

Upper School Policies and Information

Please refer to the All-School Information section of this handbook in addition to the following Upper School information.

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Mission Statement

Buckingham Browne & Nichols, a coeducational day school in Cambridge, Massachusetts, was established in 1974 by the merger of two independent schools, the Buckingham School and the Browne & Nichols School, founded respectively in 1889 and 1883. Located on three separate campuses, we work as one school in the pursuit of excellence. We celebrate the diversity of our community that enriches our daily experience.

At BB&N we foster intellectual curiosity, critical thinking and a deep concern and respect for others. Our educational program, coordinated from Beginners through grade twelve, provides a rigorous core curriculum, taught in flexible and innovative ways. Students acquire the skills and discipline necessary for academic accomplishment and learn to reflect, take risks and to discover. The curriculum is strengthened by our commitment to a comprehensive program in the arts and athletics. In all of our experiences, both those within the school and those which use our urban location, we encourage self-reliance, knowledge of oneself and a capacity for leadership.

The connections between our faculty and students are at the heart of our school. We ask members of our community to be engaged learners, compassionate individuals and productive citizens who live our school's motto: "Honor, Scholarship, and Kindness."

N.B. This handbook is designed to provide general guidance for school families and students about current BB&N student policies, programs and other information about the school. BB&N reserves the right, in its sole discretion, to amend, delete, or alter any of the contents of this handbook as necessary. BB&N families must understand that the statements contained in this handbook do not constitute a contractual undertaking on behalf of BB&N.

Frequently Called Phone Numbers

BB&N Main Number	617-547-6100
BB&N Fax	617-576-1139
US Attendance Line	617-800-2206

Rebecca T. Upham, Head of School	617-800-2101
Rosemary Downer, Assistant, Head's Office	617-800-2101
Charles Ruopp, Assistant Head for Academic Affairs	617-800-2109
Jack Knapp, Director of the Upper School	617-800-2130
Karen Wyon, Asst., Upper School Office	617-800-2131
Rory Morton, Dean of Students	617-800-2165
Assistant, Dean's Office	617-800-2132
Rick Foresteire, Director of Athletics	617-800-2149
Carol-Ann Loftus, Athletics Coordinator	617-800-2140
Kathy Gruning, Athletic Trainer	617-800-2145
Debra Dzierzak, Director of Student Health Services	617-800-2295
Douglas Neuman, Upper School Counselor	617-800-2187
David Clarke, Academic Dean	617-800-2156
John Merrill, Co-Director, College Counseling	617-800-2106
Amy Selinger, Co-Director, College Counseling	617-800-2106
Fred Coyne, Asst. Director, College Counseling	617-800-2106
Jessica Bradley, Asst. for College Counseling	617-800-2106
George Mitchell, Director, Enrollment Management	617-800-2135
Kimberley Bastian, Assistant Director of Upper School Admission/Director of Financial Aid,	617-800-2188
Admission Office Assistant	617-800-2136
Lewis Bryant, Director of Multicultural Services	617-800-2168
Linda Boyages, Bursar	617-800-2711

Grade Deans:

<i>Grade 12:</i> Louise Makrauer	617-800-2160
<i>Grade 11:</i> Beth McNamara	617-800-2222
<i>Grade 10:</i> Peggy Payne	617-800-2293
<i>Grade 9:</i> David Strodel	617-800-2194

The e-mail addresses of BB&N faculty, staff and administration generally adhere to the following formula: `firstname_lastname@bbns.org`.

BB&N's Motto: Upper School Expectations

The School's Motto is *Honestas Litterae Comitas*

I. Honestas—Honor

Honor is honesty, personal courage, and a commitment to the well-being of the community. Honor is being truthful to yourself and to others. It applies to what you say and what you do. Being honest with yourself and with other people helps you be the best person you can be. Honesty pertains to both your academic achievement and your personal behavior. Although academic achievement should be every student's goal, it should never be won dishonestly. Honesty in academic work makes the work produced much more valuable. Being honest means that you.

- tell the truth;
- do your own work;
- do not make excuses for incomplete work.

II. Litterae—Scholarship

Scholarship is knowledge gained through study. It requires putting time and effort into learning new skills and ideas. You will find that this is not always easy, so be patient. Being a scholar means acquiring the skills to explore anything about which you are curious. Therefore, it is important to...

- master the skills and content of each subject;
- think about new ideas and look at old ideas in new ways;
- learn about yourself: your beliefs and interests;
- learn about how to learn.

In order for you to do your work well, we must have a good working atmosphere in the School. Therefore, it is important to...

- listen to and respect other people's opinions;
- give positive support to all the other members of your class.

III. Comitas—Kindness

Kindness is consideration and respect. It means that you are polite to other people. It means that you think about people's feelings and that you treat others the way you would like to be treated. To be kind and considerate means that you...

- do what you are asked to do in a pleasant manner;
- use appropriate language;
- behave properly during assemblies, plays and concerts;
- hold doors open for visitors, teachers and people who need assistance.

Consideration involves caring about your school. It means that you want to be here, and that you act in ways that make us proud to have you as one of our students. Consideration means that you accept our expectations of you and accept the personal responsibility of meeting those expectations. Caring about your school means that you...

- take care of your own and other people's belongings;
- help to keep the classrooms, buildings and grounds clean and neat;
- participate harmoniously in the School's activities and traditions.

Specifically, we look for opportunities to...

- support, rather than criticize, one another;
- offer the positive comment, rather than the angry word;
- understand and appreciate diversity of racial, ethnic and religious backgrounds;
- be accepting of differences of gender and sexual orientation;
- respect each other's feelings, opinions and belongings;
- represent the school both at home and away so as to reflect credit upon it.

Every student is responsible for knowledge of the school's rules and regulations.

Respect for the Individual

There is no place in the BB&N community for intolerance with respect to gender, ethnicity, religious background, or sexual orientation. A student using spoken or written words or symbols of any kind to denigrate the gender, ethnicity, religious background, or sexual orientation of another individual or group can expect to meet with strong and swift disciplinary response.

Student Life/Daily School

Attendance

All students are expected to arrive at School by 8:05 a.m. every day so they can be present for their first activity. They “check in” at their grade center, assembly, or their advisory group, depending on the day of the week.

Students arriving late must check in individually in the Dean’s Office.

Any student who is absent from 20 percent of his/her classes in any quarter is dropped from the class and receives a WA (withdrawal attendance). This standard does not apply to absences because of school-related programs, religious holidays, or exceptional programs.

Students are expected to meet all appointments on time during the school day, including assemblies, classes, study halls, and athletics. Faculty are not responsible for assigning makeup work to a student whose absence is unexcused. Students must arrive at school by 10:30 a.m. in order to be allowed to attend school events such as games, team practice, play rehearsal, etc. Any exceptions must be approved in advance by the Director.

- Ninth graders may not leave campus until after sports;
- Tenth graders may leave between 3:15 p.m. and their sports practices;
- Eleventh graders may leave at 11:30 a.m., provided they have no school commitments;
- All students must sign out in the Dean’s office when leaving campus for any reason, and sign back in when they return;
- Twelfth graders must check in by 8:05 a.m. and then may leave at any time provided they have no school commitments;
- Ninth through eleventh graders must have permission from their advisors if they leave campus except for the times noted above;
- After-school athletic practices occur on a weekly schedule posted in the Gerry’s Landing lobby and at the gym. Please call the Athletic Office (617-800-2141) with questions.

Weather-Related Closing

Please refer to the All-School Information section of this handbook.

Absence/Illness

Parents are asked to call the school before 8:00 a.m. if an Upper School student is to be absent. Call 617-800-2206, and leave a message on the

voice mail (this is located in the Dean of Students office). If a student is ill, he or she remains responsible for keeping up with assignments insofar as health permits. Assignments are usually known in advance and can be obtained from classmates. For a lengthy absence, the advisor and the Dean's Office can help collect schoolwork to be sent home. Students can also call or email faculty with questions about missed work and rescheduling tests or papers.

Please note: We do not want your child to come to School when he or she is ill. For their own sake and the health of the community, it is very important that students stay home, rest, and recover so that they are ready to come to School healthy and are able to work efficiently. On the other hand, we do want students here at all other times. You will note that *we do not approve absences that extend vacations and that any unexcused absence will result in penalties.*

The School recognizes that there are unavoidable, unplanned absences for illness, accident, or family emergencies. These are *excused absences* and we will help students make up missed work.

Unexcused absences occur when students (or their families) choose to miss school for personal and recreational reasons, or do not notify the school properly of their plans. Extending vacations or creating a long weekend holiday, for example, results in unexcused absences. The work missed in school may not be made up. A student who has more than two unexcused absences from class in a school year will be placed on Disciplinary Warning. Additional unexcused absences may result in further discipline, including Disciplinary Probation. This absence policy applies to physical education classes as well, including mandatory games and sports practices.

Approved absences serve an important family, religious, or educational purpose—a sibling's out-of-town wedding, for example. The School may grant permission to miss School under these circumstances if the request is made well in advance. An *"approved absence"* means that a family has submitted a *"Request for an Approved Absence"* form two weeks in advance and that the School has approved it. In these circumstances the burden falls on the student to complete as much work in advance of the absence as possible and to minimize the impact of the absence. Teachers will not make extraordinary efforts to keep these students up to date. Early

notice is necessary in order to make this process work properly. Forms are available in the Upper School and the Dean of Student's offices.

Appointments Outside School

Appointments are best scheduled between sports seasons or after school. If an appointment must be scheduled during the school day, an explanatory note should be sent to the Dean's office at least a day in advance, and the student should inform his or her teachers if a class will be missed.

Tardiness

Being late can become a chronic behavior pattern putting students at a disadvantage by disrupting the start of their day and often interfering with the remainder of the day. Students are expected to check in by 8:05 a.m. and are held accountable for all latenesses. Extensive tardiness may result in disciplinary consequences.

A Note About Religious Holidays

Please refer to the All-School Information section of this handbook.

Student Life

Clubs & Activities

Many extracurricular programs are available at BB&N. Some demand a substantial commitment of time; some are single events. All give students the opportunity to learn new skills, follow special interests and meet students from other grades. Leaders of student organizations are usually elected to their offices in the spring prior to the year of service. Students who have not attended BB&N the previous year are invited to join clubs but may not be considered for leadership positions until after a year at the School. These activities also give students and faculty the chance to cooperate on a unique basis. Activities are not required, but we encourage all students to participate.

Typical clubs/activities include:

Asian Cultural Society, Islamic Society, G.S.A. (Gay/Straight Alliance), Investment Club, Knightingales and Voices of the Knight, Multicultural Students' Alliance, Social Services, Student Tour Guides, Women's Issues Group, French Table/Club, Latin Club, Russian Club, Spanish Club, the

Perspective (yearbook), the *Spectator* (art and literary magazine), *The Vanguard* (School newspaper), *Point of View* (a political journal), *Caption* (the humor journal) and others.

Computers

Computers with printers are available for student use in the computer room, the Internet Café, and in the library.

Families interested in purchasing equipment for their children may consult John Graham (John_Graham@bbns.org or 617-800-2192) or members of the All-School Technology Department for information about recommended equipment to purchase.

Textbooks and Supplies

Textbooks are available through Classbook.com. The school does not operate a textbook store on campus. Each family is mailed a detailed course listing and instructions for using this resource during the summer. Families may find it convenient to shop online elsewhere. It is the family's responsibility to have textbooks on hand for the start of the school year, so they should place orders promptly for delivery before September.

Some school supplies are available at the BB&N store on the ground floor of the Main Building. Hours and inventory are limited. Purchases are made with cash or book slips signed by students and billed to the home. Other items, such as BB&N products, dance and play tickets, etc. may also be charged on book slips. Food items, purchases of less than \$1.00, and overnight trips cannot be charged.

Students' accounts must be in good standing in order to receive transcripts or a diploma at graduation.

BB&N Products

Please refer to the All-School Information section of this handbook.

Copying Machines

There are a number of copiers throughout the school; students are asked to use the copier in the library primarily

Food

A hot lunch is served daily by Chef Keith Jones and his kitchen staff. A varied menu is posted weekly and available on the Bulletin each day. The cafeteria doors remain open for lunch from 11:00 a.m.–1:00 p.m. Snacks are available in vending machines. Fruit and hot beverages are set out each morning. Food and drinks may be consumed only in the cafeteria.

Incidental Expenses

Books, supplies, and a number of other articles are sold by book slips in the bookstore. Athletic clothing and equipment, which need to be purchased by students is sold by book slips at the gym equipment room. Parents should talk to their children about the proper use of book slips. Book slips are sent home by the Business Office for payment.

Library

The Library features extensive resources and varied areas for studying. It is open 8:00 a.m. to 5:00 p.m. Monday through Friday, during which time a librarian is always available for help. The Quiet Room remains open until 7:00 p.m. No talking of any kind is allowed in the Quiet Room. Whispering only is allowed in the main library. The Library offers a three-part introduction to resources to all ninth graders, and the librarians are glad to help individuals at any time with the print and electronic resources.

Lockers

Like desks and other physical items students may use, all student lockers, both in academic buildings and the gym, are the property of the school. The Dean of Students keeps a list of locker assignments and corresponding combinations, and students should not have an expectation of privacy in these areas. Lockers are provided for students' use during the school day. Only equipment necessary for academic activities, or personal clothing, should be kept in them. Valuables such as laptop computers and calculators should always be kept in lockers when not in use.

Lost and Found

A lost and found for books and articles of clothing is maintained in the Dean's Office. Unclaimed items are discarded or donated to charity at the end of the year.

Mailboxes & Messages

Each student has a mailbox located near the Upper School office. Parents, students, and faculty may leave messages here for students. Students should check their mailboxes several times a day and their email at least every 48 hours. No student may access another student's mailbox. Parents are asked to refrain from phoning in messages for students except in an emergency.

Faculty mailboxes are located just inside the door to the faculty lounge on the second floor of the Main Building. Students and parents may leave messages here for teachers. Students are expected not to enter the faculty work and lounge areas beyond this point.

Senior Responsibilities

Students contribute to the working of the School in various ways. Seniors participate in specific areas of School life: class officers, editors, social service chairs, student activities committee, and tour guides.

Senior Prefects

Each year the faculty and outgoing prefects help select a group of Senior Prefects to support the school and the student council in encouraging a high moral tone and stimulating school spirit. Selection is an honor made on the promise or proof of leadership. Prefects lead Upper School assemblies and meet regularly with the Dean of Students to plan, implement and review their efforts.

Student Government

In the regular operations of student government, students meet in grade councils to oversee each class, and representatives from all classes meet weekly in the Student Council. With two faculty members and the Dean of Students, they discuss issues of concern to the Upper School and make recommendations to the Director.

Students do not determine School policy, but their opinions and proposals on student life issues are taken seriously. Their suggestions are put forward at a student summit in which student leaders review their proposals with administrators every month.

Voter Registration

Mr. Robert Edbrooke can register voters who will be 18 or older at the time of an election. Mr. Edbrooke makes announcements at class meetings about the process for registering

Student Resources

Tutoring Procedures and Guidelines

Please refer to the All-School Information section of this handbook.

Academic Support

There are many avenues of academic support, beginning with teachers and continuing through advisors, Grade Deans, the Academic Dean, and the Director of the Upper School. Classroom teachers and advisors help students acquire study skills. Underlining, note-taking, organizing, memorizing, test-taking, and study strategies are presented in terms of specific course needs. Two academic skills coordinators are available to provide supplementary academic help like tutoring and organizational skills support. Student peer tutors are also available.

Advisor

A student's advisor is a good person to start with to answer any questions. If he or she cannot help or if parents need more specialized help, there are many other sources. Please feel free to call teachers, department heads, grade deans, or administrators with your questions. They are listed in the community directory section of this handbook.

Nurse's Office

The school nurse's office is located on the ground floor of the Main Building.

School Counselor

The counseling office is located on the ground floor of the Main Building near the Health Office in Room M-14. Mr. Doug Neuman welcomes visits and is available to speak with students about personal, family, social or school concerns. Students may drop in or schedule an appointment (617-800-2187, douglas_neuman@bbns.org). While conversations are kept confidential, disclosures may be warranted if the health or well-being of a student is in question. Mr. Neuman also consults with administrators, teachers, advisors and parents around individual

student as well as general adolescent topics and concerns.

Peer Counselors

Peer Counselors are students in grades 11 & 12 who have been selected to offer support, advice or information for their peers. They meet twice weekly as a class for planning and training (in listening and helping skills), post regular "toilet talks" with information on a range of adolescent topics, and offer workshops to lower school and middle school students. While most of the individual support offered by peer counselors happens informally, appointments can be scheduled by contacting a peer counselor directly or by notifying Mr. Doug Neuman, the Upper School Counselor.

Emergency Communication

In the case of a genuine family emergency, call the Dean's Office (617-800-2132) or the Upper School (617-800-2131) and we will arrange to contact a student immediately. For more information, please refer to the All-School Information section of this handbook.

Transportation

Carpools

Carpools are arranged by parents. Check the student/parent directory for the names of other students from your community, then telephone conveniently located families. Some neighborhoods hire a driver or a transportation service rather than driving the car pools themselves. Since parking permits are so limited, we urge students to use parent carpools.

Crossing Greenough Boulevard

Lights have been installed for crossing. We expect students to cross at the marked walkways.

Pick-Up and Delivery/Parking for Parents

The Upper School is on a heavily traveled complex of streets. Students should be let off in the driveway or the parking lot. Parents are welcome to park in the parking lot or in the visitors' area in front of the Main Building at Gerry's Landing.

Public Transportation

Bus 71 (Watertown Square) and Bus 73 (Waverley) provide service to and from Harvard Square every six minutes. The bus stop is located at Mt. Auburn Street and Coolidge Avenue. The School also provides regular shuttle service to and from Harvard Square, before classes begin and again after dismissal.

Western Suburbs Bus

BB&N provides bus service to and from the western suburbs. Students in grades six and above may sign up for one-way or roundtrip service. The bus stops at all three campuses (if needed). For information on fees and logistics, please call Martha Newport at 617-800-2335.

Walking and Bicycling

Students who arrive on foot or bicycle should cross streets only at crosswalks near the School. Shortcuts through neighbors' properties are not permitted. Bike riders must wear helmets and should enter and leave School grounds by official entrances. Bicycles must be locked, and BB&N cannot be held responsible for lost or stolen bicycles.

Academic Policies

Graduation requirements

Academic Course Load Expectations

Students and parents should carefully review the School's departmental requirements and should consult with a student's advisor and/or the department heads when there are program questions. Students in Grades 9-12 generally take the equivalent of five full courses (20 academic units), which results in a program of study that goes well beyond the minimum requirements (16 units). This is done by taking additional courses in areas of strength and interest.

Appropriate variations in the standard program, for more or fewer than five regular courses, are possible with the approval of the Academic Dean or the Director of the Upper School. Students may take an Art elective as a sixth course without special permission. Students interested in a varying program should first discuss their rationale with their advisor and appropriate teachers or departmental heads.

Department

Arts

BB&N Requirement

1 unit in Grade 9;

	1 unit** in Grades 10-12
English	4 units, Grades 9-12
Foreign Language*	3 consecutive sequential units of the same language
History/Social Science	2 units, including U.S. History Department encourages at least one course with a global emphasis
Mathematics*	3 units, including 1 unit of Algebra II and 1 unit of Geometry
Science	2 units, including 1 unit of Biology and 1 unit of Physical Science †
Bivouac^	Required in Grade 9
Sexuality & Relationships	1 season required in Grade 10
Sports/ Health & Fitness	9 seasons – 3 each in Grades 9-11; 2 seasons – Grade 12
Community Service	40 hours during Upper School
Senior Project	Approved individual project for the spring term of senior year

Notes to Requirements/Expectations Table

* Students entering Grade 11 must continue language and mathematics through Grade 11, completing at least level three of language and Algebra II and Geometry in mathematics.

** The 1-unit Arts requirement in Grades 10-12 may be satisfied by passing a full course offered by the Arts Department. Full or partial credit toward satisfying the Arts requirement

will also be granted, as determined in advance by the head of the Arts Department, for significant participation in a drama production, in the Chorus, or in an instrumental activity under the supervision of the music faculty. In general, the amount of credit will depend upon the amount of time committed to the performance activity.

† Courses that meet the Physical Science requirement: Physical Science, Physics, Chemistry, Honors Chemistry, Honors Physics.

^ Full participation in the Bivouac experience is an integral and required part of the Grade 9 curriculum. It is a requirement for promotion to Grade 10 and for graduation for students entering BB&N in Grade 9.

The following current academic policies may be a useful reference for parents and students. Families should refer to the *Program Planning Guide* (mailed home in March) for a full description of course offerings and other academic policies.

Satisfactory Academic Standing

A student has earned satisfactory academic standing if he or she passes all courses which must be taken in a particular grade and which are part of the minimum requirements for graduation. In addition, to have satisfactory standing, a student's grades at the final marking period must include four or more grades of C- or above (five in grade 9) and no F's.

Academic Warning/ Probation/Watch

The Academic Review Committee considers students who do not achieve satisfactory standing and makes recommendations to the Director and the Faculty. The Head of School has ultimate authority to review and amend the recommendations of the ARC and the campus Director.

Ninth Graders and other new Upper School students who do not have satisfactory academic standing for the first mid-semester will be placed on Academic Warning. At this point, all other students with unsatisfactory standing will be placed on Academic Probation. All students who do not have a satisfactory academic record for the first semester or for the first half of the second semester will be placed on Academic Probation for the balance of the school year. Students on Academic Probation may be required to attend supervised study halls, and their programs may be limited to required activities. If their year grades remain unsatisfactory in June, they will be required to withdraw from the School unless the Academic Review Committee, after consultation with the faculty and the Director,

recommends otherwise. In exceptional circumstances, the Academic Review Committee may recommend to the Director that a student repeat the year or make up one or more academic deficiencies through an approved summer program, on such conditions as the committee may determine.

A student will be placed on Academic Probation for the first semester of the subsequent School year if the student: a) has an unsatisfactory academic record for the prior year, but successfully completes the approved summer makeup program required by the Academic Review Committee, or b) has failed to achieve a satisfactory academic record for the second semester only. If the student's academic record remains unsatisfactory at the end of the next semester, the student may be required to withdraw from the School at the end of the first semester unless the Academic Review Committee, after consultation with the faculty, recommends otherwise to the Director.

A student may have an otherwise satisfactory academic record for the year, but may receive a failing grade in a course which must be taken in a particular year and which is a part of the minimum requirements for graduation. In this case, the student, in order to be promoted, will be required to make up the deficiency through an approved summer program, on such conditions as the Academic Review Committee may determine.

In cases in which a student has a satisfactory academic record for the year, but has received in a math or foreign language course a grade for the year in the "D" range, the faculty may require that a student commit to summer work. Returning to School in the fall will then be possible only upon satisfactory completion of such work, at the discretion of the Director, after consultation with the appropriate department head.

A student may be placed on "Academic Watch" by the Academic Dean or the Director of the Upper School when there are significant concerns about performance, attendance, attitude, or other factors affecting academic performance. A student on Academic Watch will be subject to review by the Academic Review Committee as outlined above.

Course Load Expectations

Students in Grades 9-12 usually take the equivalent of five full courses (6 in Grade 9). The Academic Dean or the Director of the Upper School must approve variations. Students interested in a variant program should discuss

their rationale with their advisor first. A student successfully completing a normal program will have accumulated at least 20 units, which is considered an appropriately demanding load by colleges.

Community Service

Students are required to complete a minimum of 40 hours of community service commencing with the start of the ninth grade year, including summers. Requirements for tenth and eleventh grade admits are prorated at 10 hours per year. If seniors have not documented at least 30 hours of community service by the end of February, service must be a formal component of their Senior Spring Project.

Eligible community service is defined as volunteer work completed in the Greater Boston area directly with people in need. It may be completed at sites affiliated with the school or at other sites chosen by students and approved by a coordinating committee composed of students, Ms. Ciani, and Ms. Gonzenbach. A maximum of 10 hours of community service may also be earned through work as a peer tutor with BB&N students.

Forms for submitting completed work are available in the Library or from the Community Service Coordinators.

Arts/Academic Balance

Students taking a five-course program may also elect from the many classes offered in the Arts Department. Students in Chorale, Orchestra or Chamber can take those programs all three years as a sixth course. Additionally, we offer Printmaking in the afternoons by season for students not involved in a team sport (one-half credit per season).

Students interested in Drama are also encouraged to try out for our theatrical productions.

Independent Study Courses

Students may petition for an independent study project, which receives academic credit. This program is intended for students who have the capacity to work independently and a strong interest in an academic area not included in the school's curriculum. Specifics about how to petition for an independent study are listed in the Program Planning Guide. Forms are located in the Upper School Office.

Exceptions/Course Placement

Exceptions to BB&N minimum graduation requirements will be granted only under the unusual circumstances and only upon recommendation of the Director of the Upper School and approval by the Education Policy Committee. In matters of course placement or course changes, the Director has final authority. Language waivers for students with documented learning differences is an example of this type of exceptional program

Extended Time on Examinations and Standardized Tests

The Upper School has adopted criteria established by the College Board to determine eligibility for extended time on BB&N examinations. Based on testing administered within three years, students with a documented disability may apply to the Upper School Counselor for extended time consideration. Other reasonable accommodations indicated by such testing may also be granted, unless the modifications would significantly alter the nature of the School's academic program or create an unreasonable burden on the institution. The counselor recommends an appropriate course of action to the Director. Applications to the College Board for accommodations are handled by BBN's SSD Coordinator, Ms.Louise Makrauer (617-800-2160).

Grading Guidelines

Each academic department has prepared grading guidelines in the interest of better teacher, student, and parent understanding of the School's academic standards, and in the interest of reasonable uniformity within and among the several departments. Each department stresses somewhat different objectives and skills, appropriate to the subject. The following is a synthesis of the department guidelines:

- A:** Outstanding performance in all major course areas.
- B:** Distinguished performance in most major areas.
- C:** Satisfactory completion of course requirements.
- D:** Minimal completion of course requirements.
- F:** Unacceptable performance in most major areas.
- I:** Incomplete (because of work that is legitimately late)*

*Incompletes must be made up within two weeks. Exceptions to this deadline may be given only after petitioning the Academic Dean or the Director of the Upper School and the Educational Policy Committee

The period in which requests that grades be reviewed or revised is limited to the three weeks following the mailing of a grade report. After this time, no changes can be made. Requests for review should be made directly to the responsible party in writing, after consulting with the advisor

Honors

An honors academic record is an average of 3.333 or better. A student with an honors academic record for one semester is eligible for that semester's Honor Roll. A student with an honors academic record for the year is eligible for a Citation of Honor for the year.

A graduating Senior taking a full academic program or its equivalent is eligible for a Diploma with Honor if he or she has earned a cumulative 3.3 average during the last four semesters (i.e., the Junior and Senior years).

A student judged to have committed an act of academic dishonesty (e.g., cheating or plagiarism) is ineligible for the Honor Roll for the semester in which the act occurs, is ineligible for a Citation of Honor for the year in which the act occurs, and is ineligible for a Diploma with Honor if the act occurs in the Junior or Senior year.

Program Changes/Dropping a Course

Students in Grades 9-11 may drop or change a course without notation on the transcript until two weeks after the first midterm. After this date, the transcript will show the most recent grade of record for the dropped course ('grade of record' is the grade recorded at the end of any normal marking period, e.g., first midterm). Because of the demands of college reporting, all Twelfth Grade courses and grades of record will appear on the School transcript as of the first midterm (N.B.—Seniors who change a course may receive an incomplete in their new course for the marking period).

Students have until the first midterm to move from an Honors or AP level section to a regular section of a course without a notation on the transcript. The grade from the higher level section does not carry over to the new section. Students should be aware that if they move at the end of the marking period, they may receive an incomplete in the new section for the quarter.

In order to initiate either of these changes, a student must present a form (available in the Upper School Office) that will need the signatures of the advisor,

his/her parent, the appropriate department head, the college counselor (for Seniors only) and the Academic Dean. All of these parties should concur on the advisability of the change; the Academic Dean has final authority. Under exceptional circumstances the Academic Dean may approve a course change at other times when the educational interest of the student makes a compelling case for such a change.

Students are not formally enrolled in new or changed courses until they have completed the course change form properly and submitted it to the Upper School office. Teachers will not admit students to a new class without official notice that the change form has been received.

Promotion

To be promoted to Grades 10, 11, and 12, or to graduate, a student must pass all courses which must be taken in a particular grade/class and which are part of the minimum requirements for graduation, and must have satisfactory academic standing for the year. A student has a satisfactory academic standing if his or her record at the final marking period does not include two or more grades below C- or one F. For these purposes, a grade of Pass, in a course taken on a Pass/Fail basis, will not be considered the equivalent of C- or higher unless the student has, in fact, an average of C- or higher in the course.

Senior Year Requirements

A student in Grade 12 may complete the remaining unit of any departmental graduation requirement (except for the unit of United States History and except for the Athletics/Physical Education requirement) by having a passing record as of the March vacation. However, graduation will also be contingent upon satisfactory completion of an approved Senior Spring Program. The United States History requirement, must be fulfilled by maintaining a passing record through the end of the School year (if a student has postponed this course to Twelfth Grade). If the Athletics/Physical Education requirement has not been completed by the March vacation, the remaining portion must be included in any approved Senior spring program. Seniors who fail to complete their Senior project in a satisfactory manner may also be ineligible to graduate.

The course, programs, and experiences of the Senior year are essential both socially and academically. Therefore, all Seniors must fulfill their diploma requirements at BB&N rather than at another institution.

A Senior who does not meet the requirements for graduating with his or her class may, at the discretion of the Director and in keeping with established policies, be permitted to complete the requirements. Such a student must meet any requirements within one calendar year of his or her original graduation date to be eligible to receive a BB&N diploma.

Policy on Student Leave of Absence

Please refer to the All-School Information section of this handbook.

Pass-Fail/Six Courses

Students entering Grade 12 may elect to take any one of their elective courses on a pass-fail basis with the approval of the Academic Dean or the Director of the Upper School. Students entering Grade 11 may take one elective course on a pass-fail basis, with approval of the Academic Dean or the Director of the Upper School. Elective courses are courses not required for graduation.

The pass-fail options should be elected in the spring of the prior year. No change to or from the pass-fail basis will be permitted after the midterm of the first semester. In limited enrollment courses, priority may be given to students taking the course on a letter-grade basis over those electing the pass-fail option. A student taking a course on a pass-fail basis is held to all course requirements and is graded like the rest of the class on all work. The teacher computes an actual grade, but reports P or F, which is the grade that appears on the transcript.

Credit from Other Schools

After a student has enrolled at BB&N, credit will not be given for individual courses taken at other educational institutions except under unusual circumstances and only upon recommendation by the Academic Dean or the Director of the Upper School and with approval by the Educational Policy Committee. Such exemptions are noted on the School transcript. Credits earned at other schools will be represented by transcripts from those institutions

Academic Life

Advising

Each student has a faculty advisor who generally is in touch with parents early in the year, meets with his or her advisees twice weekly, and writes reports at the various reporting times. Parents should call advisors when general questions about their child's overall development at the School arise. Rory Morton, Dean of Students, is available for further consultation on personal and social matters. David Clarke, Academic Dean, and Jack Knapp, Director of the Upper School, handle significant academic questions. Rick Foresteire, Director of Athletics, can answer questions pertaining to team sports and physical education

In addition to a faculty advisor, students are assigned a college counselor midway through their Junior year. For the 15 months that follow, the college counselor works with each student individually to explore post-BB&N options, prepare for the college application and admission process, clarify financial aid and loan options, and help make enrollment decisions. BB&N offers a number of programs and workshops for both students and parents, addressing a variety of topics which may include application essay writing, recent graduates' views of colleges, financial aid information, and practice SAT tests. Each student receives a comprehensive handbook written by our college counselors and updated annually. All students are encouraged to take advantage of the many resources available in the College Counseling Office.

Homework

Homework may be given over any long weekend except Thanksgiving. There will be no homework over the winter and spring vacations. "No Homework" nights are scheduled when appropriate due to School events, holidays, or vacations. This list is sent home every summer with other Upper School information.

Students in Grades 9 and 10 can expect to spend an average of three hours preparing homework for each day of classes; students in Grades 11 and 12 can expect an average of four hours, including work on long-term projects. Weekend assignments, especially in English, may take longer than weekday assignments.

The English Department has adopted the following statement on parental assistance with the preparation of school assignments at home. It provides good, general guidelines that are applicable in many subjects:

Parental support and help with the preparation of assignments

Naturally, parents want their children to succeed and are eager to aid in that effort. Some children may simply need to be provided with a quiet place to study and left alone. If a child asks for help, however, or the teacher suggests that he or she may benefit from some parental guidance, what sort of help should parents offer? In the prewriting stage, parents can act as sounding boards, listening to the child's ideas about a reading or topic, asking questions and drawing out further examples, but deferring to the students' responses. Criticism or mockery can crush both creativity and self-confidence. Parents can read a draft for clarity and organization, asking questions without offering solutions. They can listen to a draft read aloud, reacting at points where the word choice or sentence structure is doubtful, but again without suggesting an alternative.

A helpful analogy may be for the parent to think of him or herself as the student's coach or director, but never the pinch hitter or the stand-in. In other words, all the thinking and all the wording on a paper should remain the student's own. It is, after all, the child's skills, values, and self-concept that are being formed, a process in which it is vital for School and home to join hands.

What are the signs that inappropriate help has been given? Typically, the paper, lab report, or project reads suspiciously unlike the student's usual style. The wording and syntax may be much more articulate, the insights more sophisticated, or the structure more coherent than those of any previous work by that writer, and may contrast sharply with the student's writing on in-class assignments. It takes not only sound judgment but also courage for a teacher to address this painful issue. Consultation with the student often elicits that a parent or tutor "helped" write the paper—usually by translating the student's thoughts into clearer, smoother, form. Often a student reveals during the discussion that he or she does not quite understand the content or vocabulary of his or her own paper. This is not to say that students are incapable of breakthroughs or that earlier critiques of their work do not help to improve their writing. But this is the sort of writing that, judged on the basis of the teacher's training and experience, represents an improbable leap in quality.

What is wrong with this kind of help? It may achieve a short-term goal: earning a better grade on a particular assignment. But, whether or not the inappropriate help is discovered, it has several negative long-term effects both educational and moral. It undermines a student's confidence by conveying the covert message that he or she cannot be trusted to succeed on his or her own merits. It disrupts the process whereby one learns about strengths and weaknesses through honest feedback. It interferes with a major goal of any assignment: to allow a teacher to assess and guide the student's understanding and competence. It deprives the student of the crucial experience of editing one's own work.

It breaks the bond of trust between teacher and student—the fundamental understanding that any work submitted is the student's own. It makes parents or other adults, who should be the teacher's allies in the intellectual and moral education of a child, into adversaries. Finally, it can represent collusion to collaboration. Of course, students who have crossed the boundary of legitimate outside help can expect to face unhappy consequences, as outlined in the section on Academic Honesty. Who would not maintain that the harm caused by even one of these effects outweighs any immediate gain?

Parents should, naturally, feel free to discuss particular issues with a child's teacher or department head, as should any outside tutor. Families' support of these principles is crucial to maintaining BB&N's expectations and educational philosophy.

Reports

Full reports of student progress—teacher and advisor comments and grades—are sent home twice a year: at the end of each of the two semesters. Full reports from teachers are also sent home after the first midterm; comments are also sent with grades at the midterm of the second semester if a student is experiencing trouble in a course. Students formally discuss their reports with their advisors at each of the three reporting times, but informal discussions of progress may go on all the time. Students in semester-away programs receive reports from those institutions.

Student Records

Please refer to the All-School Information section of this handbook.

Standardized Testing

Standardized tests are used at BB&N to help the School gain a perspective on our students as individuals and as a group. Each fall we administer the PSAT to sophomores and juniors. These tests serve as preparation for future standardized testing that are used for college admissions and also show how our students as a group compare with other students throughout the country. Tests such as the SAT and SAT II: Subject Tests, required as part of the application process by most colleges that BB&N students apply to. The College Counseling Office helps student devise an individualized plan for standardized testing as part of the college counseling process which commences in the second half of the junior year. The college counselors also visit freshman and sophomore class meetings to discuss appropriate standardized testing.

Test scores are always seen in a context of such factors as maturity, test-taking ability and readiness. They are never the only means by which we judge a student's academic potential or aptitude. Detailed information about standardized tests is available through the College Counseling Office, and the Academic Dean.

Summary of General Disciplinary Policy

A student who violates any of the School's rules will be subject to discipline if the offenses occur before, during or after School; in School buildings, on School premises or at other locations; while attending School-sponsored activities or while engaged in School-related conduct including going to or from School. These rules apply without geographic limitation to conduct involving other students, property, or personnel.

Students may be placed on Disciplinary Warning or Disciplinary Probation, suspended, expelled, or otherwise disciplined for committing, attempting to commit, or aiding the commission of offenses like the ones designated above. Students may also be suspended or expelled for any other misconduct which, in the opinion of the Director or the Dean of Students, renders the student's continued presence in School disruptive to the educational process or threatens the welfare of the School community. Further, suspension or expulsion may result from misconduct away from the School or outside School hours which involves criminal behavior or is of such a nature that the student's continued enrollment would be detrimental to the School's overall objectives or good name.

Rules and Disciplinary Procedures

Most of the following rules are self-evident. BB&N students understand that they are expected to be punctual, courteous, and straightforward in their dealings with faculty and peers. They are grouped as Minor Offenses (School Rules) and Serious Offenses. Procedures are intended to be general guidelines only and BB&N reserves the right to apply them in its discretion. It is impossible to list every behavior that is unacceptable, and so the following list is non-exhaustive.

Minor Offenses (School Rules)

Failure to Check In

A student is late to School when he or she checks in after the appointed time. After three warnings, the student is assigned a T Squad. Continued violations of the rule will lead to a more serious disciplinary response.

Lateness to Class

A student is considered late to class or other commitments when he or she arrives after the appointed time. Teachers may use their discretion as to consequences and normally will handle their own attendance issues.

Appropriate Dress

Students are expected to be neat, clean, and well groomed. Students should not wear clothes that refer to drugs, alcohol, or other inappropriate or illegal activities.

Footwear must be worn at all times. It is expected that clothing will be appropriate for the tasks at hand. Hats in classrooms are permitted only at the teacher's discretion. Dress code violations are reported to the Dean.

Bounds

The bird sanctuary woods across from the School by the VFW Post is out of bounds, from the Eliot Bridge upriver. It is a dangerous meeting area and an unsafe crossing point. The area on the campus side of Greenough Boulevard that extends beyond the parking lot by the Cambridge Cemetery is similarly out of bounds. In the interest of good neighbor relations, the Coolidge Hill area and the Shady Hill School grounds are also out of bounds. Students who are reported off-campus or out of bounds without permission will be

assigned a Saturday Squad; repeated offenses will be referred to the Disciplinary Committee.

Portable musical devices/cellular phones

Portable musical devices and their paraphernalia (especially headphones) are inherently antisocial, a distraction to the teaching/learning process, and an easy target for theft. These items are not to be visible or in use during the school day other than in specific areas that the school has designated as appropriate. If a student is found in violation of this rule the device will be confiscated and brought to the Dean of Students' office.

To avoid any possible interruption to the School day or School activities, cellular phones and other communication devices may not be used during the academic day and should not be visible in the halls or public areas of the School. Students are asked to use the phone located next to the Dean's office to make calls during the day. Any student found in violation of this rule will have their phone confiscated and turned in to the office of the Dean of Students.

Library Disruption

Rules for silence or whispering are posted in the library. No food, drink, or litter is allowed in the library. Cellular phones, pagers, CD players, etc., may not be used or be visible and are subject to confiscation. Computers in the library technology room may not be used for playing games and their use is subject to the School's Acceptable Use Policy. Students who violate these expectations will be warned first and may then face suspension of library privileges.

Inappropriate Language/Materials

Inappropriate language includes vulgar, profane, or obscene terms, as well as pornographic materials. Students will be reprimanded when such speech is first overheard, unless the incident is an extreme one. Inappropriate or disrespectful language directed to an adult is considered a serious offense, as are offensive slurs or graffiti. The possession or distribution of pornographic materials is prohibited.

Behavior in School

Students should walk, not run, while in hallways and keep them open and peaceful. Athletic equipment should not be used indoors. If its user persists

after a warning, the equipment will be confiscated for the day with a note to the Grade Dean. Running or horseplay in the halls will receive a warning, then a T Squad. Fighting is a serious offense and should be reported to the Dean with the names of the principal students and witnesses.

Excessive Public Displays of Affection

Excessive displays of affection conducted in public are not appropriate. For this reason, they are not permitted on School grounds even in seemingly private locations such as in cars parked at School.

Food Outside Permitted Areas

Since food and litter can spread throughout the building, specific rules and expectations have been established. No food is allowed outside the cafeteria and cafe area, unless carried on a tray to a meeting. (Exceptions: class meetings, “advisor breakfasts,” and class parties.) Bake sale food, sold in the cafeteria, should be eaten there. Food purchased elsewhere (like pizza or subs) cannot be resold for fundraisers.

Litter in Center/Halls/Class/Library

Students leaving litter will be asked to clean up. Grade Deans may set up a rotation for center cleanup. Everything in centers should be picked up by the day’s end so the maintenance staff need only do routine vacuuming. Abuse of a grade center will result in the closure of the center as deemed appropriate by the Grade Dean.

Parking Violations

Parking space for students is extremely limited. Parking spaces are assigned by application only, based on seniority, distance of home from School or special circumstances.

Failure to follow the driving and parking guidelines outlined below will result in disciplinary action. Please adhere to the following rules:

1. No student parking on the traffic circle in front of the Upper School, in “No Parking” areas, or in handicapped spaces.
2. No student parking on Coolidge Hill.
3. Speed limit of 5 MPH in all parking lots and in the traffic circle in front of the Upper School.
4. STOP sign in main lot must be respected.

5. Cars leaving campus during the School day—to go out to lunch, for instance —may not carry more passengers than the car is designed to hold.
6. Students are not to be in cars unless they are entering or departing the campus.
7. During class hours, the main lot is reserved for faculty, seniors and visitors.
8. Vehicles parked at School must display a BB&N parking sticker.

Students parking across from the School on Greenough Boulevard or on the other side of the Charles River must a) utilize the shuttle bus or b) cross to School using only the designated, marked cross walks.

Violations of the parking rules may lead to detention or loss of parking and driving privileges, and possible further disciplinary action. Improperly parked cars may be towed entirely at the driver's risk and expense.

The School assumes no responsibility or liability for the acts or omissions of students while driving or riding in automobiles to or from School, or for any accidents, personal injuries or property damage arising from students' use of automobiles or the School's use of a towing service.

Serious Offenses

These offenses are considered to threaten the well-being of the community or of individuals and are subject to disciplinary proceedings as outlined in this handbook.

Prohibited Substances

The use, sale, possession, or presence under the influence of alcoholic beverages, marijuana, or any controlled substance (unless under prescription and administered according to BB&N's policies) is forbidden. Because of the threat to physical and mental health that alcohol and drugs represent, violations involving these substances will be considered particularly grave. Failure to comply with School rules and standards of conduct will not be excused by personal issues; students should seek professional help with any substance abuse problem. In addition to the consequences outlined below, students who violate this rule may have privileges rescinded, leadership positions revoked, and participation in

School activities such as teams, clubs, and events curtailed or ended. Violators may also be reported to the Cambridge Police.

The use or possession of tobacco or tobacco products including smokeless tobacco are prohibited on campus or at School events anywhere. The BB&N campuses are smoke-free environments.

Cheating

Cheating is the willful giving or taking of information to or from another student, or communication with another student in any way during or about a test, exam, or homework assignment. This includes turning in a paper or other academic product to more than one teacher or course, without prior permission. Further, one can cheat by bringing into a testing situation notes or other information that are not meant to be used as a reference whether explicitly prohibited by the teacher or reasonably barred from use by common practice.

Plagiarism

“Plagiarism means presenting another person's words, organization of material, or ideas as though they were your own. The term applies whether or not the attempt to plagiarize is successful and whether it is due to intentional deceit, carelessness, or misunderstanding. It refers not only to written works but also to songs, paintings, sculptures, computer programs, websites, and films. In other words, you must give credit for any aspect of a work that you have not invented. Putting your name on a paper, a poem, a sketch, etc. is your pledge that, except where specified, it is completely your own work.”

Sharon Hamilton, Solving More Common Writing Problems

Each student should discuss and sign this statement or comparable explanation of plagiarism for every class in which s/he does research and the Dean of Students will keep these statements on file.

Repeated Class Cuts

Missing class without an acceptable excuse is a disciplinary matter; repeated class absences are considered a serious offense and will result in disciplinary proceedings.

Insubordination

Insubordination is the refusal to follow a reasonable request by any faculty member, staff member or coach; or the making of rude, profane or obscene statements or gestures to a teacher, coach, or staff member.

Offenses While on Disciplinary Probation

A breach of School rules or regulations after being placed on Disciplinary Probation, the most serious disciplinary status at the School, may result in expulsion.

Theft/Possession of Stolen Property

Theft is the taking of property which does not belong to the student.

Possession of stolen property is the holding without permission of property which does not belong to the student, regardless of the intent of the holder.

Thieves may be referred to the Cambridge Police. Students can help by reporting thefts, using their lockers and leaving large sums of money and expensive items at home.

Lying (and Forgery)

Lying is any misrepresentation of the full truth, whether to a faculty member, staff member, or committee. Forgery is the signing of the name of another person for the purpose of defrauding or misleading any faculty member, staff member or committee.

Offensive Slurs or Graffiti Relating to Race, Color, Ethnic Group, Gender, Sexual Orientation, Religion, or Disability

These are degrading or demeaning statements insulting to a particular group occurring orally or in writing anywhere in the School, on School property or during any School-sponsored activity, whether at the School or not.

Hazing

Hazing refers to any conduct or method of initiation into any student organization, which willfully or recklessly endangers the physical or mental health of any student or any other person. Copies of legislation regarding hazing are distributed annually to all students. Incidents of hazing must be reported to law enforcement officials.

Harassment

BB&N is committed to maintaining an atmosphere in which everyone is treated with respect and dignity, and which is free from discriminatory

practices. Sexual harassment undermines these objectives, is unlawful, and will not be tolerated. The same is true with respect to harassment or discrimination on the basis of race, color, religion, national origin, sexual orientation, age, and/or disability. Harassment is any form of severe, pervasive and unwelcome behavior that is insulting or degrading and which is based on an individual's protected status.

If you believe you have been subjected to harassment, you must report your concerns to a teacher, advisor, School counselor, or any administrator. The School will not tolerate any retaliation or attempt to retaliate against any person who reports alleged harassment under this policy or otherwise files a complaint of harassment. Such retaliation will be considered a "Serious Offense" and treated accordingly.

Sexual Offense

A sexual offense is any sexual behavior at School which, to an ordinary observer, would appear to be unacceptable or inappropriate sexual conduct.

Violation of Acceptable Use Policy for E-Mail, Internet, Computer and Voice Mail

Violations of BB&N's Acceptable Use Policy for electronic media (defined in the All-School Information section of this handbook) may result in serious disciplinary action. Any violent or dangerous behavior, or threat or advocacy of violent or dangerous behavior, or other actions that threaten individuals or the School will be considered a serious breach of School rules and treated accordingly.

Fighting

A fight is a physical conflict between two or more individuals. The School condemns fighting in all circumstances and will investigate any incidents involving physical conflicts between students. The offenders will be disciplined accordingly.

Weapons

The possession or use of a knife or any other weapon is prohibited on School property or during any School-sponsored activity, whether at the School or not, except for woodcraft implements used at Bivouac as part of the School's official educational program. Massachusetts laws requires that school officials report to law enforcement authorities anyone who carries a

firearm or any other dangerous weapon into any school building or onto school grounds.

Vandalism

Vandalism is the willful destruction or defacement of property.

Disciplinary Procedure for Serious Offenses

The most significant factor in changing and improving student behavior is the cooperation between the School and parents, who can help by holding students to BB&N rules and supporting punishment given as a consequence when these rules have been broken. When a serious offense has occurred and Disciplinary Probation, suspension, or expulsion may result, the following process is followed.

Students are informed of the violations at issue and of the evidence supporting those charges. The Dean of Students has the discretion to handle a serious case administratively, or to refer it to the Discipline Committee. He makes this decision in consultation with the Upper School Director and the Chair of the Discipline Committee, referring to precedents and individual circumstances. Whether the matter is handled by an administrator (normally the Dean of Students) or by the Student-Faculty Discipline Committee, students have an opportunity for discussion. Parents (or attorneys and other outside parties) are not permitted to participate in disciplinary proceedings, but parents may call the Dean of Students for more information about the offense and the process. If a student refuses to communicate with the Dean or the committee, the process will proceed without them.

When a disciplinary recommendation has been made, either by the Dean or the committee, it will be reviewed and approved, adjusted or rejected by the Director of the Upper School and the Head of School (or, in either's absence, a designated administrator). Parents generally will then receive telephone notification of the response (followed by a letter). Disciplinary consequences such as suspension from School normally begin the day after the disciplinary recommendation is determined.

The Student-Faculty Discipline Committee exists to handle cases referred by the Dean of Students. The Committee generally consists of 5 students

and four faculty members and one alternate appointed by the Director. Student members are appointed by the Upper School Director and the Head of School from nominees proposed by the Student Council. When a student appears before the Disciplinary Committee the Dean of Students will furnish a written statement of the events and information to the committee. The committee will generally limit its discussion to the violation at hand, but in making its recommendation will consider the student's past record in the School. The student's advisor normally will be present at the meeting before the committee's deliberation occurs.

The Head of School may, upon a recommendation from the Dean of Students or the Student-Faculty Discipline Committee, require a student in an elected or appointed office to remove him/herself from that office. Students in a disciplinary status may also be declared ineligible for appointed or elected offices for a period of one year from the date of the offense. The School reserves the right to require the withdrawal of any student whose achievement or behavior is determined to be unacceptable. The decision of the School in this regard is final.

Levels of Disciplinary Consequences for Violation of School Rules:

1. Detention

A typical consequence for violation of School rules is a one-hour after-School detention.

2. Disciplinary Warning

Any student who violates School rules may be placed on Disciplinary Warning by the Dean of Students, Academic Dean, Director of the Upper School, or Student-Faculty Discipline Committee. Other restrictions of privileges and/or participation in School activities may be defined. If there is no improvement in attitude or behavior, or if other violations of School rules occur during the warning period, a student may be placed on Disciplinary Probation.

3. Disciplinary Probation

Any student who violates School rules may be placed on Disciplinary Probation by the Dean of Students, Director of the Upper School, or the Student-Faculty Discipline Committee. This status may have attendant sanctions, including, but not limited to, restriction of privileges and/or limitation of participation in School activities.

Students disciplined for violation of serious offenses while on Disciplinary Warning or Probation should expect more serious consequences. If there is no significant improvement in attitude and behavior or if other violations of School rules occur during the probationary period, a student may be expelled from the School. Students on Disciplinary Probation may be asked to report to a supervising teacher or administrator concerning the progress they have made in regards to citizenship and the student's understanding of his or her responsibilities to the School community.

4. Other Actions

The School may, in the course of addressing a drug or alcohol problem, require that a substance abuse counselor assess a student, and that the results be shared with the School. Such results may be the basis for the School to make treatment or other conditions a part of a student's continued enrollment in the School.

Students who were required to withdraw from BB&N for disciplinary or academic reasons, may sometimes have restricted visiting privileges when it is considered to be in the best interest of current students or of the former student. In these instances, students usually would have been informed of any restrictions at the time of withdrawal. The Director may rescind or alter visiting privileges at any time.

Policy Concerning the Reporting of Disciplinary Action At School

While the School will preserve the privacy of Discipline Committee proceedings, the results of such proceedings are valuable information for the entire community. After each Committee meeting, or at such intervals as seem appropriate, the Director or Dean of Students will report to the Upper School community a summary of the nature of the offense, the recommended punishment, and the administration's final action.

The purposes of this public report are to dispel exaggerated rumors, to promote awareness of the School's important rules, to provide an additional deterrence to misbehavior, and to stimulate productive dialogue about the School's values.

To Colleges

Disciplinary Reporting Policy

If a student is asked on college applications whether or not he/she has been involved in a disciplinary procedure that resulted in probation, suspension, or dismissal, that student must respond to the question honestly and accurately with a brief, written explanation. Such an explanation must be approved by his/her college counselor. If BB&N discovers that the student has not contacted the college, or has not answered the question honestly and in a forthright manner, BB&N will immediately contact the colleges directly. Otherwise, it is the policy of BB&N not to respond to the question unless, once applications have been submitted, there is a disciplinary procedure that results in a change of status for the student. In that case, BB&N will contact those colleges directly to which the student has applied, after a period of ten days, thus allowing for the student to make the initial contact.

General Policies and Guidelines

Policy on Religious and Cultural Observances

Please refer to the All-School Information section of this handbook.

Guidelines for Guests

BB&N students have an unusually full school day. Guests of BB&N students are welcome according to the following guidelines:

Alumni/ae are welcome at any time, but are asked to be sensitive to the schedules of faculty and students they wish to visit. All alumni/ae should check in with the receptionist, and let her/him know when they are departing.

Siblings/Friends of the Family: Normally, the faculty and staff have commitments that make it difficult to extend hospitality to siblings and friends of the family. The family should request permission for one-day visiting privileges by calling the Dean of Students in advance.

The hosting student is responsible for alerting his or her teachers before the day of the visit, and for receiving permission before having the visitor attend class. The visitor should register with the Dean's Office upon arrival and departure. The guest must be accompanied by the host at all times.

Former Students (not graduates): Students who withdraw for various reasons are welcome to attend BB&N sporting events and extracurricular programs that occur outside the normal School day. To visit during class

hours, former students need an appointment with a faculty member. Faculty are asked to inform the receptionist when they are anticipating such appointments.

Visiting privileges may be suspended for any person at any time by the Dean of Students and/or the Director of the Upper School.

Party Guidelines

BB&N students' attendance at private parties is a matter of concern for the Parents' Association.

In Massachusetts, anyone who provides alcoholic beverages for a minor can be charged with contributing to the delinquency of a minor, and may also be held liable for injuries suffered by a minor who is a guest.

The Parents' Association agrees with BB&N that liquor and drugs have no place at private parties. Of course, BB&N does not and cannot take responsibility for activities that take place off School grounds and are not School-related. Parents must assume full responsibility. The Parents' Association strongly endorses this position, as do the School's educational efforts with F.C.D. (Freedom from Chemical Dependency), and Safe Homes program.

We therefore recommend these guidelines to Upper School parents:

- Be at home to supervise any child's party in your house.
- Limit the number of guests; "open" parties can quickly get out of control.
- Do not allow alcohol or drugs to be brought into your home.
- The Parents' Association recommends that you call the house where the party is being held to be reassured that parents will be present.
- Impress upon your child the importance of refusing to ride in a car with a driver who has been drinking or using drugs.
- Remind your child that friendship includes dissuading a friend from using alcohol or drugs, and from driving under the influence. Taking a friend's car keys can save lives.

Both the Parents' Association and BB&N continually look for ways to enrich the social lives of students, and encourage as much social interaction as possible. As responsible adults, however, we all must work together to provide appropriate, supervised, and safe venues for such activities.

Adult Use of Alcohol and Tobacco

Adult use of alcohol at any of the three campuses must be cleared well in advance of the event by the Director of the campus where the event is to take place. The Director will take into consideration time of day, location in building, and those attending in making a decision. In general, alcohol will not be served at School meetings or in the presence of students.

Because a) we do not permit students to smoke in School buildings or on School grounds; b) we believe that smoking is a health hazard; and c) smoking is not permitted in public buildings in Cambridge, BB&N has become a smoke-free campus.

Property Damage

School and private property are to be treated with care and respect. Any damage done to School property or to property of others must be reported immediately. In cases of accident, no disciplinary action will be taken but students will be expected to pay for damages incurred. In cases of damage to furniture or decorations in a center, the class account will be charged for repairs if no one comes forward. Failure to report damage done is considered a serious lapse of responsibility.

Medication and Medication Distribution Policies

Please refer to the All-School Information section of this handbook.

BB&N HIV/AIDS Policy

Please refer to the All-School Information section of this handbook.

Policy on Child Abuse

Please refer to the All-School Information section of this handbook.

Medical Leave/Special Considerations for Re-Entry from Medical Leave

Please refer to the All-School Information section of this handbook.

Continued Enrollment

Please refer to the All-School Information section of this handbook.