THE PIERCE SCHOOL HANDBOOK
A GUIDE FOR STUDENTS AND FAMILIES

The John Pierce School

Pierce @ OLS (grades K-5)
194 Boylston St, Brookline, MA 02445

Pierce @ Fisher Hill (grades 6-8)
150 Fisher Ave, Brookline MA 02445

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PIERCE SCHOOL PHONE NUMBERS

To contact teachers or other staff members, please call or leave a written message in the Main Office. Below are some direct numbers.

Main Office 617-730-2580
Absence Line 617-730-2572
Health/Clinic 617-730-2584 (Fisher Hill 6-8)
Health/Clinic 617-730-2562 (OLS K-5)
Guidance (K-2) 617-730-2487
Guidance (3-5) 617-264-2338
Guidance (6-8) 617-730-2587
Main Office FAX 617-264-6468
PSED 617-730-2589
Vice Principal, Grades K-5, Cristina Hernandez 617-730-2582
Vice Principal,Grades 6-8, Jim Stoddard 617-730-2797
Principal, Candice Whitmore 617-730-2580

The Public Schools of Brookline School Calendar can be found at https://www.brookline.k12.ma.us/Page/2

Dear Pierce Families,

It is a pleasure to welcome you to the Pierce School community, a K-8 public elementary and middle school. Beginning in 2024 and continuing through the first half of the 2027-2028 school year, our building in the heart of Brookline Village is being rebuilt. As a result, Pierce School is operating out of two nearby buildings.

Old Lincoln School was one of the district's K-8 schools for many years, and has been used as "swing space" by numerous other schools in the last 25 years. Our K-5 students will be served at this campus, at what is now known as "Pierce at OLS". The address is 194 Boylston St, Brookline, MA 02445. Up on Fisher Hill, at 150 Fisher Ave, our middle school students will learn at what will be known as "Pierce at Fisher Hill (FH)". This building was once an academic building for Newbury College, which closed in the spring of 2019. The Town of Brookline purchased the building, and it will house our middle school students on floors one and two.

Pierce School educates more than 600 students who collectively speak myriad languages. At Pierce, we value the diverse backgrounds from which all of our students hail and pride ourselves on the fact that, "Everyone is welcome at the Pierce School." Our teaching and learning is grounded in equity, differentiation, collaboration, and inquiry-based activities that promote academic achievement and social-emotional well-being for all. We pride ourselves in being a teaching and learning community.

This handbook is designed to familiarize you and your child with Pierce's structure, programs, policies, and procedures. You will find helpful information about daily life at Pierce, academic programming, out-of-school opportunities, and guidelines for behavior and conduct that will help ensure that your student is safe, comfortable, and has a successful year. In addition to the information here, a plethora of useful information can be found on the school website at www.brookline.k12.ma.us/pierce.

Our experience tells us that children are most likely to succeed when there is strong collaboration between home and school. It is the essence of what makes our students feel safe, confident, and ready to learn. Clear and consistent communication and cooperation create an environment that fosters the greatest possible academic, social, and emotional growth for our children. We hope you find many opportunities to participate as active members of our school community. The PTO offers many avenues throughout the year for you to stay informed and involved.

Please feel free to contact your child's teacher or a member of the Administrative Team if you have any comments, questions, and/or concerns. Again, I am excited to welcome you to Pierce. I look forward to your support and participation as together we continue the tradition of excellence at the John R. Pierce School.

Sincerely,

Candice Whitmore, Principal

PSB MISSION STATEMENT

The mission of the Public Schools of Brookline is to educate and inspire every student to lead a fulfilling life and make positive contributions to our world. Pierce School is an educational and social community based on the collaboration of students, faculty, staff, and families. We strive to achieve the six goals of PSB:

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

The complete PSB mission statement can be read here.

THE SCHOOL DAY

School hours are Monday – Thursday 8:00 a.m. – 2:30 p.m., Friday 8:00 a.m. – 1:40 p.m.

ABSENCES/TARDINESS/LEAVING SCHOOL EARLY

All students enrolled in the PSB are required to attend school on each school day, and to arrive on time to school and to all scheduled classes. Students will be excused from attending school or class or from arriving late to school or class on a particular day only if one or more of the attendance exceptions set forth in the Brookline School Committee Policy manual applies. In all other cases, students who are absent from school or from class or who are consistently late to school or to class may be subject to disciplinary action. The complete policy can be found at the School Committee tab of the Public Schools of Brookline website.

Absences, tardies, and early dismissals will be marked as Excused under the following circumstances:

- Illness
- Medical appointment (although making such appointments during the school day is discouraged)
- Religious observations

- Government/passport appointments
- Family emergency

Absences, tardies, and early dismissals will be marked as Unexcused under the following circumstances:

- Vacation/travel
- Non-emergency family situations
- No reason given

A parent or guardian must notify the school office by 8:00 a.m. to report an absence, later arrival, or early dismissal for that day. The attendance line telephone number is 617-730-2572.

Students who arrive tardy to school (and parents of our younger students) must sign in at the Main Office kiosk. Older students may sign themselves in.

If your child needs to be dismissed early, please contact the office and your child's teacher. All students must sign out at the Main Office before being dismissed and parents/guardians must provide us with specific instructions for how, and with whom, your child will be leaving. Students may only dismiss themselves if the office has been given prior permission from a parent or guardian.

Due to the increasing frequency of vacations taken by families during the school year we would like to advise parents/guardians of the following: When families take additional and/or extended vacation children miss important instruction, discussion, and activities. Instructional time that is missed cannot be replaced.

BIKING TO SCHOOL

Pierce School is located in the heart of an urban area. We ask that parents use discretion about when, or if, their child is ready to ride their bike unaccompanied. Note that bikes, scooters, skates, and skateboards are not allowed in any school building. These items should be locked at the bike rack or brought home by an adult. Note that, per Massachusetts law, bike helmets must be worn by all bike riders under age 17. Bike helmets save lives every day.

ARRIVAL and DISMISSAL

Please see the campus specific arrival and dismissal procedures here.

EARLY DISMISSAL DAYS

There are several early dismissal (12:40 p.m.) days for parent/teacher conferences each year. The day before the Thanksgiving break and

the last day of school, all students are dismissed at 12 noon. No lunch is served. Please check the school and district calendar and mark your personal calendar appropriately.

LUNCHROOM PROCEDURES AND CAFETERIA SERVICE

Every Pierce student has a lunch card assigned to them and our cafeteria is a cash-free facility. For the 2024-25 school year, all students are entitled to one free lunch. Additional food can be purchased by students and you will be charged for that. Payments can be made via the linqconnect portal. Families needing financial assistance may apply here. Brookline Thrives also offers a take home food program for those who wish to participate. Reach out to your child's guidance counselor for more information.

Breakfast and lunch are served each school day. Weekly menus and other important information can be found on the Public Schools of Brookline Food Service website. Breakfast is served from 7:30 to 7:50 a.m. Children may bring bag lunches from home or may buy a complete lunch. Milk and some snacks may be purchased separately. For more information contact the Brookline Food Services Department, 617-730-2415.

Students are responsible for maintaining a clean, respectful, and safe cafeteria environment. Students are expected to exhibit appropriate school behavior at all times while in the cafeteria and to clean up their space before leaving the cafeteria.

PLAYGROUND AND OUTDOOR RECESS PROCEDURES

All students K-8 have a designated recess period. Children should always come to school prepared for outdoor recess with appropriate clothing (i.e., closed-toe shoes, jackets, gloves, boots, etc.).

Any activity that an adult feels poses a danger to you or to others is not allowed. Appropriate school behavior is expected. For example:

- No throwing of any objects such as snow, ice, sticks, or anything that could harm someone.
- Remain within the playground area for the entire recess period unless you are dismissed by an adult on duty.
- Students must alert staff if a ball has left the playground area, and the adult (never the student) will retrieve the ball.
- Play in areas that can easily be seen by adults on duty.
- When the whistle blows, line up in your designated space and wait for adult directions.
- Occasional meetings (especially as the seasons change) are held to remind students of safe and fair play during recess.

More information regarding lunch and recess can be found in the Public Schools of Brookline Wellness Policy.

BEHAVIOR GUIDELINES

APPEARANCE/DISTRICT DRESS CODE

Students have a right to freedom of expression in public schools. Administration will not interfere with a student's freedom of expression, unless the student's expression causes disruption or disorder within the school. Student expressions that may cause disruption or disorder in a school include, but are not limited to:

- Any words, symbols, or images that are vulgar, offensive, and/or violent;
- Any words, symbols, or images that depict drugs, alcohol or sexual activity in any capacity;
- Any words, symbols, or images that depict an illegal item or activity;
- Any words, symbols, or images that constitute hate speech, profanity, nudity or pornography;
- Any words, symbols, or images that create a hostile or intimidating environment for an individual student/staff member or group of students/staff members

If a school official finds any of the above (or other types of student expression not listed) causes disruption or disorder in the school day, then a student may face disciplinary consequences.

In addition, school officials have determined the following violate reasonable standards of health, safety and cleanliness and are NOT permitted by students during the school day:

- Having bare feet or stocking feet (socks only);
- Wearing clothing that does not appropriately cover a student's body;
- Wearing or possessing any clothing item or accessory that could be considered dangerous and/or used as a weapon.

This list is not exhaustive. School officials reserve the right to find non-listed personal dress and appearance items violations of reasonable standards of health, safety and cleanliness. If a student is found in violation of the dress code, a school official may issue disciplinary consequences.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices, including Smartwatches, **may not be used** anywhere in school from 7:30 a.m. to 2:30 p.m. A simple way to remember this rule is "off and away during the day". If in use during the school day, for a first offense, electronic devices will be confiscated and may be picked up by the student at 2:30. Subsequent offenses will be referred to school administrators and parents/guardians will be contacted. Students who bring a personal electronic device to school are responsible for ensuring that it is fully turned off (not just on silent or vibrate) and in their bag, cubby or locker during the school day. In the upper grades (6-8) there may be occasions when teachers would allow use of an electronic device such as a Kindle, iPad or smartphone as a tool for classroom work. This usage may only be allowed under the teacher's direction.

Please expect that any message you wish to leave for your child on a cell phone will be received after 2:30. **If you need to communicate with your child during the school day, please contact the Main Office.**

KEYS TO SUCCESS

Pierce is committed to providing every student with a safe, secure learning environment in which they can thrive. Along with all of the schools in the Public Schools of Brookline, Pierce has adopted the PSB Student Code of Conduct. Consistent with the PSB core values of High Achievement for All, Educational Equity, and Respect for Human Differences, this policy is designed to guide a general code of discipline and expected student behavior based upon respect for others, respect for self, and respect for property.

All staff at Pierce School work collaboratively to support student growth and learning. Pierce has defined the "Keys to Success" to include the following three formal Keys to Success:

- Be Ready to Learn
- Be Responsible
- Be Respectful

When necessary, the administrative team will contact parents to enlist their support in addressing more significant areas of concern. We ask that parents/guardians work with us to support their children as ever growing and changing learners.

In keeping with the Public Schools of Brookline policy and our emphasis to grow a strong and safe school community, Pierce prohibits bullying as defined by the district and the commonwealth of Massachusetts.

ACADEMIC LIFE

MEASURING ACADEMIC AND INTELLECTUAL GROWTH

Grades K-5

A parent/teacher conference will be held twice a year. You will receive two progress reports each year as well, which review areas of academic and social development for that grade. Other parent conferences can be arranged as needed.

Grades 6-8

Students will receive report cards four times a year and interim progress reports (IPRs) four times a year. Teachers give students more flexibility in grading at the beginning of the year as students adjust to new and different teacher styles and classroom routines.

COMPUTER ETHICS

The purpose of student use of school technology is academic. When students use school technology, they are expected to use such technology in an ethical, respectful, and responsible manner.

Chromebooks are shared on carts located throughout the Pierce campus. The following guidelines must be followed:

- Only grade-level appropriate material may be accessed or transmitted.
- Safe handling of all materials is essential.
- Technology tools belong to one owner. If you find one, turn it into a classroom teacher.
- All information being copied, altered, or moved must have teacher approval.
- E-mail and internet services must be used for educational purposes only.
- Students should be accessing websites as directed by teachers. Students who are playing games on the computer without teacher permission, or accessing web pages that are not pre-approved, or within a specific assignment, could be subject to consequences that may include short- or long-term loss of access to school technology.

Students are prohibited from using school technology for:

- Inappropriate communications including all activities defined as cyber-bullying as defined in section J of the policy manual of the Public Schools of Brookline
- Intentionally viewing and/or downloading inappropriate material
- The unauthorized duplication, distribution, or use of software, also known as “pirating,” and any other unauthorized or illegal use

- Playing games, unless directed to by a teacher for educational purposes, including Internet-based games

Please read and discuss with your child our Technology Values for grades 1-5 (Appendix A) and Student Responsible Use Policy for grades 6-8 (Appendix B).

HOMEWORK

Grade-level, specific homework expectations will be shared by classroom teachers during open house. Please contact your child's teacher if you feel they require more assistance.

- Homework is to be done by the student. Please contact your student's teacher if your student is having difficulty completing the work in an appropriate amount of time and independently. Any time a parent is providing help on an assignment, please let the teacher know.
- Copying someone else's homework at any time, before, during, or after school is considered cheating.

FIELD TRIPS

- Parent/guardian chaperones must have a valid CORI on file with the school system. CORIs expire after three years.
- Field trips are viewed as one component of teaching and learning.
- All behavioral expectations are in effect during field trips.
- Permission slips must be received in a timely manner.
- A first aid kit and proper medication for individual children will be made available by the school nurse for each trip.

LIBRARY SERVICES

The Pierce School Library is a major resource for the educational programs of the school. It houses an extensive collection of materials and equipment to support, enrich, and expand curriculum. The librarian is available to help you with your questions during regular school hours, and by appointment. All materials need to be returned on time and replaced if lost.

BEFORE-SCHOOL AND AFTER-SCHOOL PROGRAMS

Pierce School Extended Day Program (PSED)

This program operates as a parent-run, parent-funded, non-profit organization to provide after-school care for Pierce students in grades K-5. The program runs from the close of the school day until 5:30 p.m. daily on all school days, and is open during certain school vacations. Activities include organized sports and games, arts and crafts, drama, cooking, and age-appropriate field trips.

After school clubs and activities are offered each year as staffing allows. Please monitor your email for communication about opportunities that are available to your child(ren).

CURRICULUM INFORMATION

System-wide elementary curriculum overviews are available in every school and at the town library. More details will be provided at Open House and can be found on the Public Schools of Brookline's Office of Teaching & Learning page.

Multilingual Learners

The EL program at Pierce teaches English to students whose first language is not English. EL students at Pierce come from all over the world. Pierce School also houses the Chinese EL program for the district, which provides English instruction to those students whose native language is Chinese.

GUIDANCE SERVICES

Elementary guidance services are designed to assist youngsters in their social, emotional, and intellectual development. A major portion of the counselors' work involves the coordination of any service (e.g., enrichment, academic, remedial, psychological) that will guide a child towards becoming a more successful student. Pierce's three guidance counselors can be reached at:

- Tim Hintz 617-730-2487 (Grades K-2)
- Chloe Wheaton 617- 730-2338 (Grades 3-5)
- Rachel Nenner-Payton 617-730-2587 (Grades 6-8)
- Amy Reed 617-730-2339 (School Adjustment Counselor)

HEALTH/CLINIC SERVICES

The Pierce School nurses maintain an office to provide emergency first aid, state mandated screening programs, and preventative and continuing care to children. The nurses are available five days a week. Under most circumstances, students should notify an adult before going to the nurse. Students should be accompanied by an adult or designated classmate whenever possible.

Please contact the nurse regarding any health concerns. If your child takes daily or emergency medication, needs a daily procedure, or is allergic to insects or foods, please meet with the nurse. With few exceptions, all medications must be kept in the nurses' office.

Please refer to the Public Schools of Brookline policy on the administration of medications for further information.

SPECIALIZED EDUCATIONAL SERVICES

Students who have been evaluated by a group of professionals and have Individualized Education Plans (IEPs) receive specialized services. The Learning Center is a resource room funded by the State Law Chapter 71B and National Special Needs legislation, IDEA. The center is staffed by teaching specialists for students in grades K-8. The staff provides students with support in the general education and small group instruction in academic, organizational, and behavioral skill development as outlined in each IEP. For additional resources and a more comprehensive understanding of services, please visit the Office of Student Services.

METCO

The Metropolitan Council for Educational Opportunity, Inc., METCO, originated in 1966 to address the racial imbalances of Boston and neighboring school districts. The METCO liaison provides academic and social/emotional support to METCO students and METCO parents.

Contact Jandi Strong (METCO Liaison) at jandi_strongdennis@psbma.org.

STEPS TO SUCCESS

Steps to Success (STS) is a comprehensive school success and college readiness program, serving approximately 300 youth in Brookline. The Steps to Success mission is to work to close the achievement gap, helping students make the goal of post-secondary education an achievable reality.

Contact Dashawn Richardson (Steps to Success Program Advisor) at dashawn_richardson@psbma.org.

PARENT/TEACHER ORGANIZATION (PTO)

The Pierce School PTO involves families and staff in efforts to support and extend Pierce programs, strengthen the home and school partnership, and build a sense of community at the school. The PTO organizes a variety of fundraisers and special events throughout the school year. Our success depends on your involvement! The following are some of the PTO volunteer opportunities:

- **The Pierce School Council** are elected by parents and staff to advise the Principal on many aspects of school operation. In past years, the Council has developed plans for improvements in areas such as safety, behavior guidelines, science and technology, and in the facilities' repair, maintenance, and upgrade. Elections are held in the fall. This is a two-year commitment.
- **The Bridge** is a weekly source of information about upcoming events and school developments. It is sent home electronically to every family. The Bridge is edited and collated by parent volunteers. Please consider volunteering when Room Parents call for this task.
- **Room Parents** provide a steady and reliable link between the school and the classroom. Room Parents may be asked to contact the

other parents from their class to inform, advise, or request services and needs. If you are interested in volunteering as a Room Parent, please speak with your child's teacher early in the fall.

TEACHING AND LEARNING TIME

In an effort to maintain an environment conducive to learning with minimal distractions, we respectfully request that parents/guardians not enter the school buildings during the school day unless previous arrangements have been made or unless you are invited to attend an event. Parents are routinely invited into the building for:

- Open House
- Multicultural Night
- Parent/Teacher Conferences, 504 and IEP meetings
- Classroom Work Shares
- Classroom volunteer activities, including field trips
- Musical performances
- PTO monthly coffees and PTO sponsored evening events
- Consultation as needed with Pierce staff

We understand that children occasionally forget things, but please consider using such occurrences as teachable moments. If there is something that your child needs on an emergency basis, please bring it to the main office. As phone calls to classrooms are extremely disruptive to teaching and learning, we may not be able to call the rooms to alert the child. (Kindergarten and 1st grade are exempted from this policy.)

WEATHER RELATED SCHOOL CLOSINGS

"No School" and "Delayed Opening" announcements are made over the radio stations and on many local TV channels. In addition, you may be informed by an automated call, text, or email from the central office. Please do not call the school, police, or fire departments. In the event of a delayed opening, keep your child(ren) home until very close to the hour of school opening. Staff will be arriving later due to weather conditions. The BSC has published a District Wide policy manual. This can be found at the Public Schools of Brookline website.

Appendix A: Pierce School Technology Values (K-5)

We value communication; therefore, I will

- use language that is relevant and appropriate when submitting academic work.
- participate in online forums and work collaboratively.
- use thoughtful and appropriate language for social postings.
- be mindful of how my words are interpreted by others.

We value privacy; therefore, I will

- be aware of the privacy settings on any website to which I subscribe.
- understand that anything I do online or electronically is not private and can be monitored.
- not share personal information about myself, family, friends, or faculty.

We value honesty and safety; therefore, I will

- not engage in behavior that puts myself or others at risk.
- represent myself honestly.
- seek help if I feel unsafe, bullied, or witness unkind behavior.
- communicate only with people I know.
- follow safety guidelines posted by sites to which I subscribe

We value learning; therefore, I will

- apply existing knowledge to generate new ideas, products, or processes.
- evaluate the validity of information presented online.
- ask questions and seek help when using school technology.
- have a positive attitude and be willing to explore different or new technologies.

We value respect for self and others; therefore, I will

- not upload or post personal information, private communications, or photos of other people without permission.
- respond thoughtfully to the opinions, ideas, and values of others.
- not send or share mean or inappropriate emails or texts.

We value respect for school and personal property; therefore I will

- take proper care of all equipment.
- report misuse and/or inappropriate content to my teachers or adults

Appendix B: Student Responsible Use Policy (6-8)

Purpose

The purpose of the Pierce School Student Responsible Use Policy (RUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of district technology.

Public Schools of Brookline uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. PSB will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to websites, applications, including, but not limited to, email, data management and reporting tools, and other web applications. The District can and will monitor students' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. ***Students should have no expectation of privacy regarding their use of PSB equipment, network, and/or Internet access or files, including email.***

Summary

Pierce School believes in a Digital Citizenship model for supporting safe and responsible use of all Online and Digital Technologies (ODT) in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like. Because we know this is important for us all, we ask everyone: the staff, students, and volunteers working at our schools to agree to use the internet and other ODT technologies in a safe and responsible way. We utilize resources from Common Sense Education for our Digital Citizenship curriculum.

This policy is in effect:

- When school-provided equipment (laptops, tablets, etc.) is used;
- When devices brought from home access the district network or district resources; or, at home, or other locations, if the improper use creates a hostile environment at school for any student and/or causes disruption or disorder within the school.

Student Responsible Use Guidelines

When using Pierce School Online and Digital technologies (ODT); I will always be a good digital citizen. I acknowledge that I understand the following:

I am responsible for practicing positive digital citizenship.

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion

boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

I am responsible for keeping personal information private.
- I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, this Responsible Use Policy and all District security policies.

I am responsible for my passwords and my actions when using District accounts.
- I will not share any school or district usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression.
- I will use school appropriate language and images in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

I am responsible for treating others with respect and dignity.
- I will not send and/or distribute hateful, discriminatory, or harassing digital communications.
- I understand that bullying in any form, including cyber bullying, is unacceptable.

I am responsible for accessing only educational content when using PSB technology.
- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent. I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

I am responsible for respecting and maintaining the security of PSB digital resources and networks.
- I will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the district.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any PSB computers, tablets, smartphones, or other internet devices.
- I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on PSB equipment.
- I will not use the PSB network or equipment to obtain unauthorized information, attempt to access information protected by privacy

laws, or impersonate other users.

I am responsible for taking all reasonable care when handling PSB equipment.

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate adult.
- I will respect my and others' use and access to PSB equipment.
- I am responsible for respecting the works of others. I will follow all copyright guidelines.
- I will not copy the work of another person and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.
- I understand all PSB trademarks, logos, and symbols are for school district use only.

I am responsible for the data I create and for protecting it.

- I understand the school district provides me with a Google account to save and store all my data and files.
- I understand it is my responsibility to backup and protect any data or files that I create.
- I understand I should not save or store personal data or files on any device.
- I understand that the school district may re-image any computer at any time to maintain the equipment in good working order.

Consequences for Irresponsible Use

Failure to uphold the responsibilities listed above is misuse. Misuse of PSB online and digital technologies may result in restricted access. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities.

Appendix 3: Notice of Non-Discrimination and Civil Rights

Non-Discrimination Statement

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.
Student Civil Rights & Non-Discrimination Policy

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

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

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