

Upper School Policies and Information

In addition to the following Upper School information, please also refer to the [All-School Policies PDF](http://www.bbns.org/handbook) at www.bbns.org/handbook.

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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 which 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, 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
Upper School Fax	617-576-1139
<i>US Attendance Line</i>	<i>617-800-2206</i>
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
Geoffrey Theobald, Director of the Upper School	617-800-2130
Ross Clark, Academic dean	617-800-2220
Karen Wyon, Upper School Office	617-800-2131
Rory Morton, Dean of Students	617-800-2165
Christina Redmond Myers, Asst, Dean of Students	617-800-2132
Julie Lindstrom, Upper School Nurse	617-800-2295
Kim Gold, Coordinator of Psychological & Learning Support	617-800-2227
Douglas Neuman, Upper School Counselor	617-800-2187
Amy Selinger, Director, College Counseling	617-800-2106
Fred Coyne, Asst. Director, College Counseling	617-800-2106
Katie Gayman, Asst. Director, College Counseling	617-800-2106
Mo Zelaya Assistant Director, College Counseling	617-800-2106
Geordie Mitchell, Director, Enrollment Management	617-800-2135
Matt McDonald, Admission Admission Director	617-800-2137
Amy Pratt, Admission Coordinator	617-800-2136
Lewis Bryant, Director of Multicultural Services	617-800-2168
Rick Foresteire, Director of Athletics	617-800-2149
Laurie Baker, Associate Director of Athletics	617-800-2140
Kathy Gruning, Athletic Trainer	617-800-2145
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:

firstinitiallastname@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.

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 department heads.

Department	BB&N Requirement
Arts	1 unit in Grade 9; 1 unit* in Grades 10-12
English	4 units, Grades 9-12
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 †

World Language**	3 consecutive units of the same language
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

* 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.

** 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.

***Requirements for tenth and eleventh grade admits are prorated at 10 hours per year.

† All levels of Physics and Chemistry will satisfy the physical science requirement. Students must take a full-year of a physical science course (extending through their Senior Project) if they have not already fulfilled their physical science component.

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

Course Load Expectations

Students in grades 10-12 usually take the equivalent of five full courses (students in grade 9 will take a sixth course in art). The academic dean 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.

Exceptions/Course Placement

Exceptions to BB&N minimum graduation requirements will be granted only under unusual circumstances and only upon recommendation of the academic dean, the director of the upper school and with approval by the Education Policy Committee. In matters of course placement or course changes, the academic dean has final authority.

Promotion/Satisfactory Academic Standing

To be promoted to grades 10, 11, and 12, or to graduate, a student must pass all courses that must be taken in a particular grade / class and that are part of the minimum requirements for graduation, and must have a

satisfactory academic record for the year. A student has a satisfactory academic record and is promotable if his or her year-end grades include at least four grades C- or better and no F's. 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.

Academic Watch/Warning/Probation/

The Academic Review Committee (ARC) meets at the end of each trimester to review students who do not achieve a satisfactory academic record and makes recommendations to the director. The head of school has ultimate authority to review and amend the recommendations of the ARC and the campus director.

Any student who is on probation either for two consecutive trimesters, or for any three trimesters over the course of two consecutive years, or for any two trimesters in the 10th grade year is in jeopardy of being required to withdraw from the school. In exceptional circumstances, the ARC may recommend 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.

Any student who receives three or more grades in the C range or one C- at the mid-trimester will be placed on Academic Watch for the remainder of the trimester. Any student who receives three or more grades in the C range or one C- at the end of a trimester will be placed on Academic Watch for the subsequent trimester. A student may be placed on Academic Watch at any point during the school year by the Academic dean and/or the Director of the Upper School when there are significant concerns about performance, attendance, or attitude, or other factors affecting academic performance. A student on Academic Watch may be reviewed by the ARC at the end of the trimester.

The first time any student receives one grade below C- at the end of a trimester he or she will be placed on Academic Warning for the subsequent trimester. Students on Academic Warning may be required to attend supervised study halls, and their programs may be limited to required activities. These students will be reviewed by the ARC at the end of the subsequent trimester.

Any student who has been on Academic Warning and who receives one grade below C- at the end of any subsequent trimester will be placed on Academic Probation.

In cases in which a student has a satisfactory academic record for the year but has received in a math or world language course a grade for the year below C-, the Academic Review Committee 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 Academic dean and the appropriate department head.

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. Students interested in drama are encouraged to try out for our theatrical productions. Additionally, we offer Afternoon Art by season for students not involved in a team sport. *This specific course will fulfill the Arts requirement when taken for a total of four seasons and in conjunction with Health and Fitness each season. This combination will also fulfill the Athletic requirement for each season.*

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. Proposals must be submitted to the appropriate department head and the academic dean at least 3 weeks before the end of the trimester preceding the project. Specifics

about how to petition for an independent study are listed in the *Program Planning Guide*. Forms are located in the upper school office.

Accommodations for Students with Disabilities

The upper school has adopted criteria established by the College Board to determine eligibility for accommodations on BB&N assessments (quizzes, tests, and exams). Based on testing administered within five years, students with a documented disability and recommendation for accommodations may apply to the Learning Specialist for extended time consideration. Other reasonable accommodations indicated by such testing (such as laptop use, small room setting, etc.) 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. Accommodations are typically approved two to four weeks after all documentation is received by BB&N. For mid-year and end of year exams, all documentation *must* be received *at least two weeks* in advance of the start of the exam. Applications to the College Board for accommodations are handled by BB&N's SSD Coordinator, Ms Angela Tabb, 617-800-2169.

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.

The period in which requests that grades be reviewed or revised is limited to the three weeks following the posting of a grade report, after this time, no changes can be made. Requests for review should be made directly to the academic dean.

Honors

An honors academic record is an average of 3.3 or better. A student with an honors academic record for one trimester is eligible for that semester's Honor Roll. A student finishing with a cumulative honors academic record for the year is eligible for a Citation of Honor for the year.

A graduating senior who completes a full academic program is eligible for a diploma with honor if he or she has earned a cumulative 3.3 average during the last six trimesters (i.e., the junior and senior years).

A student found to have committed an act of academic dishonesty (e.g., cheating or plagiarism) is ineligible for the Honor Roll for the trimester 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.

Pass-Fail

Students entering grade 11 or 12 may take any one of their elective courses on a pass-fail basis, subject to the approval of the academic dean. Elective courses are courses not required for graduation. If possible, the pass-fail option should be elected in the spring of the prior year. Students will be allowed to change to or from a pass-fail basis until two weeks after the close of the first midterm. In limited enrollment courses, priority may be given to students taking the course on a letter-grade basis.

Program Changes/Adding a Course/Dropping a Course

Students may add a new course (not the same as switching levels of a course) up to three weeks after the first day the class meets. On rare occasions an advisor, prior to seeking approval from the EPC, may petition the department head to extend this deadline for adding a new course.

Returning students in grades 10-12 may drop or change levels of a course without notation on the transcript within the first six weeks from the start of the course. The grades earned in the original course will carry over to the new section. In addition the academic dean in consultation with the department head and instructors of the courses will determine whether any additional assessments need to be given in order to account for differences between the courses. 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).

Grade 9 students and new students in grades 10-12 will have up to the first midterm to move from an Honors or AP level section to a regular section of a course or vice-versa. They may also change levels between sequential courses without notation on the transcript. On rare occasions, a department head may petition to extend this deadline for switching levels without notation on the transcript if the department needs more time to assess if the placement is correct. Even in these rare instances a final determination must be made no later than the week prior to first trimester exams. In this case, the academic dean makes the final decision regarding whether or not a grade of record from the original course will appear on the transcript.

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.

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.

Senior Year Requirements

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 student in grade 12 may complete the remaining unit of any departmental graduation requirement (except for the units of United States History, Physical Science and 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 Project. The United States History and Physical Science requirements must be fulfilled by maintaining a passing record through the end of the school year (if a student has postponed either of these courses 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 Project. Seniors who fail to complete their senior project in a satisfactory manner may also be ineligible to graduate.

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 Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/handbook.

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 during that time except under unusual circumstances and only upon recommendation by the academic dean and with approval by the Educational Policy Committee. Such exceptions are noted on the BB&N transcript. Credits earned at other schools will be represented by transcripts from those institutions.

Prior permission of the department chair and the academic dean is necessary for a student to take a summer course outside of BB&N that will allow for advancement at BB&N. The course will be noted without a grade at the bottom of the BB&N transcript. It is the responsibility of the student to provide the transcript from the other institution to colleges during the college process.

If a student successfully takes a BB&N course during the summer months the subject and grade will appear on the student's BB&N transcript.

Academic Life

Advising

Each student has a faculty advisor who is in touch with parents early in the year, meets with his or her advisees twice weekly, and writes reports at various reporting times. Parents should call advisors with general questions about their child's overall development at the school. Rory Morton, dean of students, is available for further consultation on personal and social matters. Ross Clark, academic dean, and Geoffrey Theobald, 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, may take longer than weekday assignments.

The following statement on parental assistance with the preparation of school assignments at home, it provides good, general guidelines for parents:

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 or other problem set 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, a paper, lab report, problem set or project seems suspiciously unlike the student’s usual style or approach. The wording and syntax may be 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” with the assignment.

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 reviewing and 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

Reports of student progress are written and sent to families at the end of each trimester. Students formally discuss their reports with their advisors at each reporting time and advisors will write a report both in January and at the end of the year. In addition informal discussions of student progress will take place regularly.

Students in semester-away programs will receive reports from those institutions.

Student Records

Please refer to the [All-School Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/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 all 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 are 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.

Student Life/Daily School

Attendance

All students are expected to arrive at School by 7:55 a.m. every day except Tuesday. 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. On Tuesday, students need to arrive by 8:20am, and if they do not have a first period class, must check in at the dean's office.

Students are expected to meet all obligations 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 10:20 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 dean of students.

Departures from Campus

- All students must sign out in the Dean's office when leaving campus for any reason, and sign back in when they return;
- Ninth Graders may not leave campus until after sports;
- Tenth Graders may leave between 3:10 p.m. and their sports practices on Monday and Friday; 3:25 on Tuesday and Wednesday.
- Eleventh Graders may leave at 11:15 a.m., provided they have no school commitments at that time and return in time for their next school obligation;
- Twelfth Graders may leave any time after that day's check in provided they have no school commitments and return for each school commitment that day.

Any student who is absent from 20 percent of classes in any trimester may be dropped from the class and receive a WA (withdrawal attendance) on their transcript. This standard does not apply to absences because of School-related programs, religious holidays, medical situations or exceptional programs.

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 voicemail (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. For a lengthy absence, the advisor and the dean's office can help collect schoolwork to be sent home. Students are encouraged to contact their teacher about missed assignments and rescheduling tests or papers.

The school recognizes that there are unavoidable, unplanned absences for illness, accident, or family emergencies. These would be considered *excused absences* and therefore teachers would help students make up missed work.

Unexcused absences occur when students (or their families) choose to miss school for personal and/or recreational reasons, or do not notify the School properly of their plans. By way of example, the following situations would result in unexcused absences: extending vacations, creating a long-weekend holiday, or missing school for any activity related to a sport for which a student has chosen to forego playing that same sport for BB&N. In cases where the absence is unexcused, 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. Any additional unexcused absences may result in further discipline, including Disciplinary Probation. This absence policy applies to all physical education classes as well, including mandatory games and sports practices.

Approved absences In other cases where students may need to miss school for important family religious or otherwise educational purposes, the school may grant permission if the request is made well in advance. This request is submitted on a 'Request for an Approved Absence' form at least two weeks in advance of the event. In the case where the absence is approved, 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.

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.*

Tardiness

Students are required to check in each day by the appointed time and are held accountable for any lateness to any obligations.

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.

Excused Absence Policy for Those Taking AP Tests

Students taking an AP examination are excused from classes on the day scheduled for their exam. They are granted an extension on homework, and make-up privileges for tests or other activities.

Students with a morning AP examination do not have to attend athletic practices or games, drama rehearsals, or other activities on the afternoon *before* their morning exam. They are excused from afternoon practices and activities later on the day of the exam. Of course, students may voluntarily decide to participate in any of their activities or classes, and are encouraged to attend games and performances on the afternoon before the morning exam.

Students with an afternoon AP examination do not have to attend morning classes, athletic practices or games, drama rehearsals, or other activities on the day of their exam. They are required to attend after-School commitments on the day before their afternoon exam, and are strongly encouraged to attend games or performances following the exam.

A Note About Religious Holidays

Please refer to the [All-School Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/handbook

Weather-Related Closing

Please refer to the [All-School Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/handbook.

Student Life

Community Service

Please note that a student community service group (Plan Action Committee, PAC) has been formed to help organize and oversee community service activities at BB&N. PAC, together with BB&N staff, will additionally be reviewing and revising current community service policies.

Requirement

- **Minimum of 40 hours of community service work**
- **500-word essay after completion of 40 hours**

Upper school students are required to complete a minimum of 40 hours of community service commencing in September 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 date on which Senior Spring Project proposals are due, service **MUST** be a formal component of their Senior Spring Project. To complete the requirement, one 500-word essay must be submitted to the

Community Service Coordinators after 40 hours of service.

Incoming students will be required to perform a minimum of 10 community service hours at each organization for which they work. This rule does not apply to work done in BB&N-based activities such as the BB&N Circus and Community Service Afternoon.

Eligible Work

It is recommended that students receive prior approval from the Community Service Coordinators for all community service work. The following are some examples of the types of volunteer work that are eligible for community service credit:

- working directly with people in need; examples: interacting with patients at a hospital, work at a homeless shelter, nursing home, public schools, or soup kitchens, work with disabled people
- performing administrative duties for a non-profit & non-tuition or fee based organizations; examples: public library, public schools, hospitals, federal, state or municipal offices (in a non-political role),
- working with animals and the environment;
- the only eligible BB&N-based activities are the BB&N Circus, Peer Tutoring Program, and Books, Basketball, and Neighbors.

Non-Eligible Work

Though a valuable learning experience, the following do not meet the eligibility requirement:

- work with political campaigns
- laboratory research
- work at for-profit summer camps
- work at a private school or day care, or any tuition based program
- political, religious, or environmental advocacy work is not allowed (you cannot spread the message of a specific organization)
- fundraising (this includes walk-a-thons)

A student's best effort should be made to perform community service work in the Greater Boston area. A maximum of 20 hours may be awarded for work done outside of this area, either in the United States, or in another country.

If you have a question about whether your work is eligible as community service, then you should clear it with the office prior to completing the work. Otherwise, your hours may be ineligible and may not be counted.

Season-Off Sports

Students (grades 10, 11, and 12) with a major commitment and demonstrated dedication to Community Service Projects (approved by the Community Service Faculty Advisors), may request an exemption from the Athletic Requirement for **one season per academic year**. All students who receive Community Service Exemptions must participate within the Athletic Program for at least one season per academic year, unless special request is granted. Proposals (fall, winter, spring) must be submitted to the Community Service Faculty Advisors no later than the first day of seasonal tryouts in order to seek approval. Seasonal tryout dates will be communicated to students/parents via <http://www.bbns.org> and the seasonal Athletic Department Information Letter. Waiver/Exemption forms are available in the Community Service Faculty Advisors Office.

Record of Social Service Form

Community service hours need to be fully documented by filling out a BB&N Record of Social Service Form for each site worked at OR by submitting a note on letterhead signed by the site supervisor. Although the school keeps track of hours, it is recommended that students also keep a record of their community service work. Copies of this form are available outside community service coordinators' office 162.

Community Service Coordinators:

Profesora Gabriela Gonzenbach, ggonzenbach@bbns.org

Eric Hudson, ehudson@bbns.org

Meena Kaur*, mkaur@bbns.org

* Contact Ms. Kaur directly to submit any documentation.

See community service info on the BB&N web site (www.bbns.org/upper-school/special-programs/community-service) for a downloadable copy of the Record of Social Service Form and a list of some organizations in the Greater Boston area at which BB&N students have volunteered.

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), *Model UN*, 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 Ms. Letitia Milevskiy (letitia_milevskiy@bbns.org or 617-800-2219) or members of the All-School Technology Department for information about recommended equipment to purchase.

Acceptable Use of Technology

Upper school students are expected to understand and follow the school's technology acceptable use policy which is published in the All-School Handbook on our website, [All-School Policies & Information PDF](#).

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.

A limited number of school supplies are available at the reception desk on the ground floor of the Almy Building. BB&N products can be purchased on-line at <http://www.classbook.com>. Other items, such as,

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.

BB&N Products

Please refer to the [All-School Policies & Information PDF](http://www.bbns.org/handbook) at <http://www.bbns.org/handbook>.

Food

A hot lunch is served daily in the school commons. A varied menu is posted weekly and available on the Bulletin each day. The commons 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 commons.

Incidental Expenses

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.

Copying Machines

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

Lockers

Lockers are provided in both academics and the gym for students' use during the school day and 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. 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 in the commons. Parents, students, and faculty may leave messages here for students. Students should check their mailboxes several times a day and their email daily. 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 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 help 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

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

Student Resources

Tutoring Procedures and Guidelines

Please refer to the [All-School Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/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. The director of psychological and learning support Services and a learning specialist are available to provide supplementary academic help as determined by teacher and advisor. Student peer tutors are also available.

For more information please refer to the All School Guiding Principles for Academic Support section in the [All-School Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/handbook.

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.

Nurse's Office

The school nurse's office is located in room 175 on the ground floor of the Main Building from 7:45am-3:30pm.

School Counselor

The counseling office is located on the ground floor of the Main Building in Room 174. 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 with Mr Neuman (617-800-2187, dneuman@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 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 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. Please refer to the [All-School Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/handbook for more information.

Transportation

Carpools

Carpools are arranged by parents. The Parents Association can be a helpful resource identifying other families in your area.. Since parking permits are so limited, we strongly encourage 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 (Almay) at Gerry's Landing.

BB&N Shuttles

The school provides shuttle services to parking lot 4 across the river on a regular basis from 6:30am-11:00am; from 1:00pm-7:00pm. Mornings we provide regular service to Harvard Square approx every 15 minutes. Afternoons we provide shuttle service to Harvard square on a as needed basis as long as it doesn't interfere with service to parking lot 4.

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.

Buses

BB&N offers seven routes:

- Beacon Hill
- Concord
- Needham/Newton
- South Shore
- Swampscott
- Wakefield
- Wellesley/Newton

These routes offer stops in the following areas/towns:

Arlington	Needham
Beacon Hill	Newton
Belmont	Revere
Boston	Stoneham
Brookline	Swampscott
Concord	Wakefield
Jamaica Plain	Wellesley
Lexington	Winchester
Lynn	Winthrop
Milton	

Any student may sign up for one-way or roundtrip service. Shuttles pick up at the lower and middle schools to take students to meet their buses at the US. For more information check the Upper School Transportation page on the School website, or call Laurie Bean at 617-800-2739.

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. Bicycles should be locked, and BB&N is not responsible for lost, damaged, or stolen bicycles.

Rules and Disciplinary Procedures

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.

Most of the following rules are self-evident. BB&N students understand that they are expected to be punctual, courteous, and straightforward in all their interactions with faculty and peers. The rules are grouped as Minor Offenses (School Rules) and Serious Offenses. It is impossible to list every behavior that is unacceptable, and so the following are not meant to be all-inclusive.

Minor Offenses (School Rules)

Behavior in School

Students are not allowed to run, while in hallways and keep them open and peaceful. A student who breaks this rule will receive one warning and a detention. 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 dean of students.

Bounds

The following areas are considered out of bounds: the bird sanctuary woods across from the School by the VFW Post from the Eliot Bridge upriver; the area on the campus side of Greenough Boulevard that extends beyond the parking lot by the Cambridge Cemetery; the Coolidge Hill area and the Shady Hill School grounds. Students who are reported off-campus or out of bounds without permission will be assigned a detention; repeated offenses will lead to more serious disciplinary responses.

Dress

Students are expected to be neat, clean, and well groomed. Students may not wear clothes that refer to drugs, alcohol, or other inappropriate or illegal activities. It is expected that clothing will be appropriate for the tasks at hand.

Footwear must be worn at all times. Hats in classrooms are permitted only at the teacher's discretion. Dress code violations are reported to the dean of students.

Food Outside Permitted Areas

No food is allowed outside the commons. (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.

Inappropriate Language/Materials

Inappropriate language includes vulgar, profane, or obscene terms. Students will be warned when such speech is first overheard, unless the incident is an extreme one. The possession or distribution of pornographic materials is prohibited.

Late to school or class

A student is considered to be late to school or class when he or she arrives after the appointed time. The third time a student is late to either commitment he or she will be assigned a detention to be served in the afternoon. Continued violations of this rule will lead to more serious disciplinary responses.

Library Disruption

Rules for silence or whispering are posted in the library. No food or drink 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.

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. Speed limit of 5 MPH in all parking lots and in the traffic circle in front of the Upper School.
3. STOP sign in main lot must be respected.
4. 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.
5. Students are not to be in cars unless they are entering or departing the campus.
6. During class hours, the main lot is reserved for faculty, seniors, and visitors.
7. 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 crosswalks.

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.

Portable musical devices/cellular phones

Portable musical devices and their accessories (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 other than in specific areas that the school has designated as appropriate. Students are also allowed to use the phone located next to the dean's office to make calls during the school 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.

Public Displays of Affection

Excessive displays of affection in public are not appropriate. For this reason, they are not permitted on school grounds even in seemingly private locations.

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 later in this handbook.

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.

Repeated Class Cuts

Students are expected to attend all of their classes during the school day. Skipping/cutting class is prohibited. Teachers will report any unauthorized class absences to the Dean of Students' office. If it has been determined that the student's absence is the result of a class cut they will receive a Detention. A student who cuts 3 classes in a school year will face restriction of privileges and be placed on Disciplinary Warning. The fourth cut class will result in the student being brought before the Student-Faculty Discipline Committee.

Fighting

A fight is a physical conflict between two or more individuals. The school does not condone fighting in all circumstances and will investigate any incidents involving physical conflicts between students.

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.

Bullying: Please refer to the [Anti-Bullying policy](http://www.bbns.org/handbook) at www.bbns.org/handbook.

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.* *see page 29*

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.

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.

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.

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. Students consuming alcohol or using drugs at school-sponsored events or who engage in those behaviors and then attend school-sponsored events can minimally expect to be suspended. The amount of consumption or level of usage is not a mitigating factor. Suspension from school for drug or alcohol usage results in an automatic seven calendar day suspension from all co- and extra-curricular activities dating from the time when the suspension is approved. The Disciplinary Committee retains flexibility as to the dispersion of long-term offices held by the offender such as club officer, sophomore guide, peer leader, etc., but suspension from co- and extra-curricular activities is not discretionary.

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.

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

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.

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 to the dean of students, using their lockers and leaving their valuables at home.

Vandalism

Vandalism is the willful destruction or defacement of property.

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

Violations of BB&N's Acceptable Use Policy for electronic media (found in the [All-School Policies & Information PDF](#) at www.bbns.org/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.

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.

Note: 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.

Disciplinary Procedure for Serious Offenses

Procedures are intended to be general guidelines only and BB&N reserves the right to apply them at its discretion.

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 five 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 including the possibility of expulsion. 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.

Reporting of Disciplinary Actions to Colleges

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 Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/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 of students 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

In general, alcohol will not be served at School meetings or in the presence of students.

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.

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 Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/handbook.

BB&N HIV/AIDS Policy

Please refer to the [All-School Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/handbook.

Policy on Child Abuse

Please refer to the [All-School Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/handbook.

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

Please refer to the [All-School Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/handbook.

Continued Enrollment

Please refer to the [All-School Policies & Information PDF](http://www.bbns.org/handbook) at www.bbns.org/handbook.

Daily Upper School Schedule 2011-2012

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:15 AM	8:00 – 8:15 AM	8:00 – 8:15 AM	8:00 – 8:15 AM	8:00 – 8:15 AM
8:20 – 9:05 E	8:20 – 9:05 G	8:20 – 9:05 D	8:20 – 9:05 C	8:20 – 9:05 F
9:10 – 10:00 B	9:10 – 10:00 C	9:10 – 10:00 E	9:10 – 10:00 A	9:10 – 10:00 G
Lab/Conference 10:00-10:20	Lab/Conference 10:00-10:20	Lab/Conference 10:00-10:20	Lab/Conference 10:00-10:20	Lab/Conference 10:00-10:20
10:25 – 11:10 D	10:25 – 11:05 X	10:25 – 11:10 C	10:25 – 11:05 X	10:25 – 11:10 B
11:15 – 12:05 A1	11:10 – 12:00 B1	11:15 – 12:05 F1	11:10 – 12:00 G1	11:15 – 12:05 D1
Lunch 11:15- 11:40	Lunch 11:10- 11:35	Lunch 11:15- 11:40	Lunch 11:10- 11:35	Lunch 11:15- 11:40
Lunch 12:05 - 12:35	Lunch 12:00- 12:30	Lunch 12:05- 12:35	Lunch 12:00- 12:30	Lunch 12:05- 12:35
11:45 – 12:35 A2	11:40 – 12:30 B2	11:45 – 12:35 F2	11:40 – 12:30 G2	11:45 – 12:35 D2
12:40 – 1:25 PM X	12:35 – 1:20 PM F	12:40 – 1:25 Activities	12:35 – 1:20 PM E	12:40 – 1:25 PM A
1:30 – 2:20 C	1:25 – 2:15 D		1:25 – 2:15 F	1:30 – 2:20 E
	Lab/Conference 2:15-2:35		Lab/Conference 2:15-2:35	
2:25 – 3:10 G	2:40 – 3:25 A		2:40 – 3:25 B	2:25 – 3:10 X