BROOKLINE HIGH SCHOOL

INFORMATION BOOKLET 2014-2015

Brookline High School

115 Greenough Street
Brookline, MA 02445
Telephone Main Menu: 617-713-5000
www.bhs.brookline.k12.ma.us

MAIN OFFICE

Deborah Holman, Headmaster

Kelli McDermott, Secretary_____ **617-713-5003**

Kathy Keaveney, Secretary_____ **617-713-5002**

ASSISTANT HEADMASTER

Hal Mason, Assistant Headmaster

Linda Wentzell, Registrar_____ **617-713-5006**

Amy Steele, Application Support_____ **617-713-5121**

DEAN OF STUDENTS

Anthony Meyer (Grade 9/11)

Sharon Fagan, Secretary_____ **617-713-5035**

Scott Butchart (Grades 10/12)

Sabrina McIntosh, Secretary_____ **617-713-5190**

SCHOOL WITHIN A SCHOOL

Dan Bresman, Coordinator

Christine Carruthers, Secretary_____ **617-713-5400**

OPPORTUNITY FOR CHANGE

Amy Bayer, Coordinator

Christine Carruthers, Secretary_____ **617-713-5252**

WINTHROP HOUSE

Owen Minott, Coordinator_____ **617-739-7647**

SPECIAL EDUCATION

Sarah Orlov, Director

Jim Henry, Coordinator

Lorraine Hughes_____ **617-713-5076**

GUIDANCE

Lenny Libenzon, Coordinator

Brenda Aguilar, Secretary_____ **617-713-5016**

Diane Kimball, Secretary_____ **617-713-5015**

Cover designed by Daniella Cruz

CONTENTS

Headmaster's Welcome ____ 1
Opening Days for Students ____ 2
BHS Calendar of Events 2014-2015 ____ 3
PSB 2014-2015 School Calendar ____ 5
Open Campus ____ 6
Personal Electronic Use ____ 7
Attendance Procedures ____ 8
Attendance FAQ's ____ 11
Counseling Resources & Clinical Services @ BHS ____ 13
Guidance Staff ____ 14
Testing for College Admission ____ 15
Test Calendar 2014-2015 ____ 17
Advisory Program ____ 19
Health Services ____ 20
Interim Progress Reports ____ 21
Grading Timeline ____ 22
BHS Weekly Schedule ____ 23
Lunch Schedule ____ 24
Delayed Opening Schedule ____ 25
Athletics ____ 26
BHS Library ____ 27
PTO ____ 29
BHS 21st Century Fund ____ 31
Brookline Education Foundation ____ 32
Family Portal ____ 33
Sagamore ____ 35
MBTA Bus Pass Program ____ 36
PAMS ____ 37
Important Locations ____ 39
BHS Floor Plan ____ 40

BROOKLINE HIGH SCHOOL
Office of the Headmaster

August 22, 2014

Dear Students, Parents, Guardians:

Welcome to the 2014 – 2015 school year. I hope you have had a restful and fun summer and that you are looking forward to another school year. Fifty years ago, BHS students returned to school with national and world events swirling around them. In 1964, the civil rights leader Martin Luther King, Jr. won the Nobel Peace Prize; the U.S. was increasing its military and diplomatic involvement in Vietnam; President Lyndon B. Johnson began his "Great Society" programs aimed at reducing poverty and racial injustice; the Beatles appeared for the first time in the U.S.; and the seeds were being sown locally for Boston's METCO program.

You are returning to school in an equally grand and tumultuous time. Massachusetts' first African American governor, Deval Patrick, now finishes his eight years in office, while the state's first female U.S. Senator, Elizabeth Warren, continues her U.S. Senate tenure. The racial unrest and events in Ferguson, Missouri this summer have again challenged our notions of equality in modern America. Military conflict in the Middle East, including recently in Israel and Iraq, tests our hopes for a peaceful world. Sadly, we lost comedian Robin Williams, an American gem who, so importantly, made us laugh. And the iPhone 6 threatens to be released.

One of the main purposes of public education, perhaps the most important purpose, is to work at making sense of who we are as a *democratic nation* and community in light of the profound and weighty circumstances that surround us, be it 1964 or 2014. Every new school year offers opportunity to "make sense" of who we are; to develop strong relationships with friends and faculty; to learn new skills, ideas, and content; to find, develop, and pursue passions; and ultimately to ready oneself for the world. The Brookline High faculty and I anxiously await your arrival on September 4th and 5th.

Student course schedules are on the portal. In an effort to use less paper, we no longer mail home report cards and interim progress reports (IPRs). We use the on-line Aspen "parent portal." Parent portal log-in instructions are available in this **"Information Booklet 2014 – 2015."** Some news about our deans: First, I welcome Scott Butchart who was appointed last spring as permanent Dean of Students for grades 10 and 12. I also welcome back Brian Poon as permanent Associate Dean of Students; he will co-lead the tenth grade class with Dean Butchart. And we welcome Amy Bayer, our new OFC program coordinator.

And finally, remember that our school-wide summer reading is for each student to read two books of choice and be ready to share in English classes. Enjoy the remainder of your summer, and I look forward to another great year together.

Sincerely,

Deborah Holman

Ms. Deborah Holman
Headmaster

Opening Days for Students

Day 1 (Ninth Graders Only): September 4, 2014

8:00	Arrive in front of the school
8:20 am	Processional Into Quadrangle:
8:45 - 9:30 am	Freshman Convocation in the Quadrangle (if rain, in the Auditorium)
9:35 – 10:30	Freshman Homeroom
10:35 - 11:00	A1 block
11:05 - 11:30	B1 block
11:35 – 12:00	C1 block
12:00 - 12:55	Freshman and New Student Barbecue in the Quadrangle
1:00 - 1:25	D1 block
1:30 - 1:55	E1 block
2:00 - 2:25	F1 block
2:30 - 2:55	G1 block

***All 10th, 11th, and 12th grade students who are new to BHS will report to the Martin Luther King, Jr. Room at 10:45 am on Thursday, September 4 for an Orientation Session.

Day 2 (All Students): September 5, 2014

8:20 - 10:30	Advisory
8:45 - 9:25	Assembly for Grade 10 in the Auditorium
8:45 - 9:25	Assembly for Grade 11 in the Schluntz Gym
9:45 - 10:30	Assembly for Grade 12 am in the Auditorium
10:35 - 11:00	A2 block

Math , Science , Career Ed., Special Ed., Visual Arts, Health & Fitness , Performing Arts Classes

11:05 - 11:35 am	B2 block
11:40 - 12:10	Lunch 2

English, Social Studies, World Language, ESL, Study Hall, Tutorial Classes:

11:05 - 11:35	Lunch 1
11:40 - 12:10	B2 block
12:15 - 12:40	C2 block
12:45 - 1:10	D2 block
1:15 - 1:40	E2 block
1:45 - 2:15	F2 block
2:20 - 2:50	G2 block

August

8/18		Fall Sports	
8/28	11 -2 PM	Arena Day, Grades 9 -12	Library

September

9/4		Opening Day for Freshman	
9/4	6:30 PM	Fall Sports Night	Aud
9/5		Opening Day Grades 10-12	
9/5	7:00 PM	Open Mic	Rm. 120
9/10	7:00 PM	Freshman Parent Night	Aud
9/13	7:30 AM	ACT Test	Rm. 147
9/16	7:00 PM	Junior Parent Night	Aud
9/17	5:00 PM	Race Reels	MLK
9/23	6:30 PM	Senior Parent Night	Aud
9/25		No School-Rosh Hashanah	
9/27	8:15 AM	Senior Essay Workshop	Cafeé
9/29	7:00 PM	Sophomore Parent Night	Blk Box
9/30	6:30 PM	International Parent Night	MLK

October

10/2	8:15 AM	National Merit Breakfast	MLK
10/9	X-block	Club/Activities Fair	Cypress
10/11	7:30 AM	SAT Test	Rm. 147
10/13		No School - Columbus Day	
10/14		1st Mid Quarter IPRs Issued	
10/14	7:00 PM	Sr. Parent "Stress Management"	MLK
10/17	7:00 PM	Open Mic	Rm. 120
10/18	7:30 AM	PSAT Test	Rm. 147
10/21	6:00 PM	Back to School Night	Aud
10/22	7:00 AM	PTO Teacher Appreciation Breakfast	MLK
10/23	7:00 PM	extra-curricular & intramural Mtg.	MLK
10/25	7:30 AM	ACT Test	Rm. 147
10/28	7:00 PM	NHS Induction	Aud
10/29	5:00 PM	Race Reels	MLK

November

11/5	3:30 PM	Shakespeare	Aud
11/5	7:00 PM	Financial Aid Night	Aud
11/5, 6, 7		MCAS Make-up *ELA*	
11/6, 7, 8	7:30 PM	Shakespeare	Aud
11/6	6:00 PM	SWS Back To School Night	MLK
11/7		1st Quarter Ends	
11/8	7:30 AM	SAT Test	Rm. 147
11/11		No School - Veterans Day	
11/12, 13		MCAS Make-up *Math*	
11/13	7:00 PM	Fresh PTO Mtg: Grades	Cafe
11/14	7:30 PM	Camerata/Orchestra	Aud
11/14	5:00 PM	Race Reels	MLK
11/15	6:00 PM	21st Century Fund Gala	Schluntz
11/18		1st Quarter Report Cards issued	
11/18	7:00 PM	B-PEN Freshman Mtg.	MLK
11/20	7:00 PM	Sophomore PTO Mtg.	TBD
11/21	7:30 PM	Improvised Music Festival	Aud
11/25	7:00 PM	Open Mic	Rm. 120
11/25	6:00 PM	Int'l Thanksgiving Dinner	MLK
11/26		Noon Dismissal - Pep Rally	
11/27, 28		Thanksgiving break	

December

12/3		Early Dismissal - 12:30pm	
12/4	8:00 AM	Community Forum BCASA	MLK
12/6	7:30 AM	SAT Test	Rm. 147
12/9	5:00 PM	Race Reels	MLK
12/9	7:00 PM	PTO SWS Info night	SWS
12/10	7:00 PM	PTO/Kaplan (College Testing)	MLK
12/10	3:30 PM	Freshman Play	Blk Box
12/11, 12	7:30 PM	Freshman Play	Blk Box
12/13	7:30 AM	ACT Test	Rm. 147
12/13	3:30&7:30	Freshman Play	Blk Box
12/16		2nd Mid Quarter IPRs issued	
12/19	3:00 PM	Winter Concert	Aud
12/22	7:00 PM	Open Mic	Rm. 120
12/24 -1/2		Winter Vacation	

January

1/7	7:00 PM	Junior PTO Mtg.	MLK
1/9	6:00 PM	CHEX 15th Anniv Banquet	Atrium
1/9	7:30 PM	Needs *Improv* ment Perf	Aud
1/9	7:00 PM	Open Mic	Rm. 120
1/13	5:30 PM	Race Reels	MLK
1/15, 16	7:30 PM	Revisions	Studio 1
1/15	7:00 PM	Freshman PTO Mtg.	MLK
1/19		No School - MLK Day	
1/21	7:00 PM	Gap Year/Community Service Mtg.	MLK
1/22	3:00 PM	Gap Year Fair	Cafe
1/24	7:30 AM	SAT	Rm. 147
1/27-1/29		Mid Year Exams	
1/28	7:00 PM	B-PEN Parent Workshop	MLK
1/29, 30	7:30 PM	Emerson Festival Play	Blk Box
1/30		2nd Quarter Ends	

February

2/2, 3		MCAS - *Biology*	
2/4	7:00 PM	Freshmen PTO: Course selection	MLK
2/4	3:30 PM	Musical	Aud
2/5, 6, 7	7:30 PM	Musical	Aud
2/7		ACT Test	Rm 147
2/10		2nd Quarter Report Cards Issued	
2/11	5:00 PM	Race Reels	MLK
2/11	6:00 PM	Jr. Parent Night: College Process	Aud
2/12	7:30 PM	Chamber Music	Blk Box
2/13	7:00 PM	Open Mic	Rm. 120
2/16 -2/20		February Vacation	
2/24	7:00 PM	Freshman Potluck	MLK
2/28	all day	State Drama Festival	Aud

March

3/2, 3,4		MCAS Retake - *ELA*	
3/3	7:00 PM	All Town ChorusK-12	Aud
3/4	3:30 PM	Spring Play	Blk Box
3/5, 6		MCAS Retake - *Math*	
3/5, 6	7:30 PM	Spring Play	Blk Box
3/7	3:30&7:30	Spring Play	Blk Box
3/10	7:00 PM	Soph PTO: Course selection	Aud
3/11, 12	7:30 PM	All State Festival Play	Aud
3/13	7:30 PM	Acappellafest	Studio 1
3/14	7:30 AM	SAT	Rm. 147
3/14	6:00&7:30	Acappellafest	Studio 1
3/17		3rd Quarter IPRs Issued	
3/17	6:00 PM	College Fair	Cafe
3/18	7:00 PM	B-PEN Parent Workshop	MLK
3/19	5:00 PM	Race Reels	MLK
3/20	7:00 PM	Open Mic	Rm. 120
3/20	6:00 PM	Junior Semi-formal	
3/22		All State Music Festival	Boston
3/24, 25,26		MCAS Exam - *ELA*	
3/25	7:00 PM	All Town/BHS Orchestra	Aud
3/26, 27	7:30 PM	Choreography Class Performance	Studio 1
3/31	7:30 PM	Camerata Masterwork	Atrium

April

4/2		MCAS - *ELA Comp. Makeup*	
4/3		No School - Good Friday	
4/3	7:30 PM	HabFest Concert	Aud
4/8		3rd Quarter Ends	
4/8	7:00 PM	Special Ed College Night	Aud
4/9, 10	7:30 PM	Jazz Band	Aud
4/14		3rd Quarter Report Cards issued	
4/14	5:00 PM	Race Reels	MLK
4/15		Early Dismissal - 12:30pm	
4/16	7:00 PM	Open Mic	Rm. 120
4/18	7:30 AM	ACT Test	Rm. 147
4/20 - 4/24		April Vacation	
4/28	7:00 PM	Awards Ceremony	Aud
4/29	7:00 PM	B-PEN Rising Freshman	MLK

May

5/1	7:30 PM	Needs *Improv* ment	Aud
5/2	7:30 AM	SAT	
5/4 - 5/15		AP Exams	Rm. 147
5/7, 8, 9	7:30 PM	Progressions	Aud
5/12, 13		MCAS Exam - *Math*	
5/13	7:00 PM	Senior PTO Mtg.	Cafe
5/18	7:00 PM	Sophomore PTO Mtg.	Cafe
5/19		4th Quarter IPRs Issued	
5/19	7:00 PM	Junior PTO Mtg.	Cafe
5/20	5:00 PM	Race Reels	MLK
5/20, 21	7:30 PM	Spring Music Festival	Aud
5/22	7:30 PM	Student Directed Festival	Blk Box
5/23	11:00am	Student Directed Festival	Aud
5/25		No School - Memorial Day	
5/27 -5/29		Senior Final Exams	
5/27	7:30 PM	Student Acappella	Blk Box
5/28	6:30 PM	Athletic Banquet	BU
5/29	7:30 PM	Needs *Improv* ment Battle	Aud

June

6/1	6:00 PM	Senior Prom	
6/2, 3		MCAS Exam - *Science*	
6/3		Senior Day	
6/3	6:00PM	OFC Graduation	MLK
6/4	6:00 PM	METCO Graduation	MLK
6/5	6:00 AM	SWS Graduation	
6/6	7:30 AM	SAT	Rm. 147
6/7	9:00 AM	Scholarship Breakfast	Quad
6/7	1:00 PM	GRADUATION	Cypress
6/8	6:00pm	AALSP EOY Celebration	MLK
6/12	7:00 PM	Open Mic	Rm. 120
6/13	7:30 AM	ACT	Rm. 147
6/17, 18		Final Exams	
6/18		4th Quarter Ends	
6/18		Last Day of School, if no cancellations	
6/19 -6/25		Make up days for	

THE PUBLIC SCHOOLS OF BROOKLINE

2014-2015 School Calendar

August 2014

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014

Su	M	Tu	W	Th	F	Sa
	1	[2	3]	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	~~25~~	26	27
28	29	30				
						18

October 2014

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	~~13~~	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22

November 2014

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	~~11~~	E	13	14	15
16	17	J	19	20	21	22
23	24	25	N	27	28	29
30						*17*

December 2014

Su	M	Tu	W	Th	F	Sa
	1	2	D	4	5	6
7	8	J	10	11	12	13
14	15	16	17	18	19	20
21	22	23	~~24~~	~~25~~	~~26~~	27
28	~~29~~	~~30~~	~~31~~			
						17

January 2015

Su	M	Tu	W	Th	F	Sa
				~~1~~	~~2~~	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	~~19~~	20	21	22	23	24
25	26	27	28	29	30	31
						19

February 2015

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	~~16~~	~~17~~	~~18~~	~~19~~	~~20~~	21
22	23	24	25	26	27	28
						15

March 2015

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						22

April 2015

Su	M	Tu	W	Th	F	Sa
			1	2	~~3~~	4
5	6	E	8	9	10	11
12	13	14	D	16	17	18
19	~~20~~	~~21~~	~~22~~	~~23~~	~~24~~	25
26	27	E	29	30		
						16

May 2015

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	E	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	~~25~~	26	27	28	29	30
31						*20*

June 2015

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	[19	20
21	22	23	24	25]	26	27
28	29	30				
						14

July 2015

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

School Closed — **First / Last Day of School** — **Dismissal - Collab. Time - Elem. 1:40; HS-2:15**

Monday - Thursday: Elem. Dismissal 2:30 p.m.; High School Dismissal M/W-2:55; T/R-2:50

Conference Dismissals - 12:40 p.m. **E = K - 6 , J = K - 8, D = K - 12, N = NOON**

Sept. 2 & 3 Teachers & Paras Return
Sept. 4: Opening Day - Students 1 - 9
Sept. 5: Opening Day - Students Gr. 10 - 12
Sept. 4 & 5: Kdg. assigned 1 full day 9/4 OR 9/5
Sept. 8: Full Day all students
Sept. 25: Schools closed - Rosh Hashanah
Oct. 13: Schools closed - Columbus Day
November 11: Schools closed - Veterans Day
Nov. 27-28 : Schools closed - Thanksgiving

Dec. 24-Jan. 2: Schools closed - Winter Vacation
January 19: Schools closed - MLK Day
Feb. 16 - 20: Schools closed - February Vacation
April 3: Schools closed - Good Friday
April 20 - 24: Schools closed - April Vacation
May 25: Schools closed - Memorial Day
June 7: High School Graduation
June 18: Final Day, if no snow
June 19, 22, 23, 24, 25: Make up days for cancellations

Calendar template by Vertex42.com

Open Campus

Open Campus at Brookline High School provides some discretionary time during the school day for students who demonstrate the ability to use this time productively. Our graduates tell us that the freedom at BHS prepared them well for their responsibilities after high school.

FREEDOM AND RESPONSIBILITY!

Open Campus rewards responsible students to work hard to earn this privilege. Open Campus is neither automatic nor a right to which students are entitled.

TO QUALIFY STUDENTS MUST:

- Have a G.P.A. of 2.0 (C) or better;
- Complete Naviance Learning Style Inventory and obtain your guidance counselor's signature that you have done so.
- Have no outstanding Hold Slips, ie. You can't owe a book or an item to the school.
- Submit the Open Campus Application which includes parental permission and indication of study halls to be dropped.
- Obtain approval from your Dean, based on a completed application, 2.0 GPA, and a record of good citizenship and good attendance;
- Maintain these standards of academic achievement, good citizenship, and good attendance

Freshmen who have one or more study halls may request Open Campus instead of these study halls up to a maximum of 4 open blocks. If you have a full schedule with no study halls, Open Campus will not change your schedule.

PROCEDURE:

1. Obtain an Open Campus Application from your advisory teacher - available in February.
2. Have your parent/guardian sign the section indicating that they give permission for you to have Open Campus.
3. Write on the form which studies you are requesting to drop, ie. Monday G-block, Wednesday A-block, etc. Remember, you may not exceed the maximum total of 4 study halls.
4. Log on to Naviance Family Connection, click on the left side: My Learning Style, answer all questions. Have your counselor sign the form indicating you have completed this.
5. Sign the form yourself, indicating your commitment to be responsible with this new freedom.
6. Submit the O.C. application to Mrs. Fagan in Room 257. Deans, Meyers, Redding and Alexander will review your GPA, attendance, and discipline records to determine final approval. Good citizenship at BHS is required.
7. If your application is approved, you will receive a copy of your new schedule in homeroom. **YOU MUST FOLLOW YOUR CURRENT SCHEDULE UNTIL YOU RECEIVE A NEW ONE.**

RULE 1.4: The Policy on Personal Electronic Devices

Brookline High School recognizes the pervasiveness of technology in today's world. We also highly value a school culture that prioritizes human interaction and the establishment of strong human relationships. To account for both of those realities, we believe in SMARTS:

Students: Students may use technology at BHS
Manners: Students will graduate from BHS with good manners around technology
Availability: Students must be available to others
Respect: Students must be respectful when using technology
Teachers: Teachers decide if and how technology is used in their classrooms
Silence: All use of technology must be silent

A personal electronic device is a wireless and/or portable piece of equipment that is capable of storing, processing, or transmitting information. These devices include, but are not limited to, cell phones, pagers, smartphones/PDAs, computers/tablets, MP3 players and other handheld entertainment systems, and AV recording devices or cameras.

The use of technology and personal electronic devices is a privilege and should not disrupt the flow of school nor affect the learning in the classrooms. Therefore, to adhere to the respectful use of technology, here are the limits:

CELL PHONES: NO talking on phones anywhere in the building, including in the quad. This rule is in effect from 8:15 to the end of the school day. Talking on cell phones is only permitted in the vestibule outside the atrium at the main entrance.

HEADPHONES: Students may not wear headphones (on neck or in ears) in the building, including in the quad. Headphones are allowed in classrooms only when a teacher or librarian has given permission for their use. This rule is in effect from 8:15 to the end of the school day.

CLASSROOM ELECTRONICS USE: Students will be informed, in writing, of each teacher's policy on technology as part of the class syllabus or class expectations. In addition, the SMARTS poster shall be displayed in a visible place in every classroom.

Inappropriate or unlawful use of electronic equipment will result in school consequences and/or referral to the police. This includes use of electronic equipment in a way that violates a student, staff, or faculty member's privacy, or that amounts to harassment or malicious defamation. Any misuse of electronic equipment, including using such technology to cheat, plagiarize, or secretly record the communications of another shall result in immediate confiscation of the equipment in addition to other consequences beyond those listed below.

Consequences
Progressive discipline will be applied to students who fail to follow the new policy. Additional consequences, including suspension, are possible if students do not respond to reasonable requests from staff members (ie, giving their names or their administrators' names).

Attendance Procedures

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

1. **Total Absence Cap (Excused and/or Unexcused)**
   Brookline High School expects students to be in school on a regular basis. Earning credit for high school coursework involves graded work as well as participation and involvement in the community of learners. **Students are limited to a total of 21 absences** (15% of the 140+ days a class meets) for year-long courses, 11 total absences for semester-long, or 5 for two-day/week semester courses. Any absences over this cap result in no credit for the course. Failure to meet this attendance standard will be indicated on the transcript with the final grade of "N."

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

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

2. **Excusing Absences**

   a. **Parents/guardians must contact the Dean's Secretary prior to 10:00 a.m on the day of the absence** in order to insure accurate record-keeping and efficient make-up arrangements from classroom teachers. A message may be left at any time in each dean/program coordinator's office to facilitate absence reports. After 10:00 a.m. the absence is recorded as unexcused.
      - Parents/guardians who miss the 10:00 a.m. deadline on the day of the absence, may clear the unexcused absence up to 3 days later through a note, e-mail, or phone message.
      - After three school days, an absence will not be excused.

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

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

3. **Tardiness**

If a student arrives 20 minutes or more after the class begins, the student will be marked tardy/absent for that class. Students are expected to remain in the classroom in order to benefit from the instruction and to be eligible to make up missed work. Teachers may arrange make-up time with the student to change the record from Tardy/absent to tardy/present. Tardy/absences count toward total absent limit.

4. **Unexcused Absences (AWOLs)**

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

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

b. 1st-5th AWOL: Communication home, progressive disciplined applied by teacher and dean.

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

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

e. For semester courses the final grade of "N" for the course comes after the 3rd AWOL, subject to an attendance improvement plan and appeal. After the 5th AWOL there is no possibility of appeal.

5. **Notification**

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

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

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

- **<u>Quarter: 6 or more total absences or 2 AWOLs</u>** per class per quarter result in a report card grade of "Q/(grade)."
- **<u>Year: 12 total absences or 4 AWOLs</u>** per class during the year results in a grade of "Q" that will appear on a quarter report card.
- Students who receive a "Q" for any quarter should meet with their dean/program coordinator in order to discuss strategies and supports which can help the student improve his/her attendance. The parent will be informed of the outcome of this meeting.

6. **Transcript**
   Only an "N" will appear on a student's official transcript. A quarter "Q" is a warning and will only appear on report cards.

7. **Make-Up**
   Students who earn an "N" in a class may, in some cases, make up classes in Summer School provided the student has not been absent for more than 35 times (25% of the classes, proportional for partial credit courses) in the course. Absences in excess of 25% make a student ineligible to take a course for "make-up" credit in summer school. Students in this case would have to take classes for original credit in summer school or would have to take the course again the following year. (Note that there is no "Original Credit" English class offered in BHS Summer School.)

8. **Appeals**
   If a student fulfills his/her attendance improvement plan, the student may request that a dean seek headmaster consideration to remove the "N." Other appeals granted by the headmaster will be extremely rare and for extraordinary circumstances.

August 14, 2014

Attendance Procedure FAQ

Why these attendance procedures?
Faculty and advisors have been working for many years to create attendance procedures more in line with our academic values and our mission. In the broadest philosophical sense the procedures, which began in the 2013-14 school year, assert one of our central beliefs: a fundamental part of a Brookline High School education is being present with peers and teachers. Previous practices allowed students many more absences than were necessary or advisable, and as a result, these practices allowed some students to compromise their own learning. The procedures set reasonable absence limits (with built-in warnings) in order to preserve the coherence and integrity of a student's education. Translated into numbers, the procedures state that a student must be in class at least 85% of the time.

How will I know when my child is absent from a class?
As before when the student is absent without having previously been excused from class the teacher will mark the student absent thereby triggering a phone call from the school notifying the parent of the AWOL. The same information is also available in the parent portal. In the portal you can also control how you would like to be notified when an absence is reported by a classroom teacher.

What do I do if I can't access the Parent Portal to view my child's attendance?
Parent portal access and connectivity issues should be addressed via e-mail: bhsinfo@Brookline.k12.ma.us

What is a Q/grade?
Q is the signifier grade we are using as a warning that a student is nearing the danger zone for number of absences in that course.

Will there still be contracts to make up time?
We no longer write attendance contracts. Students and parents work with the student's administrator once reaching the warning level grade of "Q" in order to take action that will prevent loss of credit in the class.

Can absences and tardies impact a student's grade?
Teachers establish their own grading criteria in classes and publish these criteria in their course expectations in September. Excessive unexcused absences or tardies may negatively impact a grade.

What is the meaning of an N on a transcript?
The grade of N signifies that no credit is given because of excessive absence from class.

How is an N calculated in the GPA?
N and Q grades are not calculated in GPA.

How much does a tardy/absent count toward the total absent limit?
Students who are more than 20 minutes late for class are counted as having missed that class for the day just as any other absence would be counted.

Can a parent excuse a single absence in the middle of the school day?
If a student needs to be excused for a mid-day absence for a doctor's appointment, etc., that will continue to be allowed. However, excusing a student who remains in the building is no longer permitted.

Whom do I call if my child is having health problems that might result in frequent absences?
Please discuss this matter with your child's administrator and/or guidance counselor.

What do I have to do to appeal an N Grade?
Such a process would begin with the student's administrator. Appeals will be rare and only granted in extraordinary circumstances.

If a student is unexcused absent, can they still make up that day's work?
The determination is made by the classroom teacher.

Does this mean that there is no making up Health and Fitness classes missed?
Yes. The attendance procedure applies to all classes/subjects at Brookline High School.

Why do field trips count?
Field trips are a vital part of the educational experience of being a student at Brookline High School. This past year we visited the Freedom Trail, France, Mexico, the Medical Area, and dozens more. All of these are important parts of the educational experience. However, the philosophy behind the new attendance procedures is that the paramount educational activity is the experience students get in a classroom with their peers and teachers. So we expect students to begin to become aware of how many specific individual classes they are missing in a given year. For example, a student who gets the flu, has a death in the family, gets sick a few times, and is nearing 15 absences in his or her science class should think twice about going on a field trip. It is the student's choice. However some students, some of the time, may decide that they can't afford to miss another science class, math class, English class, cooking class, etc. because they have missed too many over the course of the year. Remember Brookline High School is about freedom and responsibility, and student choice. The school is not saying that you can't go on field trips -- the school is trying to set up a system where students take the responsibility for understanding that classroom time is paramount, and then come other extensions of class such as field trips.

August 2014

Counseling Resources and Clinical Services at Brookline High
How to get help for a mental health issue:

Referrals

Brookline High School has many resources to support students' emotional wellbeing. If you are worried about a student's mental health, contact the student's guidance counselor with your concerns. If you feel the situation needs immediate attention, escort the student to the nurses' office in room 147.

Nurses Clinic Room 147 713-5151
April Armstrong, RN
Mary Lynch, RN

CLINICAL SERVICES TEAM

Psychologists:
Linda Kelley room 123 713-5078
Holly St. Peter room 123 713-5080
Andi Weiss room 123 713-5079

Social Workers:
Paul Epstein room 280 713-5082
Karen Kennedy room 317j 713-5312
Fran Kuehn room 340a 713-5099

Substance Abuse Prevention Social Workers:
Mary Minott room 149b 713-5155
Jorge Membreno room 149a 713-5149

Teen Dating Violence/Domestic Abuse:
Doreen Gallagher room 149c 730-2713

GUIDANCE STAFF:

Guidance Counselors in Suite 317:
Ellen Herz 713-5196
Jeannette Sergeant 713-5191
Eric Schiff 713-5198
Kathleen Whelan 713-5194

Guidance Counselors in Suite 285:
Nicole Bent 713-5039
Richard Gorman 713-5042
Mary Toomey 713-5036
Alex Young 713-5040

OFC Guidance Counselor:
Kara Lopez room 248 713-5248

SWS Guidance Counselor:
Dan Bresman room 400a 713-5401

STEPS to Success:
Melissa O'Brien room 163a 713-5154
Dan Arroyo

International Student Advisor:
Betsy Davis room 160m 713-5007

METCO Advisor:
Keith Lezama room 170a 713-5171

EXCEL Counselor:
G.S. Toledo room 205 879-4815

Additional Resources:
Brookline Mental Health Center
617-277-8107

In the case of an emergency after hours call 911, and then 713-5444.

Brookline High School Guidance Staff and Support Staff

Lenny Libenzon		
Guidance Coordinator	Room 162	713-5017
Guidance Counselors - Grades 10 & 12		
Ellen Herz	Room 317G	713-5196
Eric Schiff	Room 317K	713-5198
Jeanette Sergeant-Jourdan	Room 317B	713-5191
Kathleen Whelan	Room 317E	713-5194
Guidance Counselors – Grades 9 & 11		
Nicole Bent	Room 285D	713-5039
Richard Gorman	Room 285G	713-5042
Mary Toomey	Room 285A	713-5036
Alexandra Wyrodek Young	Room 285E	713-5040
Kara Lopez, **OFC Counselor**	Room 248	713-5248
METCO		
Keith Lezama, Director	Room 170A	713-5171
School Within a School (SWS)		
Dan Bresman, Coordinator	Room 400A	713-5401
Winthrop House		
Owen Minott, Coordinator	Winthrop House	739-7647
Social Workers		
Paul Epstein	Room 280	713-5082
Karen Kennedy	Room 317J	713-5312
Fran Kuehn	Room 340A	713-5099
Psychologists		
Holly St. Peter	Room 123	713-5080
Linda Kelly	Room 123	713-5078
Andi Weiss	Room 123	713-5079
MCAS Programming		
Lisa Gaffney	Room 162A	713-5136
Guidance Secretaries		
Brenda Aguilar	Room 162B	713-5016
Diane Kimball	Room 162	713-5015
Prevention/Intervention Team		
Mary Minott, Counselor	Room 149B	713-5155
Jorge Membreno, Substance Abuse Counselor	Room 149A	713-5154
Doreen Gallagher, Violence Prevention Specialist	Room 149C	713-5156
June Harris, Parent Education	Room 149C	713-5156

Tests for College Admission

As part of the college admission process, students need to take a number of tests in their junior and senior years. The Guidance Department recommends the following testing schedule:

PSAT/NMSQT	Junior year (Registration is completed through the Main Guidance Office, Room 162, in early October)
SAT or ACT	Junior and Senior years
SAT Subject Tests	Taken at the time the student completes the course or the course sequence. (i.e. the SAT Subject Test in Chemistry may be taken at the end of the sophomore year.

TOEFL (Test of English as a Foreign Language) Best taken in the senior year

Advanced Placement (AP) tests Usually taken in Junior and Senior years after the course

PSAT/NMSQT
The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is a practice test for the SAT, evaluating both verbal and mathematical abilities. The National Merit Scholarship Program uses the PSAT to identify academically exceptional students to compete for Merit Scholarships.

Scholastic Aptitude Test (SAT)
The Scholastic Aptitude Test is taken twice by most students: Spring (March, May or June) of junior year and Fall (October, November, or December) of senior year. Scores range from 200 to 2400.

American College Testing Program (ACT)
The ACT is an alternative to the SAT college admissions test. It is more subject based than the SAT.

SAT Subject Tests
Subject Tests are used for admission decisions by the more selective colleges. Many colleges request the writing test plus two from the following: Literature, U.S. History, World History, Mathematics Level I or 2, Latin, French, Russian, German, Spanish, Hebrew, Biology, Chemistry, and Physics.

All registration booklets are available in the College and Career Center, Room 163. A photo identification is required at the time the student is taking each of these tests.

Important Numbers for the SAT I and SAT II

22-240	Test Center for Brookline High School
220445	School Code for Brookline High School
25021	Norfolk County Code

The telephone number for ETS (Educational Testing Service) in Princeton, New Jersey is: 1-609-771-7600 and is in service from 8:30 a.m. - 9:30 p.m., or students may sign on to www.collegeboard.com

Services for Students with Disabilities (SSD)

The College Board is committed to serving students with disabilities by providing services and reasonable accommodations appropriate to the student's disability and the purpose of the exam. Services for Students with Disabilities (SSD) provides AP, PSAT/NMSQT and SAT testing accommodations for students who have documented disabilities. Students should see their guidance counselor, special education teachers, or Mr. Libenzon for further information.

Test of English as a Foreign Language (TOEFL)

The TOEFL will be administered by computer at special test centers. Computer-based tests will be offered worldwide at Sylvan Technology Centers, computer test centers at specified universities, and ETS field offices.

Testing is available year-round and will make appointments either by calling a toll-free number, a local test center, or an international regional registration center.

Please refer to the **Bulletin of Information for TOEFL and TSE for additional information regarding registration procedures**. For additional information please call TOEFL, Monday-Friday, 8:00 a.m. - 9:45 p.m. at 609-771-7100

Test Calendar 2014-2015

PSAT/NMSQT (for students in grade 11)
Saturday, October 18, 2014, 8:00 am - 12:00 pm. Registration in Guidance Office.

SAT & SAT II

Test Dates	Test	Registration Deadline
October 11, 2014	SAT and SAT Subject Tests	September 12
November 8	SAT and SAT Subject Tests	October 9
December 6	SAT and SAT Subject Tests	November 6
January 24, 2015	SAT and SAT Subject Tests	December 29
March 14	SAT only	February 13
May 2	SAT and SAT Subject Tests	April 6
June 6	SAT and SAT Subject Tests	May 8

Note: Sunday administrations will be held the day after each Saturday date.
*The Language Tests with Listening are offered in November only.

American College Testing Program (ACT)

Test Dates	Registration Deadline
September 13, 2014	August 8
October 25	September 19
December 13	November 7
February 7, 2015	January 9
April 18	March 13
June 13	May 8

Test of English as a Foreign Language (TOEFL)
The TOEFL will be administered by computer at special test centers. Computer-based tests will be offered worldwide at Sylvan Technology Centers, computer test centers at specified universities, and ETS field offices.
Testing is available year-round and will make appointments either by calling a toll-free number, a local test center, or an international regional registration center.
Please refer to the **Bulletin of Information for TOEFL and TSE for additional information regarding registration procedures**. For additional information please call TOEFL, Monday-Friday, 8:00 a.m. - 9:45 p.m. at 609-771-7100

Advanced Placement (AP)
May 4-15, 2015

Massachusetts Comprehensive Assessment System (MCAS)

ELA and Mathematics *Retests*	
November 5	ELA Composition Sessions A and B
November 6	ELA Reading Comprehension Sessions 1 and 2
November 7	ELA Reading Comprehension Session 3
November 12	Mathematics Session 1
November 13	Mathematics Session 2
2015 ACCESS for ELLs Test (including the Alternate ACCESS for ELLs)	
January 8–February 11	ACCESS for ELLs test sessions
High School Biology Test	
February 2	Biology Session 1
February 3	Biology Session 2
ELA and Mathematics *Retests*	
March 2	ELA Composition Sessions A and B
March 3	ELA Reading Comprehension Sessions 1 and 2
March 4	ELA Reading Comprehension Session 3
March 5	Mathematics Session 1
March 6	Mathematics Session 2
Grade 10 English Language Arts	
March 24	ELA Composition Sessions A and B
March 25	ELA Reading Comprehension Sessions 1 and 2
March 26	ELA Reading Comprehension Session 3
April 2	ELA Composition ***Make-Up*** Sessions A and B
Grade 10 Mathematics	
May 12	Mathematics Session 1
May 13	Mathematics Session 2
High School STE	
June 2	STE Session 1 (Biology, Chemistry, Introductory Physics, Technology/Engineering)
June 3	STE Session 2

Brookline High School Advisory Program

Advisory is a program that gives all BHS students a chance to meet in a non-academic setting with peers and a faculty advisor once a week. The program was created for students to:

- learn more about Brookline High School and a student's role in the school community;
- appreciate and explore the diversity within a group of peers over the course of four years;
- participate in community service;
- have a regular, consistent place to connect with an adult and older peer mentors in the high school;
- have a time to reflect on academic and social goals with the faculty advisor as students journey through high school.

Time spent in Advisory is low-stress and does not involve assignments. Most Advisory blocks are spent conversing with your peers and faculty advisor on school-wide or grade-specific topics, going to class assemblies, or meeting one-on-one with your advisor. Assemblies have focused on topics such as cyber-citizenship, environmental citizenship, substance abuse prevention, community-building, school policies and culture. Work with the faculty advisors has focused on topics such as cultivating a growth mindset, linking effort with success, owning one's own learning, responsible use of technology, and problem-solving. Advisory is also a place where "play" happens, an often under-valued aspect of learning during the high school day. Advisory is graded on a pass/fail basis, and it is the only class that a student will have with the same kids for their entire career at BHS.

Health Services

The Mission of the School Health Program is to foster the growth, development and educational achievement of all students. Registered nurses promote health and wellness by:

- providing health assessment, first aid, emergency treatment, consultation and referral for physical, psychological and behavioral issues
- administering scheduled care for special medical needs
- providing surveillance and monitoring of communicable diseases
- administering state mandated screening programs to identify health risks
- building partnerships to ensure referral to quality services that are effective, culturally appropriate and responsive to the diverse needs of our students and their families.

The Massachusetts Department of Public Health requires the following to support a Comprehensive and Coordinated School Health Program:

- Parents/guardians of new students are required to provide documentation of their child's completed immunizations *before* entry to school. A translated immunization record is requested.
- Parents/guardians of new students are required to provide a copy of a physical exam completed by a US physical. A physical dated within one year prior to entry is acceptable.
- All parents/guardians of each student entering **Grade 10** must provide documentation of a recent physical (within 1 year). Please check with your PCP to make sure your child has received any required boosters. Note: BHS athletes, who participate in interscholastic sports, are required to provide yearly physicals per MIAA regulations.
- Each parent/guardian is required to complete and return the **Health and Medical Emergency Contact Information** in the Back-to-School packet. Please complete the **Health History** on the back of the card.
- Each student in **Grade 9** is required to have hearing, vision and postural screening.
  Each student in **Grade 10** is required to have height/weight and BMI measurement.
  The nurses will administer the mandated programs. Postural screening will be completed in collaboration with the Physical Education staff.

PARENTS, OF STUDENTS WHO RECEIVE DAILY OR EMERGENCY MEDICATION SHOULD MEET WITH THE NURSE(S) TO INITIATE OR RENEW DOCUMENTATION FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL. STUDENTS MAY CARRY THEIR OWN INHALERS, EMERGENCY MEDICATIONS AND ONE DOSE OF A REGULARLY SCHEDULED MEDICATION FOR SELF-ADMINISTRATION, IF APPROPRIATE AND CONSISTENT WITH MEDICATION ADMINISTRATION REQUIRED PROCEDURES.

Your partnership with Health Services will help to ensure a safe and healthy learning environment for your child. Please contact your school nurse if your child has any health concerns or recent history of illness, injury, social-emotional issue, special need or scheduled medication or procedure. This will inform your school nurse of any restrictions or accommodations that your child may require. All information will be kept confidential and shared with individual staff members on a *need to know* basis only. If you are in need of health insurance for your child, your school nurse will be able to assist you.

For information re: Health Services: Brochure, Policies, Forms, Health Care Plans or Wellness updates go to: **www.brookline.k12.ma.us/healthservices/**

Contact Information:

Mary Lynch RN
April Armstrong RN
617-713-5151

Tricia Laham RN, MEd, NCSN
Coordinator of Student Health Services
617-713-5127

Interim Progress Reports (IPRs and Quarter Grades)

Interim Progress Reports (IPRs) and Quarter Grades

The Brookline High faculty and staff value providing feedback to students, families, and relevant school personnel to promote every student's academic success. In that spirit, teachers are expected to write comment(s), either standardized or free text, on IPRs regarding their students' progress. These comments are individualized for each student, and may relate to some or all of the following: assessment performance, assignment completion, participation, and conduct. A grade may not be reported unless a students' current grade in the quarter is in the D or E range.

Comments will appear on a quarterly report card when there has been a substantial change in grade since the IPR.

Grading Timeline 2014-2015

	1st Mid Quarter	2nd Mid Quarter	3rd Mid Quarter	4th Mid Quarter
IPRs issued	Tues., Oct. 14	Tues., Dec. 16	Tues., March 17	Tues., May 19
Report Cards	**1st Quarter**	**2nd Quarter**	**3rd Quarter**	**4th Quarter**
Quarter Ends	Fri., Nov. 7	Fri., Jan 30	Wed., April 8	Thurs., June 18
Report Cards Issued	Tues., Nov. 18	Tues., Feb. 10	Tues., April 14	By mail week of June 22 **Senior Grades: Tues., June 2**

Mid Year Exams: **1/27/15, 1/28/15, 1/29/15**
Senior Final Exams: **5/27/15, 5/28/15, 5/29/15**
Final Exams: **6/17/15, 6/18/15**

IPR = Interim Progress Report

Weekly Schedule 2014-2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Z1 7:30 – 8:15	**Z2** 7:30 – 8:15	**Z3** 7:30 – 8:15	**Z4** 7:35 – 8:15	**Z5** 7:30 – 8:15
A1 8:20 - 9:10 50	**A2**: 8:20 – 9:20 60	**A3** 8:20 - 9:10 50	**B3**: 8:20 – 9:20 60	**B4** 8:20 - 9:10 50
B1 9:15 – 10:15 60	**T-Block** 9:25 – 10:05	**B2** 9:15 – 10:10 50 5 minute info time	**A4** 9:25 – 10:25 60	**D4** 9:15 – 10:05 50
C1 10:20 – 11:15 50 5 minute Info time	**C2**: 10:10 – 11:10 60	**C3** 10:15 – 11:15 60	**X-Block** 10:30-11:10	**E4** 10:10 – 11:00 50
D1: 60 Class 1: 11:20 – 12:20 Lunch 2: 12:25 – 12:55 Lunch 1: 11:20 – 11:50 Class 2: 11:55 – 12:55	**G2**: : 60 Class 1: 11:15 – 12:15 Lunch 2: 12:20 – 12:50 Lunch 1: 11:15 – 11:45 Class 2: 11:50 – 12:50	**F2**: 60 Class 1: 11:20 – 12:20 Lunch 2: 12:25 – 12:55 Lunch 1: 11:20 – 11:50 Class 2: 11:55 – 12:55	**E3**: 60 Class 1: 11:15 – 12:15 Lunch 2: 12:20 – 12:50 Lunch 1: 11:15 – 11:45 Class 2: 11:50 – 12:50	**C4**: 50 Class 1: 11:05 – 11:55 Lunch 2: 11:55 – 12:25 Lunch 1: 11:00 – 11:30 Class 2: 11:35 – 12:25
F1 1:00 – 2:00 60	**D2** 12:55– 1:45 50	**D3** 1:00 – 2:00 60	**G3** 12:55 – 1:55 60	**F4** 12:30 – 1:20 50
G1 2:05 – 2:55 50	**E1** 1:50 – 2:50 60	**E2** 2:05 – 2:55 50	**F3** 2:00– 2:50 50	**G4** 1:25 – 2:15 50
	Faculty and Staff Meetings 3:00 – 4:00			Student Early Dismissal Teacher Collaborative Time

Lunch Schedule 2014-2015

1st Lunch

ELL
English
Social Studies
Tutorial
World Language

2nd Lunch

Career Ed.
Health & Fitness
Math
Performing Arts
Science
Special Education
Visual Arts

Study Halls take both lunches

BHS Delayed Opening Schedule 2014-2015

1 HOUR DELAY

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
9:20-10:05	A1	9:20-10:05	A2	9:20-10:05	A3	9:20-10:05	B3	9:20-9:55	B4
10:10-10:55	B1	10:10-10:55	T	10:10-10:55	B2	10:10-10:55	A4	10:00-10:35	D4
11:00-11:45	C1	11:00-11:45	C2	11:00-11:45	C3	11:00-11:45	X	10:40-11:15	E4
11:50- 1:15	**D1**	**11:50- 1:15**	**G2**	**11:50- 1:15**	**F2**	**11:50- 1:15**	**E3**	**11:20- 12:55**	**C4**
1:20-2:05	F1	1:20-2:05	D2	1:20-2:05	D3	1:20-2:05	G3	1:00-1:35	F4
2:10-2:55	G1	2:10-2:50	E1	2:10-2:55	E2	2:10-2:50	F3	1:40-2:15	G4
CLASS 1 = 11:50-12:45		**CLASS 1 = 11:50-12:45**		**CLASS 1 = 11:50-12:45**		**CLASS 1 = 11:50-12:45**		**CLASS 1 = 11:20-12:20**	
LUNCH 2 = 12:45-1:15		**LUNCH 2 = 12:45-1:15**		**LUNCH 2 = 12:45-1:15**		**LUNCH 2 = 12:45-1:15**		**LUNCH 2 = 12:25-12:55**	
LUNCH 1 = 11:50-12:15		**LUNCH 1 = 11:50-12:15**		**LUNCH 1 = 11:50-12:15**		**LUNCH 1 = 11:50-12:15**		**LUNCH 1 = 11:20-11:50**	
CLASS 2 = 12:20-1:15		**CLASS 2 = 12:20-1:15**		**CLASS 2 = 12:20-1:15**		**CLASS 2 = 12:20-1:15**		**CLASS 2 = 11:55-12:55**	

2 HOUR DELAY

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
10:20-10:55	A1	10:20-11:00	A2	10:20-10:55	A3	10:20-11:00	B3	10:20-10:50	B4
11:00-11:35	B1	11:05- 11:45	C2	11:00-11:35	B2	11:05- 11:45	A4	10:55-11:25	D4
11:40-12:15	C1	**11:50-1:20**	**G2**	11:40-12:15	C3	**11:50-1:20**	**E3**	11:30-12:00	E4
12:20-1:30	**D1**	1:25-2:05	D2	**12:20-1:30**	**F2**	1:25-2:05	G3	**12:05-1:05**	**C4**
1:35-2:15	F1	2:10-2:50	E1	1:35-2:15	D3	2:10-2:50	F3	1:10-1:40	F4
2:20-2:55	G1			2:20-2:55	E2			1:45-2:15	G4
CLASS 1 = 12:20-12:55		**CLASS 1 = 11:50-12:45**		**CLASS 1 = 12:20-12:55**		**CLASS 1 = 11:50-12:45**		**CLASS 1 = 12:05-12:35**	
LUNCH 2 = 1:00-1:30		**LUNCH 2 = 12:50-1:20**		**LUNCH 2 = 1:00-1:30**		**LUNCH 2 = 12:50-1:20**		**LUNCH 2 = 12:40-1:05**	
LUNCH 1 = 12:20-12:50		**LUNCH 1 = 11:50-12:20**		**LUNCH 1 = 12:20-12:50**		**LUNCH 1 = 11:50-12:20**		**LUNCH 1 = 12:05-12:30**	
CLASS 2 = 12:55-1:30		**CLASS 2 = 12:25-1:20**		**CLASS 2 = 12:55-1:30**		**CLASS 2 = 12:25-1:20**		**CLASS 2 = 12:35-1:05**	

Athletics Schedule 2014-2015

- **Fall Sports**

  8/18 – Football begins
  8/21 – All other fall sports begin

- **Winter Sports** begin on Monday, December 1st

- **Spring Sports** begin on Monday, March 16th*

  *exceptions = non-MIAA sports (Crew, Sailing, Rugby may begin sooner ie. Crew begins on Monday after February vacation)

See brooklinewarriors.net for more information

GO WARRIORS!!

Brookline High School Library

Dear Parents,

The BHS Library/Information Technology Program provides critical resources and expertise to teachers and students in a comfortable, welcoming atmosphere. Our mission is to empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users and creators of information.

Students are welcome to check out books for leisure reading and to support classroom assignments. Students also regularly drop in for help with research projects, suggestions for outside reading books, or to work on assignments. We look forward to helping all students excel during the coming school year.

Sincerely,

BHS Librarians

BHS Librarians

From left: Shelley Mains, Ann Collins, Bridget Knightly, and Lynne Cohen

BHS Librarians actively collaborate with classroom teachers in all disciplines to plan and teach the research process, 21st-century information skills, as well as literature selection and criticism.

Library Hours

Monday 7:45-4:00
Tuesday 7:45-2:45
Wednesday 7:45-4:00
Thursday 7:45-4:00
Friday 7:45-3:20

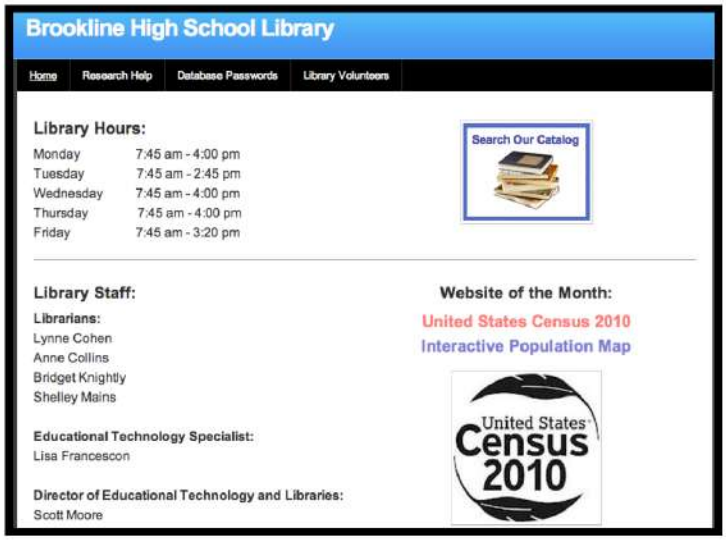
Contact Information

(617) 713-5029
bhs_library@brookline.k12.ma.us

BHS Library Online

Visit us Online at
http://bhslibrary.weebly.com

Library databases and the catalog are available 24/7 from our home page.



Access Databases from Home:

1. Go to the library home page: **http://bhslibrary.weebly.com/**
2. Select "Research Help"
3. Select "BHS Online Databases"
4. Select "click here for database passwords"
5. Type in the password: "BHS"
6. Note the password for the database you would like to search.

Access issues? Let us know at: bhs_library@brookline.k12.ma.us

Our databases provide high-quality, authoritative information for student research:

And many more!

Some of our most popular databases:

Books and Authors: Combines in-depth information on more than 140,000 books with author biographies, reading suggestions, book reviews, and genre lists.

SIRS Issues Researcher: Offers introductory overviews, primary source documents, pro/con viewpoints, websites, and multimedia so students can find out the whole story on major issues.

Health and Wellness Resource Center: A collection of medical reference materials including health/medical journals, health videos from partner Healthology Inc., pamphlets, and articles.

Global Issues in Context: Features a variety of sources to help students analyze international viewpoints on social, political, military, economic, environmental, health, and cultural issues.

Jstor: Includes articles from more than 1,000 academic journals and over one million primary sources.

Oxford African American Studies Center: A collection focused on the lives and events that have shaped African American history and culture that includes articles, multimedia, primary sources, and timelines.

U.S. History in Context: Provides information on significant people, events, and topics in U.S. History with full-text magazines, journals, news articles, primary sources, multimedia, and vetted website links.

Opposing Viewpoints in Context: Offers information on today's social issues: topic overviews, viewpoint and news articles, full-text magazines, journals, primary sources, multimedia, and vetted website links.

BROOKINE HIGH SCHOOL PTO

115 Greenough Street
Brookline, MA 02445
http://www.bhs-pto.org

SKIP THE PAPERWORK
DONATE ONLINE NOW!
http://www.bhs-pto.org/donate.html

I want to support BHS through the PTO!

Enclosed is my donation (payable to the BHS PTO):

☐$25 ☐$50 ☐$100 ☐$250 ☐Other

☐ Please check here if employer matches funds

I am interested in the following:

☐ College Essay Workshop
☐ After the Prom Party
☐ Special Events
☐ Fundraising
☐ Friends of Athletics
☐ Friends of Performing Arts
☐ METCO
☐ B-PEN
☐ SEPAC
☐ School Council

Name(s)

Street Address

City/State/Zip

Phone

Email

Child(ren)'s name & grade(s)

The BHS PTO is a registered 501(c)(3) non-profit organization, taxpayer ID number 61-1429117. Email addresses provided here will NOT be added to any PTO-maintained email list (go to bhs-pto.org to subscribe to email lists) but will simply be forwarded to the appropriate committee.

The Brookline High School PTO communicates in several forms to parents to keep them informed and connected to BHS. We host topical meetings to keep parents engaged in the wonderful offerings at BHS and we provide a variety of grants to enhance learning and enrich the BHS experience for every student.

Our PTO brings together the parents and families of our diverse student body in a way that's both enriching and enjoyable. We invite you to become active in the BHS PTO community by taking advantage of our many educational, cultural, and fundraising offerings.

Co-Presidents,
Stewart Silvestri
Karen Sutton
Jeff Feldgoise

The Brookline High School Parent Teacher Organization is a valuable liaison between BHS faculty/staff and parents. It sponsors a variety of events each year designed to show our support of the school and to keep parents informed about how to help children make the most of their high school experience. Some of these activities include:

- Back to School Night
- Faculty/Staff Breakfast & Luncheon
- Annual PTO Handbook
- Student Phone Directory
- *News & Views* Newsletter
- Freshman Barbecue
- International Orientation
- Guest Speakers
- Athletics Handbook
- Performing Arts Handbook
- Performing Arts Newsletter
- After the Prom Party
- Conversazione
- Graduation Ceremony

The money raised from PTO fund-raising goes toward the operating expenses for the above mentioned activities and towards special projects each year. Our aim is to help you be informed about BHS, so that you may be able to help your high school student during these important years. In turn, we hope that being aware of how you may be of service to BHS will encourage you to support the school in ways that are possible for you.

If you are interested in finding out more about participation and supporting BHS, please visit the BHS PTO website at www.bhs-pto.org

BHS PTO 2014-15 Executive Board

PTO Co-presidents
Stewart Silverstri stewartsilverstri@gmail.com
Karen Sutton kehsutton@gmail.com
Jeff Feldgoise jeff@feldgoise.com

Senior Class of 2015 Representatives
Ellen Ball ellenball@alumni.rutgers.edu
Nicole Lapidus lapidusfamily@earthlink.com
Michal Preminger michal.preminger@gmail.com

Junior Class of 2015 Representatives
Cherie Gaehde cgaehde@gmail.com
Sudy Nally sudy@plant.mit.edu
Rana Razi rana@zoobin.com

Sophomore Class of 2016 Representatives
Sandy Costello Samcos2001@yahoo.com
Jeff Freilich freilich@mit.edu
Nancy Provonost nprovonost@aol.com

Freshman Class of 2017 Representatives
Lisa Cummings lisacummings1218@gmail.com
Emily Dolbear Emily.dolbear@gmail.com
Farla Russo russoclan@gmail.com

Treasurer
Thom Marton tmarton@louriecutler.com
Jojo Deng jojo.deng@comcast.net

Recording Secretary
Diane Shannon dshannon@mdwriter.com

After the Prom Party Co-Chairs
Suzanne Elovecky Suzanne.elovecky@gmail.com
Phil St. Pierre philipstp@aol.com
TBD

The Weekly Blast
Sharon Jason bhsweeklyblast@gmail.com

BHS-PTO Webmaster
Caroline Barnes bhsptowebsite@gmail.com

FoPA Representative
Priscilla Karnovsky karnovsky@mindspring.com

Friends of Athletics Representatives
David Greenstein dsg@nedermatology.com
Manny Cabanas mcabanas@liftvisual.com

METCO Representatives
Ronaldo Cheek rcheek@diversitydevelopment.com
TBD

SEPAC Representatives
MaryLynn Pergantis mlpergantis@gmail.com
Wendy MacMillan wmacmillan1117@gmail.com

Special Events Co-Chairs
Danit Ben-Ari tomdanit@comcast.net
Padma Garimella <padmagar@gmail.com

SWS Representative
TBD

the brookline high school 21st century fund

INNOVATION INSPIRATION EXCELLENCE

The Brookline High School 21st Century Fund is a catalyst and incubator for innovation that fosters academic success for all students. The Fund supports faculty-led program initiatives, and energizes BHS faculty by creating a learning lab for what works best in public education. Most importantly, programs supported by The Fund inspire students to dream, to think, to explore and to create a better 21st century.

Over the past 16 years the 21st Century Fund has invested more than $9 million of privately raised funds to launch and sustain 20 programs. We are currently funding: Content Reading Initiative, Perspectives of the Mathematical Mind (formerly a Human Math Experience), Global Leadership Academy, Drawing for Understanding in Field Science, Senior Year Alternatives, and an ongoing Teacher Innovation Summit.

SAVE THE DATES!

Saturday, November 15, 2014
2014 Gala, a celebration of the 21st Century Fund
Spring, 2015 (Date TBD)
Annual "What's the Big Idea" Forum

http://www.bhs21stcenturyfund.org/home.html

BROOKLINE EDUCATION FOUNDATION

Supporting Excellence in Teaching & Love of Learning in Our Schools

In the last four years, nearly all Brookline High School educators have participated in or benefited from Brookline Education Foundation (BEF) grants. These grants involve all BHS departments and contribute to the academic achievement of every student, in every BHS classroom, every day.

In the 2014-15 school year, three large BEF grants will have a positive impact on teaching and learning at BHS.

- The *BHS 2020 Initiative* supports important faculty-led work by seven working groups collaborating on action research in areas such as senior year alternatives, coordination of after school supports, global options/local opportunities, and cultural proficiency.

- The *BHS Learning Lab* funded workshops by BHS educators sharing best practices this summer. Learning Lab faculty discussed their craft and expertise in areas as diverse as technology and stress reduction, creating a cohesive dialogue among BHS faculty about innovative teaching.

- The *BHS Content Reading Initiative* is an innovative approach to helping students develop the specialized reading skills required in content level classes. This summer, the grant funded training for 18 BHS teacher-leaders in the areas of math, science, and special education on the integration of reading instruction with content teaching. *(A prior BEF grant funded training for English, social studies, and world language teacher-leaders.)*

We could not offer these enriching opportunities, which benefit all BHS students, without the generosity of our donors. Gifts to support the BEF may be made in honor of teachers and other individuals.

For more information, please visit www.BrooklineEducation.org

BROOKLINE HIGH SCHOOL
DEBORAH HOLMAN, HEADMASTER
HAL MASON, ASSISTANT HEADMASTER
OFFICE OF THE ASSISTANT HEADMASTER

Welcome to the Family Portal
https://sis.brookline.k12.ma.us/x2sis

What is The Family Portal?

The Family Portal is part of a secure, web-based school information management system (SIMS) called X2 Aspen. The system manages all facets of student data – including attendance, schedules, and grades. The Public Schools of Brookline have been using the X2 Aspen system since 2008 as our student information system. We are now implementing the Family Portal so parents, teachers, and administrators can work together and communicate more effectively and efficiently.

What information can I access through the Family Portal?

Parents and guardians use one login to securely access the information for your children from just about anywhere. With Aspen, you can access:

- Academic information including your child's schedule and courses
- Interim Progress Reports (IPRs) and Report Cards.
- Attendance
- Family contact and emergency information
- Links to school-related websites

Your personal log-in information:

9th Grade parents will receive their portal access info by mail the first week in September.
10th, 11th and 12th grade parents will use the same account info as in the past.

Name: First Last (i.e., John Smith)
Login ID: last first initial (i.e., smithj)
Password: xxxxxxx (random 12 digit code)

Please note that both the user name and the password are case sensitive.

115 GREENOUGH STREET
BROOKLINE, MA 02445
617.713.5011
HAL_MASON@BROOKLINE.K12.MA.US

How do I use Aspen?

After you log in you will be in your portal home page, with three tabs across the top to access the three areas of the portal. After you click a tab, side-tabs appear on the left side of the page. Click the side-tabs to view detailed information.

What if I need more help with Aspen?

Aspen is easy to navigate. The data is secure and view only. Feel free to explore. If you have a question about how to do something, go to the **Help** menu for the following options:

- **Online Help:** Click to open online help, then click **Using the Student and Family Portal**. A table of contents, index, and search feature make it easy to find the information you need.
- **User Guides:** Click to open, download, and print a PDF version of *Using the Family Portal*.
- If you still have questions, contact the Dean's office

Is my child's information secure?

All Aspen users only have access to information they need, and nothing more. The system protects your student's information with the same type of technology a bank uses to protect financial accounts. The system is configured the system to ensure that your student's information is confidential and can only be retrieved by you – the parent/guardian – and authorized school personnel. You can only view, not edit your child's demographic data. If you find that it is outdated or incorrect, notify BHS to correct any errors.

How do I access the system?

You can log on to Aspen's Family Portal from any computer that connects to the Internet. This lets you access the system from anywhere – your home and your office.

1. Open your browser to connect to the Internet.
2. Go to https://sis.brookline.k12.ma.us/x2sis
3. Enter your **Login ID** and **Password**.

How do I change my password or email address?

From any page, click **Set Preferences** in the upper-right corner of the screen.
Here you can set several of your user preferences, including:

- Password
- Email address
- Appearance of your Home page
- Notification Options

Link for Family Portal: https://sis.brookline.k12.ma.us/x2sis
It can also be found on the BHS Website: http://bhs.brookline.k12.ma.us

the SAGAMORE

Subscribe to the Sagamore

The independant, student-run newspaper of Brookline High School

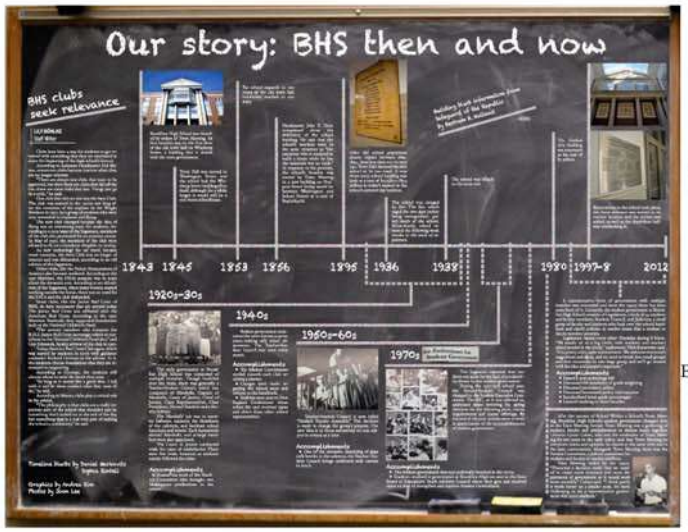
If you would like to receive the Sagamore eight times a year as well as the special Senior mini-issue, please send this form and $20 or a $20 check made out to the Sagamore at:

The Sagamore,
Brookline High School,
115 Greenough Street,
Brookline, MA 02445

Name: _____

Address: _____

The Sagamore has a staff of over 50 students who work on the paper year round. We are independant and self-funded through advertisements, fundraising and subscriptions.



Staff of 2013-2014

Alex Friedman	Co-Editor-in-Chief
Alex Johnson	Co-Editor-in-Chief
Tasoula Burke	Managing Editor, Business
Aaron Sege	Managing Editor, Copy
Jennifer Sun	Managing Editor, Layout
Ethan Rubenoff	Managing Editor, Visuals
Emma Nash	Managing Editor, Website
Miriam El-Baz	Managing Editor, Writing
Pearl Choi	Human Resources Manager
Ben Glagstone	Public Relations Manager
Anthony Poluyanoff	Business Team
Eoin Walsh	Business Team
Lily Böhlke	Business Team
Ashley Lee	Copy Team/Article Ideas
Irene Gilbert	Copy Team/Research
Alua Noyan	Layout Editor, News
Jason Lammers	Layout Editor, Opinions
Maya Margolis	Layout Editor, Arts
JK Suh	Layout Editor, Sports
Barker Colbert-Reagan	Visuals Team
Caroline Fishkin	Visuals Team
Sophie Rubin	Visuals Team
Sophia Rintell	Website Team, Arts
Matthias Muendel	Website Team, Sports
Rebecca Segal	Website Team, Social Media
Jeremy Margolis	Writing Editor, News
Juliana Kaplan	Writing Editor, News
Emmanuel D'Agostino	Writing Editor, Opinions
Kate Finnerty	Writing Editor, Arts
Seth Coven	Writing Editor, Sports
Lindsay Wise	Faculty Adviser
Marcella Anderson	Faculty Adviser

Staff Writers

Alexandra Saias | Aria Wong | Ben Miller-Schmidt
Clasby Chope | Daniel Hayes | Edmund Geschickter
Elizabeth Filine | Hannah Davis | Hannah Joy Lowenstein
Izzy Meyers | Jacob Steinfield | Jake Smith
Kendall McGowan | Mairin Quillen | Maya Piken
Noa Dalzell | Robby Lamont | Robert Conor Amrien
Rosa Pait | Sam Klein | Sarah Cardwell-Smith
Sarah Gladstone | Sarah Olafsson | Sofia Tong
Steven Bushey | Tyler Knight | Vanessa Chin

MBTA Student Monthly Pass Holders

SCHOOL YEAR 2014-2015

Dear Student, Parents/Guardians:

Listed below are a few guidelines and deadlines that you should familiarize yourself with. If you have any questions, please don't hesitate to call me at 617-713-5002.

Thank you in advance for your cooperation.
Kathy Keaveney

Guidelines	• 7-day pass for $26/month • Student T-Pass good for unlimited travel on Bus, Subway, Express Bus, and Commuter Rail Zones 1A, 1 and 2 until 11:00 p.m. • If your pass is lost or stolen, report it to the Main office immediately. • **The MBTA <u>will not</u> replace lost or stolen passes (you will have to wait until the next month). Be sure to keep your pass in a secure place.** • Passes need to be paid for one month in advance. See the chart below for dates. Payment will **<u>only</u>** be accepted on these **<u>two dates</u>**. Cash or check payable to BHS. **Advance payment for a few months or the whole year will be accepted.

Deadlines		
Month	**Payment due dates**	
October	September 12th	September 19th
November	October 10th	October 17th
December	November 7th	November 14th
January	December 5th	December 12th
February	January 9th	January 16th
March	February 6th	February 11th
April	March 13th	March 20th
May	April 10th	April 14th
June	May 8th	May 15th

SOUTH BROOKLINE BUS INFORMATION CAN BE FOUND @
www.bhs.brookline.k12.ma.us

Pre-pay for School Meals at www.paypams.com

paypams.com
Parent Account Management System

Money goes directly into your child's account.
No more lost money!

MY ACCOUNT SETTINGS | ABOUT PAMS | HELP

PAY NOW	ACCOUNT BALANCE	AUTOMATIC PAYMENTS	EMAIL NOTIFICATION	CAFETERIA PURCHASES	VIEW MENU
Pay for your child's meals from the convenience of your home or office 24/7	View your child's meal account balance	Schedule automatic payments based on account balance	Receive low balance email reminders	View daily spending reports and cafeteria purchases	View your school cafeteria's menu

CURRENT USERS
Tips for the beginning of the school year:

1. **Login to the site at least one week before the beginning of the school year.** Check that your credit/debit card on file has not expired, your email address is updated, and that your automatic payment plan's stop date has not expired.
2. **Forgot Password:** If you previously registered with PayPAMS but forgot your password, click on the 'Forgot Password' link on the home page of PayPAMS.com. If you were unable to retrieve your password through the 'Forgot Password' link, contact customer support from the 'Contact Us' page. Do not register again. Note: passwords are case sensitive.

3. **Balance Transfer from Year to Year:** Any remaining student meal account balance will automatically transfer to the next school year. **Important note:** If your child moved from one school to another within the same school district, it may take a day or two from the beginning of the school year to transfer the remaining balance from the old school to the new school. During that time period, the balance on PayPAMS may show as $0.00. If you are not sure if your child's account had a remaining balance from the previous school year, we recommend you make a payment.
4. **Refunds:** PayPAMS processes refunds only for the exact payment amount. If the student has already used some of the money, or has graduated, please contact the school district.
5. **Moved to a different school district:** If you moved to a different school district, you can keep the same username and password information. Login to your account, go to Help/Contact Us and select subject 'Moved from District'. Do not register again. Note: PayPAMS cannot transfer money from one school district to another. Contact your previous school district for refunds.

NEW USERS
Register Now:

1. Go to PayPAMS.com and click on the **'Register Now!'** button on the home page.
2. Select **your state**, then select your **school district.**
3. **Create a username and password** and enter your contact information.
4. **Add children** to your account.
5. **Make payments or set up automatic payments** based on low balance.

HELPFUL TIPS
When Registering:

1. **Username:** Create a unique username. If the system indicates that the username is taken, select a different username.
2. **Duplicate Accounts:** If the system indicates that an account already exists with the same phone number or email address, contact customer support from the 'Contact Us' page.
3. **Meal Account Balance and Cafeteria Purchases:** It takes 1-2 school days before balances and cafeteria purchases information for new registrants can be displayed. However, you can make payments immediately upon registration. If you cannot view balances two days after you added the student to the account, contact customer support from the 'Contact Us' page.

Helpful Tips for using www.paypams.com

PAYMENTS

1. **Posting Payments:** It takes one to two school days for a payment to replenish your child's account at the school cafeteria. Your balance on PayPAMS website will reflect your recent payment only after the school cafeteria confirms receipt of payment.
2. **Payment Confirmation:** When a payment is processed, a confirmation number will be displayed and an email will be sent verifying that the payment was processed. If a confirmation number is not displayed, the payment was not processed.
3. **Declined Payments:** If your payment is declined, verify that all billing information is correct. If all information is correct and payment is still declined, contact the issuing credit card company for further information. Reasons a card can be declined: insufficient credit/funds in account, incorrect billing information entered, closed credit card account, or credit card expiration date.
4. **Payments for the same student from two separate accounts:** To prevent duplicate accounts, PayPAMS allows associating a student to only one account. If both parents/guardians cannot share the same username and password, contact customer support from the 'Contact Us' page.
5. **Convenience Fees:** Depending upon the school district, a nominal convenience fee may be charged to cover the cost of processing payments and maintaining the website. To check if your school district charges a convenience fee, please click 'RegisterNow!' on the PayPAMS homepage, then select your state and school district.
6. **Credit Card Types:** PayPAMS accepts both credit and debit cards. When registering, please check which cards your district accepts.
7. **Credit Card / Bank Statement:** PayPAMS payments will show up on your credit card/bank statement as payments to 'PayPAMS.com', or 'PAMS-<your school district> CO'
8. **Payments at the School Cafeteria:** For questions regarding cash or check payments submitted directly at the school cafeteria, please contact the school cafeteria directly. Do not contact PayPAMS.

COMO REGISTRARSE

1. En PayPAMS.com haga clic el botón de 'Registrar Ahora!' en la Pagina de Inicio.
2. Seleccione su estado y distrito escolar
3. Cree un Usuario y contraseña e introduzca su información de contacto
4. Añadir niños a su cuenta

¿PREGUNTAS?

Haga clic en 'Help' en la página inicial de PayPAMS.com

NEED ASSISTANCE?

Please visit PayPAMS.com and click **'Help'** to navigate to PayPAMS Help Center!

LOW BALANCE EMAIL NOTIFICATIONS

1. **Email Notifications:** To make sure emails from PayPAMS are not blocked, add customerservice@paypams.com to your address book and safe list.
2. **Change of Email address:** If you change your email address be sure to update your user profile on PayPAMS.

LOW BALANCE AUTOMATIC PAYMENTS

1. **Low Balance Automatic Payments Trigger:** PayPAMS recommends triggering automatic payments when the student meal account balance falls below $12.00. Having a lower 'minimum balance' when setting up Automatic Payments may not allow enough time to replenish your child's account.
2. **Automatic Payment Confirmation:** If you sign up for Automatic Payments, you will receive an email confirmation of the payment, including current balance.
3. **Declined Automatic Payment:** Your automatic payment will not be processed if the card was updated, declined, expired, or if the 'Stop Date' that was set initially has passed.

CAFETERIA PURCHASES

While PAMS displays cafeteria purchases, we do not regulate what the children are purchasing or eating. For questions regarding purchases at the cafeteria, contact the school cafeteria directly. Student Activity is only displayed from the day the student was added to PAMS. Data is available for 90 days.

KEEP THIS FOR REFERENCE:

USERNAME _____

PASSWORD _____

Important Places

COMMON SPACES

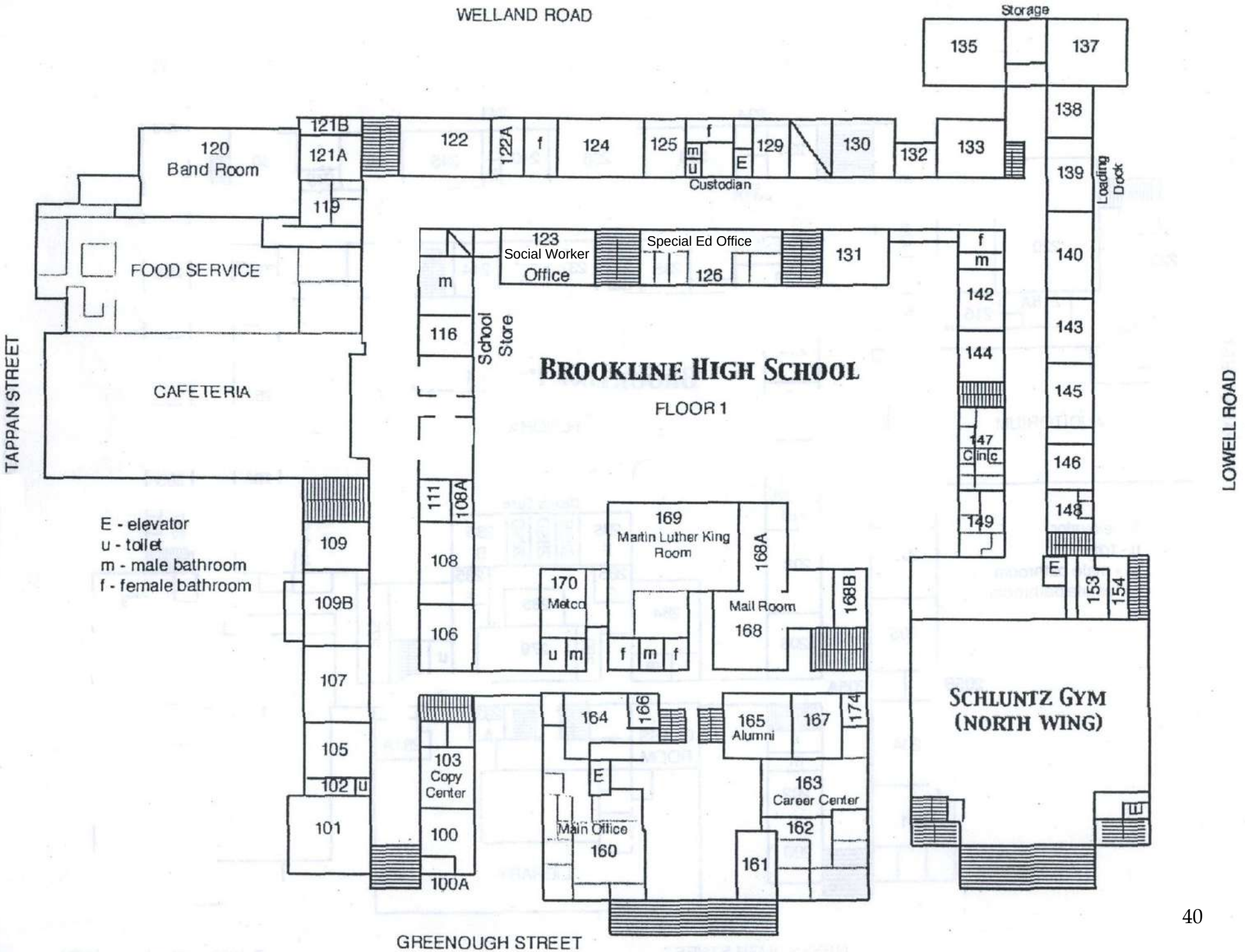
Main office/Headmaster – 1st floor, 160
Registrar – 1st floor, 161
Assistant Headmaster – 1st floor, 161
Guidance -1st floor, 162
Martin Luther King, Jr. Room – 1st floor, 169
Nurse's office – 1st floor, 147
Cafeteria – 1st floor
Auditorium – 2nd floor
Library – 2nd floor

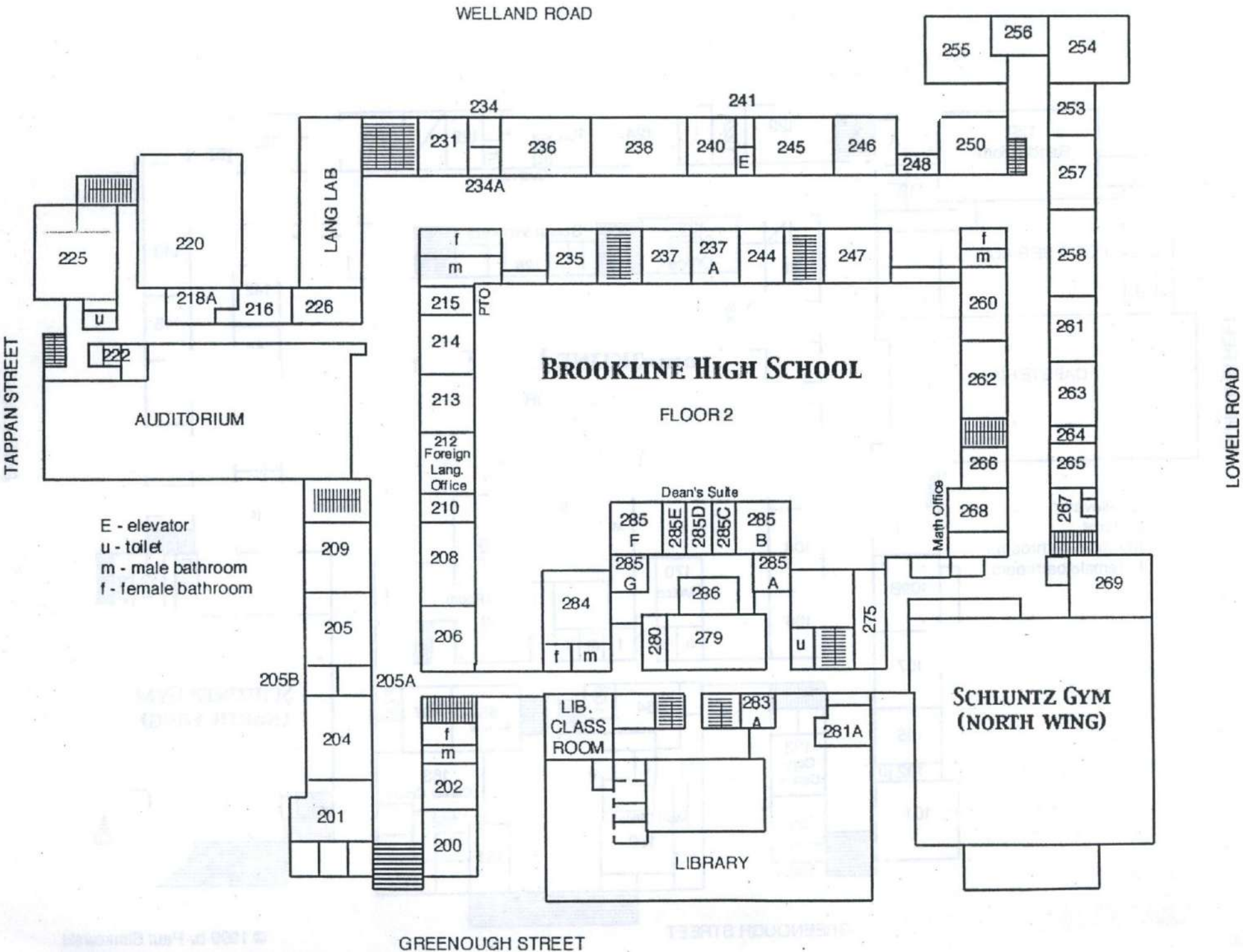
Dean's office 9/11 - 2nd floor, 285

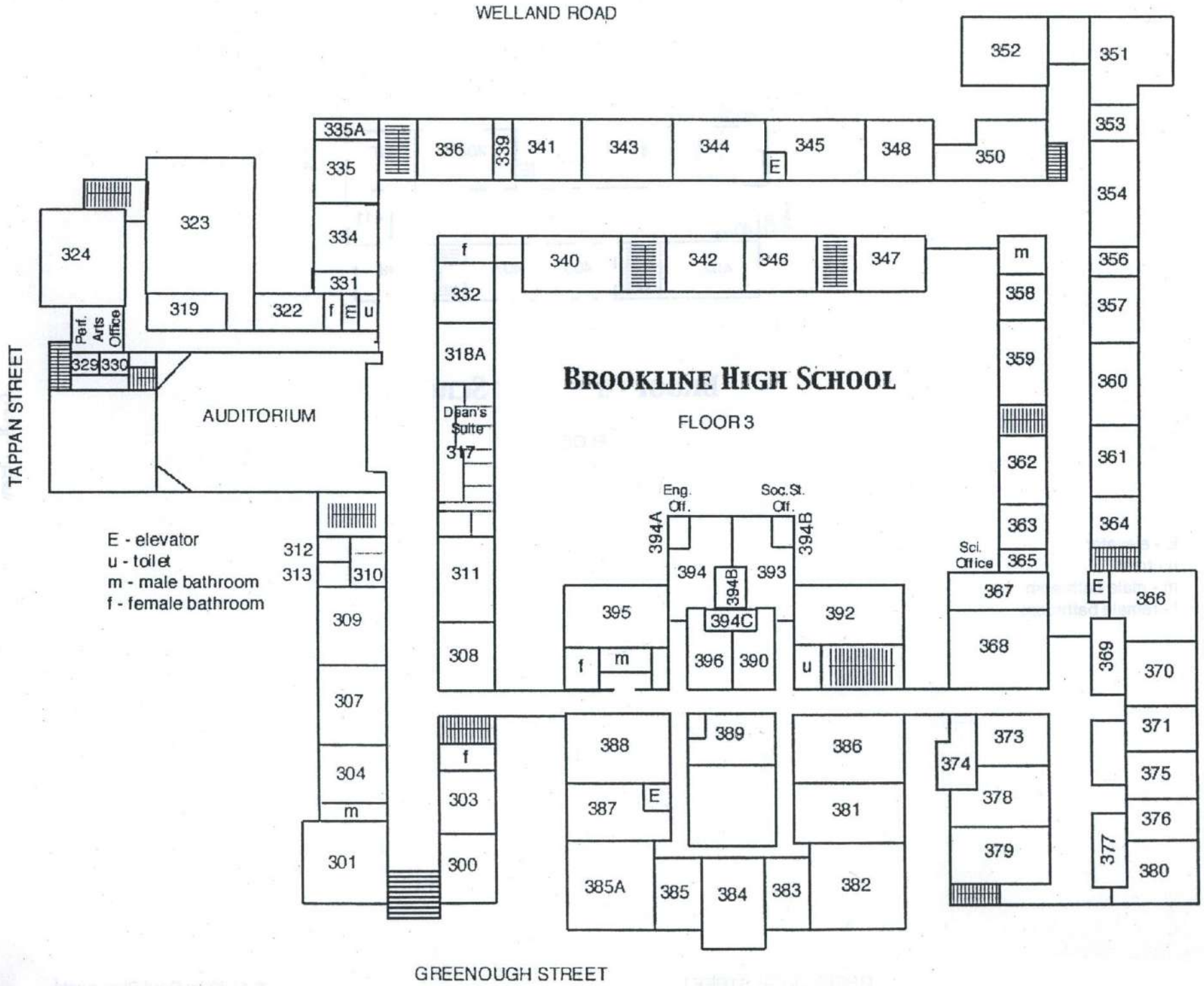
Dean's office 10/12 - 3rd floor, 317

DEPARTMENTS and PROGRAMS

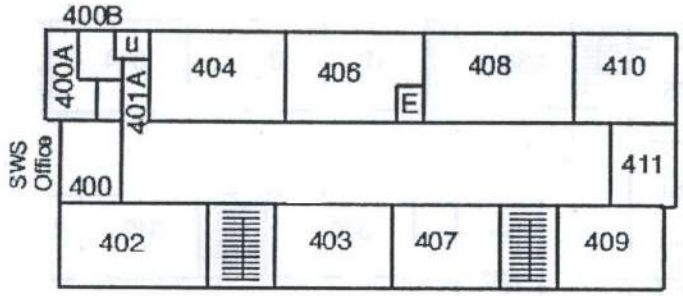
African American Latino Scholars Program – 1st floor, 167
Athletics – Schluntz Gym, 2nd floor
BRYT – 3rd floor, 335
Career & Tech Ed. Office – Unified Arts Building, 1st floor, 23
English – 3rd floor, 394
EDCO – 1st floor, 124
ELL – 2nd floor, 234
EXCEL – 2nd floor, 205
Health & Fitness, M04B
Math – 2nd floor, 268
METCO – 1st floor, 170
Opportunity for Change - 2nd floor, 257
Science – 3rd floor, 365
School within a School - 4th floor
Social Studies, 3rd floor, 393
Special Education – 1st floor, 126
Steps to Success – 1st floor, 163
Performing Arts, 2nd floor, 216
Prevention/Intervention, 1st floor, 149
Visual Arts, Unified Arts Building, 1st floor, 23
Winthrop House – 490 Heath Street, Brookline
World Language – 2nd floor, 212


WELLAND ROAD
Storage
135
137
138
139
Loading Dock
140
143
145
146
148
121B
121A
120
Band Room
119
122
122A
f
124
125
f
m
u
E
129
130
132
133
Custodian
FOOD SERVICE
CAFETERIA
TAPPAN STREET
123
Social Worker
Office
Special Ed Office
126
131
f
m
142
144
147
C in c
149
m
116
School Store
BROOKLINE HIGH SCHOOL
FLOOR 1
LOWELL ROAD
111
108A
108
106
109
109B
107
105
102
u
101
E - elevator
u - toilet
m - male bathroom
f - female bathroom
169
Martin Luther King Room
168A
170
Metco
u
m
f
m
f
Mail Room
168
168B
E
153
154
SCHLUNTZ GYM
(NORTH WING)
164
166
165
Alumni
167
174
103
Copy Center
100
100A
E
Main Office
160
163
Career Center
162
161
GREENOUGH STREET


WELLAND ROAD
TAPPAN STREET
LOWELL ROAD
GREENOUGH STREET
BROOKLINE HIGH SCHOOL
FLOOR 2
AUDITORIUM
LANG LAB
SCHLUNTZ GYM
(NORTH WING)
LIBRARY
LIB. CLASS ROOM
Dean's Suite
Math Office
PTO
212 Foreign Lang. Office
E - elevator
u - toilet
m - male bathroom
f - female bathroom
225
220
218A
216
226
222
u
231
234
234A
236
238
240
E
241
245
246
248
250
255
256
254
253
257
258
261
263
264
265
267
269
235
237
237 A
244
247
f
m
215
214
213
212
210
208
206
209
205
205B
205A
204
201
202
200
260
262
266
268
285 F
285E
285D
285C
285 B
285 G
285 A
284
286
280
279
275
283 A
281A


WELLAND ROAD
TAPPAN STREET
LOWELL ROAD
GREENOUGH STREET
BROOKLINE HIGH SCHOOL
FLOOR 3
AUDITORIUM
Perf. Arts Office
Dean's Suite
Eng. Off.
Soc.St. Off.
Sci. Office
E - elevator
u - toilet
m - male bathroom
f - female bathroom
352
351
353
354
356
357
360
361
364
366
369
370
371
375
376
380
377
335A
335
334
331
336
339
341
343
344
345
348
350
323
324
319
322
329
330
340
342
346
347
332
318A
317
311
308
358
359
362
363
365
367
368
312
313
310
309
307
304
301
303
300
395
394A
394
394B
393
394B
394C
396
390
392
388
387
389
386
381
385A
385
384
383
382
373
374
378
379

WELLAND ROAD



BROOKLINE HIGH SCHOOL

FLOOR 4

TAPPAN STREET

LOWELL ROAD

E - elevator
u - toilet
m - male bathroom
f - female bathroom

GREENOUGH STREET