed, along with additional questions. Students are particularly encouraged to give additional written input in response to these latter questions.

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

III. G. SCHOOL/CLASS WITHDRAWALS AND TRANSFERS

1. Course Level Changes

In order to maintain the integrity of their transcripts, students are encouraged to make any course or level changes as soon as possible in Quarter 1.

- For year long courses: Level or course changes must be completed no later than 10 school days after the completion of Quarter 1.
- For semester-long courses: Level or course changes must be completed no later than 10 school days after IPRs are delivered.

After the aforementioned deadlines have passed, no level or course changes will be permitted except in the case of extenuating and unusual circumstances. Such changes will then require approval from the Assistant Head of School using the Special Action Form process.

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

2. Withdrawal from Class

If a student drops a course (as opposed to changing levels or courses) no later than 10 school days after the completion of Quarter 1 for full year courses and no later than 10 school days after IPRs are delivered for semester-long courses, the course will not appear on the student's permanent record. In the case of a withdrawal/drop after this deadline, the original course will appear on the student's transcript with a W and the grade at the time of course withdrawal. Such changes to the student's schedule will require approval from the Assistant Head of School using the Special Action Form process.

If a senior withdraws from a class after a transcript has been sent to a college, the guidance department will send a new transcript indicating the changes.

3. Withdrawal from School

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

4. Transferring to Brookline High School

Students transferring from other schools to BHS can apply a maximum of 5.75 credits per year from their previous school toward their BHS diploma. Exceptions may be granted by the Head of School.

III. H. OPEN CAMPUS POLICY

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

III. I. RESIDENCY REQUIREMENT

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

III. J. EARLY GRADUATION

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

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

III. K. CREDIT FOR LATE ENTRANTS IN A COURSE

1. All late entrants will be classified as "audit" students, participating in class but receiving no grade/credit. Their report cards will reflect their status as auditors and will include only attendance and citizenship comments.
2. The status of such late entrants will remain "audit" for the duration of the course unless:
   a. they produce a transcript which reflects work already completed in the subject matter of present courses, or
   b. they demonstrate competency in the subject as defined by the subject teacher and the curriculum chair.

III. L. COURSES TAKEN OUTSIDE THE BHS COURSE CATALOGUE

A student who is presently enrolled at BHS may take courses outside the BHS catalogue under the following circumstances:

1. Students may take courses in the BHS Summer School for original credit with prior approval from the appropriate Department Chair.
2. Students may take courses in the BHS Summer School for make-up credit, for classes with an E or N grade, with prior approval from the appropriate Department Chair and Dean. The grade in this course will appear on the BHS transcript, and be included in the GPA. The original course and grade remains on the transcript as well.
3. Students may take Independent Study courses with a BHS teacher under the following circumstances: a.) a teacher agrees to work with the student; b.) a contract is written describing course expectations and grading arrangements; c.) the independent study course modifies or extends beyond the BHS curriculum; and d.) a Special Action Form is completed with approval by the Teacher, the Parent, the Guidance Counselor, the Department Chair, the Dean, and the Assistant Head of School.
4. Students may take courses at other educational institutions: non BHS summer schools, adult education programs, and colleges and universities. Credit towards graduation may be given for these courses with prior approval, however the grade(s) will not be averaged into the GPA. Transcripts will

be attached to the BHS transcript. For non make-up courses at other institutions, the transcript may be attached to the BHS transcript with prior approval.

III. M. WORKING FOR CREDIT IN THE BUSINESS COMMUNITY

Cooperative Work Experience

If you are working on a paid job in the community, you may earn credit through the Cooperative Work Experience Program. This program requires that you work a minimum of 12 hours per week in order to earn a full credit. Whenever possible, students are assisted in securing part-time employment through this program. See Ms. Stevens, UA23, for an application for the Cooperative Work Experience Program.

III. N. BOOK RETURN POLICY

1. The return of books and materials is a school requirement. Teachers need to make this clear to their students.
2. Return of or payment for books and materials must be made to the appropriate staff member or to the department chairperson.
3. Borrowing privileges in the library will be suspended until books and materials are returned or paid for.

III. O. POLICY ON COMPUTING ETHICS

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

1. Students must use only those computing facilities which are provided and posted as available for student use. Administration and staff computing facilities are not to be used by students. Students are not to use computing facilities for any purpose other than that which is posted. Students are to use computing facilities only while under the supervision of faculty or staff. The unauthorized use of computer resources, as well as the providing of false or misleading information for the purpose of obtaining access to computing facilities, is prohibited and will be regarded as a violation of school policy. Students must not use Brookline High School's computing facilities to gain unauthorized access to computing facilities of other institutions, organizations or individuals.
2. Students must not alter, copy, move or remove information, proprietary software or other files (including programs, data and electronic mail). Students must not copy, distribute, display or disclose third party proprietary software without prior authorization from the licensor.
3. Students must not use any computing facility irresponsibly. This includes but is not limited to transmitting or making accessible offensive, annoying or harassing material; intentionally, recklessly or negligently damaging any system; accessing or obtaining data or data paths not authorized for student use; intentionally violating the privacy of or damaging information belonging to another student or staff member; intentionally misusing system resources or allowing misuse of system resources by others; or loading or using software or related student programs or documents onto any classroom or administrative computer system.

The unauthorized or improper use of Brookline High School's computing facilities, including the failure to comply with the above guidelines, constitutes a violation of Brookline High School and/or School Department

policy and/or Federal Law and will subject the violator to disciplinary and/or legal action. Disciplinary action can include but is not limited to immediate loss of use of computer facilities including restricted access to computer labs and the library.

III. P. INTERNET USE POLICY

The primary purpose of the Internet connection is educational; therefore, the Brookline Public Schools:

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

Contract Regarding the Use of Internet

The student agrees:

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

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

III. Q. EDUCATIONAL OPTIONS AND SERVICES

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

2. Interscholastic Sport Contract

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

3. After-School Contract Health and Fitness

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

4. Auditing Classes:

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

5. Pass-Fail Option:

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

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

SECTION IV: STUDENT ACTIVITIES AND CLUBS

1. Procedure for the Establishment of New Clubs

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

2. Club Privileges

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

3. Club Responsibilities

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

4. Role of the Faculty Advisor

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

List of clubs

An updated list of clubs is available on the school website.

SECTION V: ATHLETICS AT BROOKLINE HIGH SCHOOL

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

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

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

Expectation of Athletes:

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

Goals of the Program:

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

Athletic Offerings:

BOYS	GIRLS	UNISEX
Fall	**Fall**	**Fall**
Cross Country	Cross Country	Cheerleading
Football	Field Hockey	
Golf	Soccer	Unified Track
Soccer	Volleyball	
	Swimming	
Winter	**Winter**	**Winter**
Basketball	Basketball	Downhill Skiing
Ice Hockey	Ice Hockey	Cross Country Skiing
Winter Track	Winter Track	Wrestling
Swimming	Gymnastics	Cheerleading
		Fencing
		Squash
		Unified Basketball
Spring	**Spring**	**Spring**
Crew	Crew	Sailing
Baseball	Softball	Ultimate Disc
Lacrosse	Lacrosse	Unified Bocce
Tennis	Tennis	
Track	Track	
Rugby	Golf	
Volleyball		

Prior to any student's approval by the Athletic Office, the student must:

1. complete the permission form,
2. submit a completed physical examination form,
3. pay the activity fee,*
4. meet the academic eligibility (passing four major subjects) defined by MIAA.

MIAA Academic Requirements

1. During the last marking period preceding the athletic contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a student must secure a passing grade in the equivalent of four major subjects. To satisfy this requirement for that marking period, a student must have passed sufficient courses which carry credits totaling the equivalent of four 1-year major English courses.
2. A student cannot at any time represent a school unless that student is taking courses which would provide credit equivalent to four 1-year major English courses.
3. To be eligible for the fall marking period, students are required to have passed the equivalent of four 1-year major English courses.
4. The academic eligibility of all students shall be considered as official and in the previous academic year determined only on the date when the report cards for that ranking period have been issued to the parents of all students within a particular class.
5. Incomplete grades may not be counted toward eligibility.
6. A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.
7. A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has been previously pursued and failed.
8. A student receiving services under Chapter 766 whose individualized education plan is a 502.4 or more restrictive prototype may be declared academically eligible by the principal provided that all other eligibility requirements are met.

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

NOTE: Questions regarding participation in sports programs should be directed to the Director of Athletics, Kyle Williams at 713-5288.

SECTION VI: GENERAL INFORMATION ABOUT BHS

1. A Quick Guide to Obtaining Answers to Common Questions

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

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

2. A Quick Guide to Obtaining Answers to Additional Questions which may be posed for students who are served by special educational programs.

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

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

3. The Grade Level Administrative Structure

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

Additional Programs and Offices within BHS

ACE: Alternative Choices in Education

Coordinator: Amy Bayer 713-5256

The ACEprogram serves about fifty students, who require a more individual and intensive educational experience. Six teachers, social workers, and psychologists work closely with the students. Admission is by application.

ExCEL

Teacher Leader: Jocelyn Vendola 713-5344

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

METCO

Coordinator: Karim Azeb 713-5171

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

School Within-A-School

Coordinator: Dan Bresman 713-5400

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

Summer School

Director: Brendan Kobus and Jennifer Martin 713-5179

Summer School is in session for six weeks during July and August. Students have a chance to make up courses they have failed during the year, or to take courses for enrichment. For more information, please see your counselor or the Director of Summer School, Brendan Kobus.

Winthrop House

Coordinator: Lilly O'Flaherty 739-7647

The Winthrop House Program is a special education alternative program located at the Baldwin School in Brookline. Admission is through a Chapter 766 Special Education Evaluation, 766 TEAM meeting, and recommendation by the Special Education Team. Winthrop House is a therapeutic educational program.

Social Work/Counseling Services:

Social work and Counseling services are available to every student at BHS. On site social workers provide one-to-one or small group relationships for students on a short term or long term basis. Students who are experiencing conflicts with family, peers, or teachers; depression and/or feelings of isolation; aggressive or hostile feelings; or simply confusion about self, may want to make an appointment with a social worker to discuss these and other issues. All meetings are confidential.

BHS social workers can be reached at the following extensions:

Paul Epstein	713-5313
Karen Kennedy	713-5312
John Ortiz	713-5082
Jacob Page	713- 5760

Career and Technology Education

Coordinator: Britany Stevens 713-5101

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

Community Service

Coordinator: Hal Mason 713-5011

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

Advanced Placement

Coordinator: Alexia Thomas and Kate Kennedy 713-5040

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

Custodial Services

James Mellett, Senior Custodian Day:	713-5072
Jurgen Brandl, Senior Custodian Evening	713-5125

Things to Know about BHS

The BHS Course Catalogue

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

Interim Progress Reports

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

Info time/ Announcements

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

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

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

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

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

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

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

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

Course Load

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

Days of Low Attendance

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

Grading

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

Visits to BHS

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

Parking

Handicapped parking spaces are available on Tappan St., Welland Rd., and Lowell Rd. Students are not permitted to park cars in the designated sticker areas.

Student Visitors

Brookline High School is an academic institution. Students from other schools who wish to visit must be accompanied by a host student, and the host student must present a letter, signed by the student's parents, to the Dean's Office 48 hours in advance of the proposed visit. If the visit is approved by the Dean, the host student and visiting student must sign in at the Dean's Office on the day of the visit when the visiting student receives an Official Visitors Pass. The student host is responsible for the visitor and must remain with the visitor throughout the day. Student visitors are not permitted on days preceding vacations and on days of special events.

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

PLACES:

Cafeteria

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

The cafeteria is open for lunch from 11:00 a.m.-12:55 p.m. Monday through Friday. Hot lunches, salads, pizza and hamburgers are on sale for lunch. Each student is expected to dispose of all trash before leaving the cafeteria.

Clinic

Located in Room 147 on the first floor in the 115 Greenough st Building and in room 140 on the first floor of the 22 Tappan Building, the Clinics are staffed by a secretary, a full-time nurse, and a physician on call. Students who are ill and wish to visit the Clinic should obtain a pass from the student's administrator's office or the teacher whose class they are leaving. In case of emergency, a pass is not required.

Language Lab

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

Tappan Street Gym

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

The Unified Arts Building

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

Sylvia Burack Library

The library is acknowledged as a research and information center designed for individual and quiet cooperative study and as a classroom for learning information skills.

The library has a large collection of materials, both fiction and nonfiction, print and non-print. The library staff is always available to help you.

Conference rooms may be reserved by students wishing to study in groups, or by students who need to use the audiovisual facilities for school-related activities.

The librarians have the authority to ask students who are being disruptive to the quiet working atmosphere to leave the library. Librarians will request assistance from the Dean's Offices in order to enforce the rules.

No eating or drinking are allowed in the library.

Chewing tobacco and spitting are prohibited.

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

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

MA Substance Use Helpline:	800-327-5050
Alcohol and Drug Referrals at BHS:	617-713-5155
Boston Area Rape Crisis Center:	800-841-8371
Bridge Over Troubled Waters:	617-423-9575
Brookline Mental Health Center:	617-277-8107
Brookline Police Department:	617-730-2222
Children's Hospital Adolescent Clinic:	617-355-7181
Gay and Lesbian Help Line (up to age 25):	617-267-2535
Planned Parenthood/Preterm:	800-258-4448
Sexual Health Counseling & Referral	877-686-5772

Public Schools of Brookline

2026-2027 School Calendar

August 2026

Su	M	Tu	W	Th	F	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
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September 2026

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October 2026

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November 2026

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December 2026

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January 2027

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February 2027

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March 2027

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April 2027

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May 2027

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June 2027

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July 2027

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Teachers and Paraprofessionals Report

First and Last Day of School

School Closed

PreK-8 Teacher Collaboration: K-8 Students Dismiss at 1:40pm

P — Professional Development Day: No School for Students; Teachers and Paras Report

N — Dismissal at Noon for PreK-8; Dismissal at 12:15pm for BHS

Early Dismissal: see grades and times below

Click here for the 26-27 Category I and II Holiday Overview

Sept.1 & 2	Teachers and Paraprofessionals Report	Dec. 24-Jan. 1	School Closed for Winter Break: Return on Jan. 4
Sep. 3	First Day of School: Grades 1-12		
Sep. 3-4	PreK and K Students: 1/2 day by assignment	Jan. 18	School Closed: Martin Luther King, Jr. Holiday
Sep. 7	Labor Day Holiday	Feb. 15-19	School Closed: February Vacation
Sep. 21	School Closed: Yom Kippur (Category I Holiday)	Mar. 9	School Closed: Eid al-Fitr (Category I Holiday)
Oct. 12	School Closed: Indigenous Peoples' Day	Mar. 26	School Closed: Good Friday (Category I Holiday)
Nov. 3	School Closed: Schools closed for students (PD Day: Teachers and paras report)	Apr. 8	PreK-12 Early Dismissal at 12:40pm (K-6: conferences/Gr. 7-12: Teacher PD)
Nov. 4	PreK-6 Early Dismissal at 12:40pm	Apr. 14	PreK-6 Early Dismissal at 12:40pm
Nov. 11	School Closed: Veterans Day Holiday	Apr. 19-23	School Closed: April Vacation
Nov. 12	PreK-8 Early Dismissal at 12:40pm	Apr. 29	PreK-6 Early Dismissal at 12:40pm
Nov. 18	PreK-8 Early Dismissal at 12:40pm	May 5	PreK-6 Early Dismissal at 12:40pm
Nov. 25	Dismissal at Noon for PreK-8; 12:15pm for BHS	May 31	School Closed: Memorial Day Holiday
Nov. 26-27	School Closed: Thanksgiving Break	June 6	High School Graduation
Dec. 3	PreK-12 Early Dismissal at 12:40pm (K-6: conferences/Gr. 7-12: Teacher PD)	June 21	Last Day of School - Noon Dismissal (if no weather cancellations)

Make-Up Days for Weather Cancellations: June 22-28

Approved by SC 11.13.25

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