

**BREWSTER ACADEMY**  
**COMMUNITY HANDBOOK**  
**2017-2018**



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## DISCLAIMER

The provisions of the student handbook do not constitute a contract, express or implied, between Brewster Academy and any applicant, student's family, or faculty or staff member. Brewster Academy reserves the right to change the policies, procedures, rules, regulations and information in the handbook at any time. Changes will become effective at the time the proper authorities so determine, and the changes will apply to both prospective students and those already enrolled. The handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to student behaviors.

## IN AN EMERGENCY

During business hours 8 a.m. - 5 p.m., Monday - Friday call the school's main number: **603-569-1600**.

All other times **call the rover phone: 603-520-0238**.

If you do not reach anyone, contact the student's community life parent.

# INTRODUCTION

## Welcome From the Head of School

Dear Members of the Brewster Community:

The intent of this handbook is to foster clarity in support of a sound educational experience for students, parents, and teachers alike. While every attempt has been made to be both comprehensive and nuanced, no handbook anticipates every eventuality. I thus ask that all in the community employ good sense and goodwill alike as we work together to ensure that students – the center of our work – receive our best and abiding attention. If ever any questions, don't hesitate to reach out to a member of the Brewster team.

With sincerity and hope.

Craig Gemmell

## Brewster Academy Mission Statement

Brewster Academy, an independent, college preparatory school, provides students with the academic, personal, and social skills necessary for success in a university or college, and for life. The curriculum, delivered using best practice methodologies, aims to maximize retention of skills and content through a collaborative student-centered, mastery learning program. The Academy, founded on the principle of moral character development, strongly adheres to the long-held belief of educating the whole person, both in mind and body, and does that through a challenging curriculum, rigorous athletic program, and strong commitment to a community living experience that emphasizes service to self and others.

## Non-Discrimination Policy

Brewster Academy does not discriminate on the basis of sex, race, religion, color, sexual orientation, gender identity, genetic information, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletics, and other programs or activities administered by the Academy.

## Handbook Basics

Students are held accountable for the rules within the handbook, and information is reviewed in dorms, in classes, at activities, and at advisor meetings. If a student has questions after reading the sections and reviewing them with an advisor or if parents have questions, the following people are available to help (**603-569-1600** to reach them):

Assistant Head of School, Campus Affairs	Bret Barnett
Academic Dean	Matt Butcher
(and Lower School Dean, grades 9-10)	
Upper School Dean (grades 11-PG)	Kim Yau
Academic Support Dean	Kim Ross
ESL Director	Peter Moses
Athletics Director	Matt Lawlor
Health Services Director	Carrie MacDonald
School Counselor	Anne Marie Allwine
Business Manager	Elaine Hazeltine
Vacation Travel	Peter Mann
Information Technology Director	Peter Gilligan

## Communication is Critical

Please keep your contact information updated in the Parent Portal at **[www.brewsteracademy.org/parentportal](http://www.brewsteracademy.org/parentportal)** (and then click on the **Your Contact Information** tab. If you will be unreachable, please inform the school who is authorized to act in your absence.

## Department Contact Information

**Administrative Offices:**      **603-569-1600**      **603-569-7199 (fax)**  
Monday - Friday, 8 a.m. to 5 p.m., Saturday, 8 a.m. to 12 p.m.

**Admission Office:**              **603-569-7200**      **603-569-7272 (fax)**  
Monday - Friday, 8 a.m. to 4:30 p.m.

**Business Office:**                **603-569-7104**      **603-569-7195 (fax)**  
Monday - Friday, 8 a.m. to 4:30 p.m.

**Deans' Offices:**                **603-569-7100**      **603-569-7199 (fax)**  
(This includes all student-life related and academic communications)

**Health Center:**                **603-569-7121**      **603-569-7144 (fax)**  
Monday - Friday: 7:30 a.m. to 1 p.m. and 3:30 to 8:30 p.m.



Saturday: 7:30 a.m. to 1 p.m. A weeks; 9 a.m. to 1 p.m. B weeks  
Sunday: 9 a.m. to 1 p.m. and 5 to 8:30 p.m.

**Athletics Department:**      **603-569-7116\***      **603-569-7180 (fax)**  
Monday - Friday, 9 a.m. to 5:30 p.m., Saturday 9 a.m. to 12 p.m.

**Alumni and Development Office:** **603-569-7485**   **603-569-7157 (fax)**  
Monday - Friday, 8 a.m. to 4:30 p.m.

**Information Technology Office:** **603-569-7000**  
Monday - Friday, 7:45 a.m. - 4 p.m

## **Important People in My Child's Life at Brewster**

There are several people who play various roles in a student's academic and personal growth at Brewster. The following will help you determine who to contact in different situations:

**Advisor:** \_\_\_\_\_ phone: \_\_\_\_\_  
email: \_\_\_\_\_@brewsteracademy.org

A student's advisor is the key person in advising you and your child. Advisors provide the foundation of all student counseling and guidance including academic, athletic, and social issues. Questions regarding any of these areas should be directed to your child's advisor first.

**My Child's Dorm:** \_\_\_\_\_

**Community Life Parent:** \_\_\_\_\_ phone: \_\_\_\_\_  
email: \_\_\_\_\_@brewsteracademy.org

Each dormitory has one community life parent assigned who is responsible for your child's welfare while in the dorm.

**Asst. to the Director of Residential Life:** \_\_\_\_\_  
phone: \_\_\_\_\_  
email: \_\_\_\_\_@brewsteracademy.org

Each cluster of dorms is assigned an assistant to the director of residential life who is your secondary contact should issues arise in dorm.

**Team Leader:** \_\_\_\_\_

The team leader is the academic leader for the team of teachers who work with your student.

# Communicating With Brewster

## Mail

Send all mail (including packages) addressed to your child at Brewster Academy, 80 Academy Drive, Wolfeboro, NH 03894. Mailboxes are available anytime, while the package window is open Monday through Friday, 11 a.m.-1 p.m. and 2:30-3:30 p.m.

## Email

Brewster email addresses use the following format:

**john\_brewster@brewsteracademy.org**

Please be sure to get the correct email name from your child (e.g., John or Johnny). Students confirm their emails when they register their accounts in the summer.

During the academic year, a weekly email with a link to This Week At BA (**[www.brewsteracademy.org/thisweek](http://www.brewsteracademy.org/thisweek)**) with information, news, photos, videos, and updates on campus activities is sent to all parents and guardians. These weekly updates are the main communication between Brewster and parents and guardians. If you do not receive these on Fridays when school is in session, please contact **[marcia\\_eldredge@brewsteracademy.org](mailto:marcia_eldredge@brewsteracademy.org)** to make sure that we have your correct email. Additionally, the Academic Office notifies parents and guardians via email when grade reports and recognition scores have been posted in the Portal.

## Fax

Students are notified by email when a fax has been received. The fax number is 603-569-7199.

## More Information Online

The password protected parent, student, and faculty portals serve as an invaluable reference. Photos are included for all faculty, administrators, and students. Department affiliation and phone number are included for faculty and administrators while team affiliation and dorm are included for all students. Additionally, parent address information, phone numbers, and geographic and last name cross references are available. This information may be used for Academy-related purposes only. It should not be shared with individuals or organizations not affiliated with the school without the express permission of the Academy.

# PARENT/ACADEMY COVENANT

An optimal educational experience for our students requires an interactive partnership among parents, educators, and students. Both educators and parents hope that every school day is filled with learning, joy, and grace. In acknowledgement of the collaborative relationship between parents and educators, all involved should respect and practice these fundamental principles of communication:

- All communications should be respectful in tone and approach.
- Participants should recognize that word choice and tone can influence the outcome of a conversation either positively or negatively.
- Communication should be timely and grounded in reasonable expectations for frequency as well as the need.
- Participants should forego forming an opinion or drawing any conclusion before the issue to be addressed is identified and information is gathered from appropriate sources.
- Effective listening must include acknowledging the legitimacy of differing opinions.
- Participants should understand and respect the lines of responsibility and authority of all concerned.

In an effort to realize these principles of communication in our daily interactions, we agree to these principles:

## **Parents Can Expect That Brewster Will**

- Recognize that parents have a depth of experience with the student
- Recognize that parents are sometimes understandably more concerned with the needs of their own student than with the greater needs of the school community
- Be ready to actively listen to parents
- Provide the appropriate time and venue for a full and confidential discussion
- Identify the issue and reasonable expectations for addressing it
- Provide a written plan of action when appropriate

- Identify when and by what criteria the plan will be evaluated when appropriate
- Provide an opportunity for the parent to understand the problem and contribute to a solution
- Be ready to consider truly student-centered solutions

### **Brewster Can Expect That Parents Will**

- Recognize that educators are trained professionals
- Recognize that educators sometimes understandably must put the needs of the community ahead of the individual needs of a single student
- Completely support the Academy's position that the presence and use of drugs and alcohol undermine the right of all students to a healthy environment and the right to learn
- Completely support the school's position that disrespectful and hurtful behavior that challenges an individual's self-esteem and sense of safety cannot be tolerated
- Be ready to actively listen to educators
- Provide an opportunity for educators to understand the problem and to work toward a solution
- Have discussions at the appropriate time and in the appropriate venue to allow time for confidential exploration of the issue
- Direct their concerns to educators
- Articulate issues clearly and factually
- Allow educators time to create effective plans
- Support agreements made as part of the planning process

# THE BREWSTER PILLARS

## **The Brewster Pillars: Respect, Responsibility, and Investment: Serve Yourself and Others with Your Best in All You Do**

The Brewster Pillars provide guiding principles that shape decisions about policy and process as well as expectations we collectively have for individual and group conduct of all members of the school community. Faculty, students, administrators, and staff are mutually engaged in making the Brewster Pillars a core element of how we articulate the mission of the Academy, and as a result, all members of the Brewster community are engaged in contributing to the experiences of everyone within the framework provided by the Pillars. When matters of policy come into question, The Brewster Pillars serve as the compass that provides direction in how they are addressed and resolved.

The standards and expectations that follow reflect the community's values and recognize the need to foster the development of one's best self. We expect that all members of the Brewster community treat all members honestly and considerately and that people perform and relate to one another best in environments characterized by feelings of safety, respect, inclusion, and trust. Membership in the Brewster community is contingent upon the acceptance and adherence to the elements of The Brewster Pillars, as well as the Academy's policies and regulations, all of which have been created to ensure The Pillars are protected. Individuals who inhibit, restrict, or violate another's right to pursue their education and full development as an individual by not living up to the precepts of The Pillars will be given ample opportunity when possible to modify their actions and behaviors before becoming the subject of greater review about whether their attendance at the Academy is in their best interest, or that of the Brewster community. At Brewster Academy we view holding students accountable for their behavior and choices as an opportunity to promote the development of one's social and emotional intelligence as embraced by the precepts and concepts of The RULER Approach adopted by the school. (RULER stands for Recognizing, Understanding, Labeling, Expressing and Regulating emotions and is at the core of Brewster's social and emotional learning curriculum.) In doing so, we examine all aspects of a student's actions and create a response in keeping with their developmental stage,

always weighed against the needs of the greater community. While that might lead to outcomes that may appear, on the surface to be inconsistent, it adheres to a central tenet in our mission of being student-centered and mirrors how a student is treated within our program; that is, creating an approach based upon what is in the best interest of the student according to their overall development. The Academy strives to treat all students fairly, and to respond to issues of conduct equitably and consistently. On occasion, the Academy's need to protect students' privacy may result in a popular sense that someone is receiving either preferential or prejudicial treatment. Any member of the Brewster community who comes to harbor such concerns should speak with any trusted adult.

Our program is grounded in the idea that the entire community is responsible for helping students to mature and grow. Part of this process involves assisting the student in identifying what effect their behavior has on self, family, and community. Elements of The RULER Approach are there to help accomplish these aims, as are the components of the school's Recognition System. It is the Academy's ultimate goal to positively influence a student's behavior and choices before a disciplinary response becomes necessary. As such, academic teams, advisors, community life parents, coaches, and others, are positioned to guide students toward making better choices. At times these individuals may intervene, either formally or informally, to assist a student in understanding the consequences and outcomes of their choices and resulting behavior. These interventions are intended to guide a student toward helping them better understand how they need to grow and change in order to remain in good standing at the Academy.

Too often when the grievous and repeated nature of one's continued inappropriate behavior warrants a strong response by the Academy, it can have distressing consequences for many people other than the person being sanctioned. Often the enormity of what put one at risk by behaving inappropriately only emerges once it is too late. All our students are therefore encouraged to regularly contemplate the long list of people who care about them and to seek them out for guidance and assistance before something reaches crisis proportion.

The following principles of good conduct are intended to serve as a guide to assist students in better understanding school expectations.

While not meant as an exhaustive list, they are, nonetheless, key elements of what is expected of students as they go about their daily affairs at the Academy.

## **Principles of Good Conduct for Students**

- Attend all classes (unless excused well in advance) and arrive on time.
- Come to class prepared to learn and to help others with their learning.
- Do your own work.
- Take full advantage of what is offered by the Brewster Academy learning environment.
- Regularly practice and use the skills taught by The RULER Approach.
- Strive to be your best self in all that you do.
- Show respect for others, starting with basic civility and courtesy, and extending that through acts of kindness.
- Consider the safety, feelings, and general needs of others at all times.
- Tell the truth and act truthfully.
- Refrain from the use of substances and alcohol and help others do the same.
- Respect the property of others and of the school.
- Use technology in a responsible and respectful manner in compliance with Brewster Academy's Acceptable Use Policy.
- Learn to take responsibility for your own actions and decisions.

Each student is required to know and comply with our Student Code of Conduct. No one should expect to be preemptively warned to adhere to them, and one's assertion of ignorance of a rule will not be accepted as an excuse for one's violation of it. Rules and policies may be modified or amended during the school year. Such changes if and when they are made, are publicized to the community.

Because we regularly challenge students to examine the impact of their behaviors on the community, and because we are committed to the education and growth of the whole community, there may be times where the head of school exercises their discretion and speaks openly to the community about the specifics of a conduct matter as it pertains to a student. Potential responses of the Academy may be, at times disciplinary in nature, or non-disciplinary, and may range from verbal education to dismissal. Additionally, because we are such an insular community, it must be understood that there will be times where faculty members will need to openly discuss conduct matters with others students and faculty. The Academy's responses to conduct, and communication about conduct, are guided by our belief that we serve what is best for the students, but also put the needs of the community first when protection of our Pillars requires it.

## **Student Decorum and Community Expectations**

One of Brewster's missions is to create a positive attitude within each student as they participate in all areas of school life. Accordingly, Brewster strives to help its community members develop self-respect, dignity, and an awareness of the comfort level of others. Brewster Academy strives to create a community in which mutual respect, rather than decree, shapes positive behaviors and relationships. Certain behaviors – intended or unintended – undermine the climate of respect and trust upon which the community is based. Thus, the behavior and action of each student has a direct impact on the community as a whole.

The Academy has developed standards of conduct (see Student Code of Conduct section) that reflect the community's values and recognize the need to foster individuality. We expect that students will treat all members of the Brewster community honestly and considerately.

## **Brewster's Student Recognition System**

The goal of the Brewster Recognition System is to help all students achieve their potential academically, athletically, and socially and to take an active role in building their own character. Brewster believes in the concept of teamwork first, meaning that each and every member of the community shares a common responsibility to assist each other in achieving that potential.



The Brewster Recognition System recognizes and rewards students for sustained effort and tangible growth toward the fulfillment of potential in the areas of respect, responsibility, and cooperation. Ideally, a student will independently demonstrate positive behaviors and habits because they are the right thing to do. The Recognition System is based on two levels of achievement with respect to academic, athletic, and community life areas. They are:

### **Level 1: Citizenship**

### **Level 2: John Brewster Scholar**

Each level is associated with a set of responsibilities and a level of recognition that is commensurate with an individual's achievement and character development. The system is built on the concept of equal access to recognition and reward, meaning that the highest level of achievement can, with hard work and effort, be achieved by all students. Students are rewarded for significant effort and consequent growth. The system is not based on a curve or competition between students. If all students attain John Brewster Scholar status, all students are recognized. The criteria for progress are based on the Student Performance Surveys. The surveys are completed by teachers, coaches, and community life parents six times a year. Each survey contains 10 items. Each item is designed to measure attainable goals.

- The academic survey includes items such as being punctual, active engagement, preparedness for class, and completing assignments with integrity.
- The athletic survey includes being a willing participant, responding positively to corrective feedback, and demonstrating cooperation and good sportsmanship.
- The dormitory survey includes being an effective participant at dorm meetings, having a clean room, making effective use of study time, and modeling healthy behaviors.

### **Level 1: Citizenship**

*Citizenship Status is Earned by:*

- Any student who achieves a score of 30 or better on each survey

### **Privileges Earned by Citizenship Status:**

- in academic commitments: No daytime study halls
- in academic commitments: Privilege to study in dorm at night
- in all commitments: One night out of the dorm per week (with approval of the community life parent)
- in all commitments: Privilege to stay in dorm after 8 a.m. on school days until first class

### **Level 2: John Brewster Scholar**

*John Brewster Scholar Status is Earned by:*

- Any lower school student who earns a score of 34 or better on each survey or upper school student who earns a score of 36 or better on each survey

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### **Privileges Earned by John Brewster Scholar Status:**

- in academic commitments: No daytime study halls
- in academic commitments: Privilege to study in dorm at night
- in all commitments: Selection of a library book in student's name
- in all commitments: Unlimited nights out of the dorm (with approval of community life parent)
- in all commitments: Privilege to stay in dorm after 8 a.m. on school days until first class

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Students also complete a self-evaluation using each of the surveys to establish a comparison with the instructor and continue dialogue about self-awareness and progress.

### **Earning Recognition Status**

The Recognition System allows students to earn privileges by attending faithfully to the daily responsibilities that make for success. Students should be aware that multiple instances of not meeting expectations may result in the student being disqualified from recognition status. Students who have attained Citizenship or John Brewster Scholar status but who exhibit behaviors inconsistent with the independence and responsibility that this status assumes will lose both the title and associated privileges.

## **Evening Study**

Students are given feedback on their performance during evening study hall in the Academic Building. In order to earn the required minimum score of 3 for recognition status for evening study performance, students must have no more than three instances of less than 3 on any of the 4 items on the evening study recognition report.

## **Absences**

In order to maintain the status and privileges awarded by earning recognition points, students must have no more than one unexcused absence in ANY of their commitments.

## **Students on Disciplinary Probation**

Students on disciplinary probation will have their recognition privileges suspended. Students will have the opportunity to reinstate their privileges through Brewster's Engaged Discipline System. Students may still earn academic honor roll; however, in determining endowed awards and induction into the National Honor Society, the school will take into account a student's entire recognition and disciplinary record.

# STUDENT CODE OF CONDUCT

## Definitions

*School:* Brewster Academy at Wolfeboro, New Hampshire

*Academic Community:* all members of the faculty, administration, staff, and student body.

*Student:* an individual who is enrolled at the school.

*School Premises:* buildings and grounds owned, leased, and used by the school.

*School-Sponsored Activity:* any activity on or off campus that is initiated, organized, controlled, and supervised by the school.

## Attendance

Brewster Academy has dedicated itself to being intentional about all that we do. To be of best service to students, we strive to have a student achieve the maximum benefit from time spent with us to advance their skills in all domains (academic, athletic, and community life).

Brewster also has made a commitment to encourage student teamwork and cooperative learning, whereby students are often asked to work together as a group. Student absence from school makes it difficult to achieve these objectives. Brewster's goal is to limit student absences as much as possible.

## Permission to be Absent

While students should strive to attend all commitments, there may be occasions that require student absence. In these cases, the following guidelines regarding permission to be absent apply for students and their parents:

- Students and parents should notify their advisor, team leader, and the lower or upper school dean as soon as possible and make sure to complete the appropriate forms (see Permission to be Off Campus). Permission for absences is granted by either the lower or upper school dean. Circumstances for which absences would be excused include:
  - Wedding in immediate family (parent, sibling, grandparent, aunt/uncle, first cousin);

- Death in immediate family;
  - Important religious holiday;
  - College visits with prior permission from the dean of college counseling that cannot be scheduled during school breaks;
  - Medical appointments that cannot be scheduled during school breaks;
- Normally, excused absences should be for no more than two days. There may be situations in which a longer absence may be requested. In those cases, the school may be able to grant the request provided the student's teachers confirm a solid academic standing in each class and the reason for the absence is deemed by the school to be essential to the student's best interests.
  - If a student knows in advance that he or she will be absent from a commitment, he or she is responsible for notifying the appropriate faculty member prior to the absence. As is the case for excused absences due to illness, students who are absent with permission are expected to submit assigned work and make up tests or quizzes on the day of their return or on a date arranged with the teacher. In such instances, students will receive full credit. In instances of absence from school without the school's permission, students will not have the opportunity to make up the missed work for credit and will receive grades of 0 for any work or tests missed; however, students must still demonstrate mastery of the material.
  - Even if they are excused, excessive absences can impact a student's ability to meet with academic success. Students with excessive absences will be reviewed by the team and school and may lead to an attendance plan and/or agreement to help ensure they will be able to meet the minimum requirements to be successful participants and citizens in the Brewster community. Generally, the school does not support absences exceeding two weeks total in one academic year.

## **Illness**

On occasion, a student may feel ill and unable to attend a commitment. If a student does not feel well before or during classes or athletics, the student must report to the Health Center. The student needs to follow the directives of the school nurse to be medically excused from commitments. The school nurse can excuse absences of up to two days for medical reasons. Any longer absence due to medical

reasons requires medical leave. Medical absences of longer than two weeks may require medical withdrawal (for more information about medical leave and medical withdrawal, please see those sections of the handbook under Student Health Services).

## **Permission to be Off Campus**

Our academic day runs from 8:30 a.m. through the student's last academic and/or afternoon commitment. Students are expected to attend all of their commitments, and they must remain on campus until after their last commitment, when they have permission to be off campus.

### **Exceptions**

During the academic day, all students may visit the two corner stores directly across the street.

Seniors and postgraduates may leave campus during the academic day; however, they must abide by the motor vehicle policy and its prohibitions regarding driving or riding in cars (please see the Motor Vehicle Policy) for more details.

### **Off-Campus Request**

If students would like to request to be off-campus, either for a standard weekend away or a special circumstance involving missed commitments, the following process should be followed:

### **Student Responsibility**

- For a standard weekend away, the student should meet with his or her advisor to discuss the request, and the student's advisor will submit an Off-Campus Request Form. This meeting should happen by Wednesday.
- For a standard weekend away, student should meet in person with the team leader, who will determine if the weekend is approved. This meeting should happen by Thursday.
- For any request that involves missing commitments or car permission, the student should meet in person with both the team leader and the lower or upper school dean, who will

determine if the request is approved. Please note that any absences from athletic commitments require prior approval by the athletic director, while any absences for college visits require prior approval from the dean of college counseling. For any special request to miss commitments, the student should inform the advisor, team leader, and lower or upper school dean as soon as possible and well in advance of the anticipated absence.

### **Parent Responsibility**

- In addition to the student's off-campus request form, the student's parent must submit an Off-Campus Permission Form. This form is available in the Parent Portal within the Forms tab. The parent should submit this form by Wednesday and may submit it on the Brewster Parent Portal or email it to **offcampusrequest@brewsteracademy.org**
- If a student will be staying at another student's house, the parent hosting the boarding student also must complete a Host Family Off-Campus Permission Form. This form is available in the Parent Portal within the Forms tab. The host parent should submit this form by Wednesday and may submit it on the Brewster Parent Portal or email it to **offcampusrequest@brewsteracademy.org**
- For any special request to miss commitments, the parent should inform the advisor, team leader, and lower or upper school dean as soon as possible and well in advance of the anticipated absence.
- Parents are responsible for their student when he or she is away from school. Students are expected to follow all school rules when they are away from campus and need to be aware that serious disciplinary consequences will follow violation of Brewster's rules even though events occur away from campus.

### **Return to Campus**

Students returning from a standard weekend away are required to return by 7:45 Sunday evening. Students are expected to return to

campus on time, and the Academy is to be notified in advance if a student will be late. The intent of this policy and protocol is to ensure that adults know where a student is in case of an emergency. Boarding students who leave campus without all permissions in place, or who return late from a weekend, are subject to major disciplinary consequences.

## **Dress Code**

Brewster Academy believes in maintaining an atmosphere where a sense of pride and developing self-discipline and personal strengths are reflected in the dress code. The academic dress code celebrates a respect for learning and is an important expression and recognition of the Brewster Pillars.

### **Academic Dress**

- Dress pants, corduroy pants, khakis, or capris; all pants must have pockets and zippers
- Dresses (not strapless), skirts, shorts (all within fingertip length)
- Collared, tucked-in, buttoned dress shirt (only top button undone) or turtleneck worn with a belt
- Blouse (dress top that is not a polo, T-shirt or other athletic garment)
- Sweaters with dress code top underneath
- Appropriate footwear (dress shoes, boots, athletics shoes or sandals in excellent condition)
- Leggings/tights only to be worn with dress or skirt
- All clothing should be free of writing and should not promote inappropriate behavior

### **Other Imperatives**

- No hats, sunglasses, or headphones
- Hair must be a uniform, natural color
- Students are expected to be clean shaven at all times unless an exemption is granted
- No exposed pierced jewelry other than in the ear without permission
- No exposed skin (e.g. midriff, strapless, backless)
- No denim of any kind, color, or resemblance



Considerations for other types of exposed jewelry and/or medical and religious exemptions from the shaving policy should be directed to the upper and lower school deans.

### **Formal Dress**

Required for some formal meals, award assemblies, and other occasions throughout the year

- Option 1: Blazer with dress pants and a belt, button-down collared shirt with tie
- Option 2: Dress or skirt of fingertip length, with a shawl or cardigan
- Option 3: Dress slacks with dress blouse
- Option 4: Formal attire representing a student's international and/or cultural identity

### **Spirit Dress**

Every Wednesday and Saturday

- Dress slacks: corduroy pants, khakis, no jeans or sweatpants
- Dress shorts or skirts (all within fingertip length)
- A prominently displayed, Brewster Academy top (no tank tops)

### **Community Meals**

Students are permitted to dress in smart casual clothing, as defined above, or dress in regular academic dress for evening community meals that are not deemed formal..

### **Cell Phones**

Brewster students are encouraged to have cell phones as they not only aid in parents communicating with students, but also help us to communicate with students in case of emergency. As such, Brewster requires all students with cell phones to provide their cell phone number to the school.

While cell phones are permitted, students are responsible for using their cell phones in a manner that respects the environment in which they are in. With this in mind, we recognize the way that the proliferation of mobile technology can negatively impact the ability for community members to build relationships and be 'present' in the moment. Thus, we encourage all community members to be mindful

of ensuring that their use of mobile technology is appropriate for the situation.

To implement this, cell phones may not be used unless given permission:

- During class time
- During athletic commitments
- During dorm meetings
- During all-school meetings or other school commitments

Abuse of this policy may result in confiscation of the cell phone.

## **Waterfront Regulations**

The Brewster shoreline on Lake Winnepesaukee is a unique resource, but safe behavior must be exercised to limit danger to the Brewster community. Please be familiar with these waterfront regulations:

### **Swimming**

- All students must have passed the swim test to be involved in sailing, crew, or outdoor skills.
- Swimming is permitted only when a certified lifeguard is present. Safety equipment must be present. The following equipment is available in the Pinckney Boathouse: two rescue cans, two lifesaving rings, and a backboard.
- Never swim alone.
- Swim only at the floating dock and adjacent beach (“faculty/staff beach”).
- Never swim in the lagoon, across the lagoon entrance, or off the boathouse docks or jetties; these areas are off limits unless a waterfront instructor is present.
- Swim only during daylight hours.
- Never swim to or dive from moored boats.
- At the first sign of thunder or lightening students should immediately get out of the water and seek shelter.
- Brewster Beach (the town beach) is off limits to Brewster students.

## **Sailing, Canoeing, and Kayaking**

- All students must have passed the swim test to be involved in sailing, crew, or outdoor skills.
- Life jackets must be worn at all times.
- Approval of and supervision by the waterfront director or weekend duty waterfront supervisor must be obtained.
- Boats must not leave Wolfeboro Bay.
- Sailboats must have a paddle and bailing bucket on board.
- Boats must be returned and stripped properly after boating unless being turned over to another crew.
- All damage to boats should be made known to the person in charge before leaving the waterfront.
- Personal watercraft may not be brought to campus without obtaining advance permission from the athletics director.

## **Motorboating**

- Permission to drive or ride in a non-Brewster motor boat must be obtained from the academic dean.
- Powerboats, with the exception of the sailing and crew launches, should never be in the lagoon.
- Brewster motor boats may not be operated by students.

## **Pinckney Boathouse**

The boathouse is off limits unless a faculty member is present. Bicycles, skateboards, scooters, and inline skates are not allowed inside the building, on the deck, or the dock area.

## **Ice Safety**

Adult permission and supervision are required for any student wishing to go onto the ice for any reason.

## **Motor Vehicle Permissions**

Student cars on campus, and any event of students driving other students present a major safety concern for any school. Monitoring the use of student-driven vehicles is challenging and Brewster must have complete parent and student support for its motor vehicle policies.

From time to time, the policies may seem restrictive and inconvenient, but parents and students are asked to understand the necessity of firm

policies so that the school can monitor car use with the primary goal of safety. The policies have been created to ensure safety, and to be as equitable as possible in using the parking space the school can provide. Failure on any student's part to comply with policies for motor vehicle use may result in a consequence ranging from a warning, to loss of car privileges, or disciplinary probation for a first offense. For a second offense, consequences may range from loss of car privileges, to disciplinary probation, or expulsion.

### **The rules governing car permission are as follows:**

#### **Application to have a vehicle on campus:**

1. Day students and boarding seniors and postgraduates are eligible to have a vehicle on campus but must receive approval first.
  - a. Approval is granted by the upper school dean;
  - b. For exceptions, please contact the academic dean.Exceptions only are made for compelling need and are subject to available space and student standing;
2. Before bringing a vehicle to campus, the student should submit a parent-signed application to the deans' secretary. Approved applications are kept on file with the deans' secretary.
3. The student will be issued a Brewster student parking sticker and must adhere it to the driver's side passenger window.
4. No student motorcycles, mopeds, or motor scooters are allowed on campus

**Parking:** For all students with an approved and stickered vehicle, the only approved parking area on campus is the Anderson Hall parking lot. This restriction extends to evenings and weekends.

#### **Permitted Use**

- Day Students: vehicles are to be used specifically as a means of transportation to and from school.
- Boarding Students: boarders may use their cars only to travel to approved destinations when they are taking a weekend, to go home for vacations, and to make approved college visits.
- Any other use requires permission from the lower school dean, the upper school dean, or the dean on duty.

## **Prohibited Use**

1. No student may ever drive on campus, with the exception of the Anderson Hall parking lot. This restriction applies to the academic/athletic day, evenings, and weekends.
2. No student may drive a car without permission, drive another student without permission, or be in a student-driven car without permission.
3. No student may park anywhere other than the Anderson Hall parking lot.
4. No student may drive an unapproved car to campus or park an unapproved car on campus.
5. Boarding students may not use their cars for travel to destinations during the day on weekends when they are not on a weekend.
6. Day students may not use their cars to leave campus during the academic/athletic day

## **Fire, Building Evacuation, and Drills**

All occupants of a building must evacuate upon a fire/smoke alarm activation or required fire drill. There are no exceptions to this policy. If a smoke/fire alarm or fire extinguisher is not working properly, this should be reported to maintenance immediately.

## **Editorial Policy for *The Brewster Browser***

### **Purpose of the School Newspaper**

The purpose of the student newspaper is to inform, interpret, and entertain the members of the Brewster community about all issues relevant to its diverse student body in a fair and accurate a manner.

### **Content**

*The Browser* editorial staff and advisor will make all decisions pertaining to content published in *The Browser*. These decisions include, but are not limited to, content, priority, and placement and will adhere to the following guidelines:

- *The Browser* will publish no material it finds to be libelous, obscene, or invasive of an individual's privacy or that would incite disruption of school activities. Criticism or humor aimed

at a person's religion, gender, age, ethnicity, race, culture, life-style choices, or mental or physical abilities will not be published.

- *The Browser* will seek to present all sides of an issue fairly and accurately in the most timely manner possible. *The Browser* will publish the facts correctly, explain the relevant issue(s), and avoid inviting speculation that could be harmful to individuals or to the school.
- The staff of *The Browser* shall reserve the right not to publish any material that does not live up to the standards of this editorial policy.

### **Regarding Letters to the Editor**

- Letters to the editor will be printed in the opinion section of *The Browser*.
- Letters must be typed and signed by the author and verified for publication by the editor-in-chief.
- Letters to the editor become property of the staff and will not be returned under any circumstances.
- The staff of *The Browser* reserves the right to edit any letter submitted for length, grammar, punctuation, and clarity.
- The staff of *The Browser* reserves the right to refuse to publish any letter.

### **Regarding Reviews**

- The purpose of all reviews will be to evaluate and inform, not to promote.
- All reviews will be bylined and will be the views of the bylined reporter and not the opinions of *The Browser* as a whole.

### **Regarding Errors**

- Concerns about errors in *The Browser* should be submitted to the faculty advisor.
- The staff of *The Browser* reserves the right to investigate whether any error was made.
- Any verified errors will be addressed in the next issue of *The Browser*.

### **Regarding Distribution and Circulation**

- The papers will be distributed free of charge to students, faculty, and staff.
- Advertising and fundraising revenues will be used solely for the purpose of publishing *The Browser*.

### **Regarding Advertising**

The Browser will not accept any advertising for products or services that are illegal for a minor to purchase, consume, or use, or products and services deemed unhealthy or inappropriate for students.

- *The Browser* will not run any advertisement before first obtaining the proper signature on an advertising contract that explains the terms of payment, advertisement content, size of advertisement, date(s) of publication, and terms of the agreement.
- *The Browser* will not accept personal or classified advertisements.

## **Technology Acceptable Use Policy**

### **Introduction and Overview**

Brewster Academy is committed to ensure the legal, ethical, and appropriate use of technology resources at the Academy including, but not limited to: computer equipment, software, networks, and voice systems. The Academy recognizes that technology is utilized in nearly every facet of instruction, activity, service, research, and operation of the institution. This policy defines and describes the Academy's expectations for the use of technology as it affects the school and educational community.

The technology resources at the Academy are provided to support the Academy's educational and business operations. Academy technology resources are the property of the Academy; use of these resources is a privilege and not a right. Individuals who are provided access to Academy technology resources assume responsibility for their appropriate use; the Academy expects individuals to be careful, honest, responsible, and civil and at all times to be in compliance with all Academy policies and state and federal laws.

## **Scope**

This policy applies to all users of Brewster Academy's technology resources. It applies to all software and hardware owned, leased, or subscribed to by the Academy. It also applies to all personally-owned equipment that connects to the Academy's network.

## **Authorized Use**

- An authorized user is any person who has been granted authority by the Academy to access its computing, network, and voice systems. Unauthorized use is strictly prohibited.
- By accessing the Academy's network using Academy-owned or personally-owned equipment, you have consented to the Academy's exercise of its authority and rights as set out in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.
- When a user ceases being a member of the Academy, this authorization terminates immediately. If a user is assigned a new position and/or responsibilities, authorization to use technology resources not necessary for his or her new position also will terminate.
- Incidental use for personal, non-business purposes is acceptable, but must not negatively impact system performance, classes, or Academy business.

## **Responsible Use**

- Individuals who are assigned data and voice network accounts are solely responsible for how they are used. Individuals may not share or borrow accounts and passwords with others.
- Users may not access the personal or confidential accounts and files of others without permission. Users are prohibited from acting in ways that are unethical or invade the privacy of others.
- Users must maintain the confidentiality of the Academy's sensitive information and comply with Academy information security and privacy policies and federal and state laws.
- Any communication, internal and external, must clearly identify the sender. Individuals may not send messages anonymously or under another name or identity not known to the Academy. Altering electronic communications to hide your



- identity or impersonate another person is prohibited.
- Users are responsible for both the content and possible effects of their messages on the network. Prohibited activities include, but are not limited to, creating or propagating viruses, materials in any form (text, sounds, images, video) that reflect negatively on the Academy, chain letters, inappropriate messages (including discriminatory or harassing material), and billable services.
  - Users must abide by all copyright and other laws governing intellectual property use. Users are prohibited from using Academy networks or equipment for the acquisition, storage, or distribution of any digital content that they do not have legal right to use including, but not limited to, copying and sharing software, images, music, and movies.
  - Users must adhere to all software license provisions. No software will be installed, copied, or used on Academy equipment except as permitted by law.
  - Users are required to have updated virus protection software on their computers when connecting to the Academy network. Users should use caution when opening e-mail attachments or other Internet files that may contain malicious software. Any computer found to be infected with viruses or malware to the extent that it may negatively affect Academy resources will have access to networks services revoked until such viruses and /or malware have been removed and updated antivirus software has been installed. If a user knows or suspects that their machine has contracted a virus, user shall notify the Department of Information Technology immediately.

### **Prohibited Activities**

- Attempts to exploit, test, or probe for security holes or weaknesses on Academy computers or networks
- Attempts to monitor, analyze, or tamper with network data packets that are not explicitly addressed to your computer
- Using a network address other than the one assigned by the Academy
- Execution or compilation of programs that have the potential to break or interfere with system security
- Students may not use any technology to harass, demean,

humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any cyberbullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of the School is subject to disciplinary action.

- Students should be aware that sending, receiving or forwarding sexually explicit messages, photos, or images via a computer, digital device, or cell phone (commonly known as “sexting,”) may subject a student to criminal charges under federal and state laws. Criminal charges can range from a misdemeanor to a Class B felony, with the possibility of severe monetary penalties and prison sentences of up to seven years. The types of crimes that can be implicated include child pornography, obscenity laws, and endangering the welfare of a child. In addition, soliciting a minor under the age of 16 via a computer to meet up with the intent to engage in a sexual act such as intercourse or oral sex, even if it is mutually voluntary between the two students, can result in a charge of child exploitation with the possibility that, if convicted, the student could become a registered sex offender for life. Sexting may also require mandatory reporting to state agencies under New Hampshire’s Child Abuse Reporting Law or to the police under the NH Safe School Zone law. Brewster does not tolerate the dissemination of sexual images or messages under any circumstances and such actions are cause for dismissal. Any student with questions or concerns about sexting, such as being the unwitting recipient of a sexual image, should speak with the dean of students or other school administrator.
- Use of the Academy’s technology resources or data for commercial purposes without prior authorization
- Connecting any secondary physical network including but not limited to modems, bridges, routers, wireless access points, or other network devices to the Academy network without prior authorization from the director of information technology
- Use that is inconsistent with the Academy’s non-profit status: The Academy is a nonprofit, tax-exempt organization and is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property and similar matters.

- Using Academy technology in any way that suggests Academy endorsement of any political candidate or ballot initiative
- Physical theft, rearrangement, or damage to any and all Academy technology equipment, facilities, or property
- Undisclosed and unauthorized recording or streaming or taking of still photographs of other individuals within the school community: Individuals are not permitted to make or attempt to make an audio or video recording or take photos of private, nonpublic conversations, and/or meetings on the premises, without the knowledge and consent of all participants subject to such recordings, and, in the case of students, without the consent of the academic dean. The use of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings or pictures.
- Accessing the Academy's network or equipment to create, access, download, edit, view, store, send, or print materials that are illegal, harassing, intimidating, discriminatory, pornographic, or otherwise inconsistent with the Academy's stated rules and policies as defined in any student, faculty, or staff handbook
- Use of the Academy's technology resources for any type of illegal activity

## **Security**

- Each user is responsible for the security and integrity of information stored on his or her computer or voice mail system. Computer accounts, passwords, security codes, and other types of authorization are assigned to individual users and must not be shared with or used by others. The Academy reserves the right to bypass such passwords and to access, view, or monitor its systems and all of their contents. By accessing the Academy's systems, you have consented to the Academy's right to do so.
- Users may not attempt to circumvent or subvert the security provisions of any system.

## **Privacy Expectations**

- The Academy's network, voice and computing resources are the property of the Academy. The Academy will, to the extent

possible, respect the privacy of all account holders on the network. However, the Academy reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the Academy's network and it may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings. ITS will participate as required in any investigation as directed by the academic dean or director of personnel.

- The Academy places a high value on privacy and recognizes its critical importance in an academic setting. There are nonetheless circumstances in which, following carefully prescribed processes, the Academy may determine that certain broad concerns outweigh the value of an individual's expectation of privacy and warrant Academy access to relevant IT systems without the consent of the individual.
- The Academy reserves the right to protect systems, software, individuals, and contents of the network from potential or actual harm.
- Users should exercise caution when storing, processing, and/or transmitting personal and sensitive data.

### **Enforcement and Sanctions**

- All members of the community are expected to assist in the enforcement of this policy. Violations of this policy may result in a variety of disciplinary actions, which may include the loss of computer, telephone, or network access privileges or dismissal for employees and dismissal or requirement to withdraw for students. Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the Academy may initiate or assist in the prosecution of any such violations to the full extent of the law.
- Any suspected violation of this policy should be reported immediately to the director of information technology, the academic dean, or director of personnel.

Brewster's website has a section on technology that includes the school's Acceptable Use Policy, a technology snapshot of what's available to students, student laptop requirements, and FAQs. Students

are encouraged to explore the whole section but must be familiar with the Acceptable Use Policy. The technology section is available at: **[www.brewsteracademy.org/technology](http://www.brewsteracademy.org/technology)**.

Students, parents, or faculty and staff who have questions regarding technology policies should contact the Help Desk in the Information Technology Office at 603-569-7000.

## **Prohibited Conduct**

The school expects that all students will conduct themselves as responsible members of society and of the school community. Disciplinary measures will be taken for the reasons listed below. Note, however, that this list is not exhaustive. In general, any act that infringes upon the rights of others or that adversely affects the academic or administrative activities of the school is prohibited. The Academy's code of conduct applies to all Brewster students, regardless of whether they are boarding or day students or where an offense is committed, whether it is on campus, off campus, or in cyberspace. The head of school has the ultimate jurisdiction over the discipline of students and may in their discretion determine those means most appropriate to promote and maintain such discipline.

- Violations of any federal, state, or local law, or other conduct which, in the judgment of the Academy, endangers or threatens the personal health, safety, welfare, or property of the academic community.
- Violations of school policies and regulations as stated in the Community Handbook and any other Academy regulations.
- Fraudulent or dishonest conduct, including but not limited to, providing false information to the school.
- Failure to comply with instructions of school personnel who have duly identified themselves.
- All forms of academic dishonesty, including cheating, fabrication, plagiarism, and the aiding and abetting of a dishonest act.
- Intentional disruption or obstruction of teaching and administrative activities or any other form of infringement upon the rights of freedoms of a member of the academic community.

- Theft from or damage to the school, school-affiliated services, members of the academic community, or visitors to campus, as well as damage to their property.
- Intervisitation, or visitors of the opposite sex, in any dorm room.
- Abuse, verbal or physical, or threat of same upon any member of the academic community.
- Capturing videos, images, or sound recordings of any member of the community and distributing them without their express permission.
- Any behavior that is socially or morally unacceptable and unbecoming of a Brewster student, including actions that reflect a serious disregard for the academic or personal rights or safety of others in the community.
- Unauthorized use, possession or storage of any weapon, explosive device or material, including but not limited to firearms, knives, fireworks, or ammunition.
- Tampering with fire-warning devices, protection equipment, and other related devices designed to protect the safety of the academic community.
- Repeated offenses, which, by themselves, would not warrant suspension or expulsion, but collectively indicate that further attendance by the student is not in the best interests of the student or the school.

## **Use of Tobacco**

Approximately 24 percent of all high school students in the United States use tobacco; about one-third of this group will die prematurely from its use. Students at Brewster Academy are expected to be tobacco free, and in the interest of striving to be a productive and healthy environment, we must commit ourselves to take all steps possible and necessary to be a tobacco-free community. The tobacco policy applies to all Brewster students, regardless of boarding or day student status or where an offense is committed, whether it is on campus or off campus. Tobacco violations may result in an automatic one-week in-school suspension and a suspension of recognition privileges for the current and subsequent recognition period. Recurring violations may be reviewed for disciplinary probation or expulsion.

The following regulations apply to tobacco and nicotine use:

- The use of any tobacco product on or off campus is prohibited.
- Possession of cigarettes, e-cigarettes, chewing tobacco, dip, matches, and lighters is prohibited.
- Tobacco violations will be cumulative over the course of a student's years at Brewster.
- Smoking indoors poses a fire hazard and will be dealt with severely.
- Students who smell like tobacco or those found in the presence of other students using tobacco may be deemed to have committed a tobacco violation.

## **E-Cigarettes and Vaping**

Electronic cigarettes, often marketed as smoking cessation devices, are deemed a health hazard and are included in the school's tobacco policy as prohibited. Use or possession of any device designed to promote absorption of nicotine is a violation of the school's tobacco policy and receives the same consequences as possession or use of tobacco products.

## **Alcohol and Substance Use**

At Brewster, we have zero tolerance for alcohol, illegal drugs, and other illicit substances. It must be understood that any time a student uses drugs or alcohol while enrolled at Brewster Academy they are placing their continued enrollment in jeopardy. In some cases, students can, and will, be dismissed for a first violation of our drug and alcohol policy. The possession, use, or sale of alcohol, any illegal drug or substance, or any paraphernalia or equipment associated with the use of these substances is not permitted on school grounds at any time, nor at off-campus events sponsored by the school. This includes the use of or intent to use substances whose use or possession is not illegal, per se, in a manner for which they were not manufactured. An example might be possession of nitrous oxide capsules for use as an inhalant, when they have been manufactured as a propellant, or using prescription medications in a manner not prescribed for the individual. Possession or use of prescription medications not registered with or distributed by the Health Center also is prohibited.

Additionally, New Hampshire law prohibits possession or consumption of alcohol by any person under the age of 21. The law defines intoxication as alcohol concentration of .02 or more blood alcohol content. The law prohibits purchase, possession, and consumption of alcohol by any person under the age of 21. New Hampshire law also prohibits the use of drugs, other than those prescribed, as well as substances beyond their intended purpose.

In addition to the physical and psychological dangers resulting from drug and substance use, a student under the influence of marijuana, illegal drugs, or alcohol is not prepared to attend to academic activities, athletics, or clubs. Without question there is an absolute incompatibility between the state of mind needed for attention to scholastic activity and that state of mind influenced to any degree by the use of alcohol or drugs. Additionally, students who bring alcohol or drugs on campus or who come to school under the influence of alcohol or drugs have violated the trust of the school community and impaired the ability of the school to carry out its mission.

The school believes that experimenting with marijuana, alcohol, or other illegal drugs is dangerous and potentially harmful to adolescents. The extended use of these substances will harm the lungs and other organs, impair mental functions, weaken the ability to concentrate and think, and significantly affect motivation and the ability to accomplish school work. There is increasing evidence concerning the harmful effects of, not only drugs, but of alcohol and how it affects a developing adolescent brain, thus further dispelling any myths about the casual use of these substances being a normal part of growing up.

To enforce this policy, the school reserves the right to require any student to submit to alcohol and drug testing. The student may be required to submit to tests (urinalysis, breath test, saliva, hair follicle, or blood test) at the parent's expense. Refusal to submit shall be deemed grounds for expulsion.

Brewster's drug and alcohol policy and its consequences apply to all Brewster students, regardless of boarding or day student status.



## **Sanctuary Policy**

The health and safety of our students are of primary concern and students must feel they can help themselves or others without fearing disciplinary action when a situation arises where a student is in physical or psychological danger as a result of the use of any drug or substance, including alcohol. Therefore, at Brewster the following policy for a one-time disciplinary exception exists for qualified students.

If at any time a student fears that they, or another student, are at risk medically or psychologically, as a result of any drug or substance, including alcohol, that student may approach any adult in our community to request help. When approaching an adult, the student should make clear their need for help under this policy. A student who has sought help, or on whose behalf medical attention has been sought, shall not be subject to disciplinary action for the possession or use of a drug, substance, or alcohol. The adult approached should immediately contact the dean on duty, unless it is a medical emergency, in which case 911 should be called immediately and the dean on duty called after.

While the intent of the policy is to afford students with the opportunity to seek medical attention without penalty, it is not intended to serve as an opportunity to avoid consequences. Students who invoke the sanctuary policy may be deemed to be in further need of counseling and be placed on the drug and alcohol support agreement. Students already on a no-use agreement, or students who have been placed on disciplinary probation for a violation of the school's drug and alcohol policy may not be eligible for sanctuary. In addition, students who are already under investigation or going through the disciplinary process may not use the sanctuary policy to avoid discipline.

When a faculty member detects that a student is under the influence of alcohol or other drugs, the Academy will invoke its disciplinary rules. In such situations the faculty or staff member is under obligation to investigate the possibility that other students may be in trouble and in need of medical attention and will investigate accordingly.

## Harassment or Discrimination

Illegal harassment or discrimination is conduct or behavior which relates to race, color, religion, sex, age, marital status, sexual orientation, gender identity, genetic information, veteran status, physical or mental disability, national origin, or ancestry or other protected category and is personally offensive or threatening, impairs morale, or is so pervasive or severe that it has the purpose or effect of:

1. Creating an intimidating, hostile, or offensive environment;
2. Interfering unreasonably with an individual's academic performance; or
3. Creating a situation where academic decisions of a student depend on their submitting to and/or not objecting to the behavior.

Discrimination and harassment can take many forms. Examples include:

- limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics;
- slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons regarding legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes;
- demands for sexual favors in exchange for favorable treatment, academic rewards, or continued participation in a program or project;
- offensive or unwelcome sexual flirtation, advances, or touching;
- obscene, demeaning or abusive, commentary about an individual's body or other personal characteristics;
- audiotaping or videotaping individuals in potentially embarrassing situations and/or forwarding such taped material to others; and
- responding to refusals to provide sexual favors with verbal, emotional, or physical abuse.

Often, unwelcome and/or harassing behavior results from ignorance or insensitivity to the feelings of others. Being mindful of how one's behavior is affecting others, and communicating the effect of the behavior of others are good ways to prevent harassment and discrimination. Not knowing that one's behavior can be deemed as harassment does not absolve a student from being held accountable for any behavior found to be harassment.

## **Hazing**

Hazing is defined as conduct or a method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person, regardless of the consent of the individuals involved. Examples of hazing include, but are not limited to: whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of a student or other person, or which subjects a student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Officers and members in any student organization, team, or group are also responsible for making sure that hazing does not happen.

Hazing, knowing submission to hazing, and the failure to report hazing to law enforcement or school authorities are violations of New Hampshire law. Every member of the Academy's community must report hazing to Academy authorities so that appropriate action can be taken. Specifically, faculty should report hazing-related or suspected incidents to the lower or upper school dean. In addition, the Academy will report hazing incidents as required by law to the Wolfeboro Police Department or other local authorities. Not knowing that one's behavior can be deemed as hazing does not absolve a student from being held accountable for any behavior found to be hazing.

## **Bullying**

Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

1. Causes physical or emotional harm to the targeted student or damage to the targeted student's property;
2. Places the targeted student in reasonable fear of harm to themselves or of damage to their property;
3. Creates a hostile environment at school for the targeted student;
4. Infringes on the rights of the targeted student at school; or
5. Materially and substantially disrupts the educational process or the orderly operation of the school.

Bullying can include, but is not limited to, any of the following:

- Hitting, slapping, pushing, and other physical conduct that causes bodily harm
- Threatening or otherwise acting in a manner that diminishes the victim's self-esteem or is cruel
- Deliberately excluding someone as a way to humiliate or demean them
- Sexually harassing conduct
- Hazing activities.

Any member of the Academy community who has witnessed or has reliable information that a student has been subjected to bullying, including insults, taunts, or challenges should promptly report this behavior to the Chair of the CCB or the lower school or upper school denas. Not knowing that one's behavior can be deemed as bullying does not absolve a student from being held accountable for any behavior found to be bullying.

## **Cyberbullying**

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines, and the Internet. It includes, but is not limited to, e-mail, instant messages, text messages, and Internet postings, whether on a webpage, in a blog, or otherwise. Cyberbullying may include, but is not limited to, any of the following kinds of behaviors:

- Taking a private email, instant message, text message, or video

and forwarding the same, threatening to forward the same to others or posting the same where others can see it to embarrass or intimidate a person;

- Spreading hurtful rumors online about another person;
- Threatening or insulting through aggressive emails, instant messages, or text messages;
- Posting or threatening to post embarrassing pictures of someone online without their permission;
- Creating a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation causes any of the conditions listed in the definition of bullying listed above.

Not knowing that one's behavior can be deemed as cyberbullying does not absolve a student from being held accountable for any behavior found to be cyberbullying.

## **Hostile Environment**

A hostile environment is one in which discrimination, harassment, hazing, or bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education. Should an investigation into possible violations of the School Safety Zone Law determine that any student has contributed to creating or participating in acts that contribute to a hostile environment, serious disciplinary consequences will be assigned including possible expulsion. Not knowing that one's behavior can be deemed as contributing to a hostile environment does not absolve a student from being held accountable for any behavior found to have contributed to a hostile environment.

## **Retaliation**

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports discrimination, harassment, hazing or bullying, provides information during an investigation of such behavior, or witnesses or has reliable information about such behavior. Retaliation against any individual for reporting violations of the policy, whether by the object of the complaint or someone else, will not be tolerated and will be subject to the same strict discipline as

harassment, discrimination, hazing or bullying itself. Each retaliatory offense will be investigated and sanctioned separately. Individuals who themselves are not complainants, but who participate in an investigation, for example, as witnesses or investigators, will also be protected from retaliation under this policy. Not knowing that one's behavior can be deemed as retaliatory does not absolve a student from being held accountable for any behavior found to be retaliation. Any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is likewise expected to promptly report it. The lower or upper school deans or the coordinator of the CCB should be informed and students are encouraged to seek assistance from a trusted adult if they are uncomfortable making a report.

## **Sexual Harassment**

### **Definition**

Sexual harassment is defined to include any sexual advance by an adult to a student, or by a student to an adult, and is prohibited.

Romantic or sexual relationships between Brewster students and Brewster employees or adult family members of employees are strictly prohibited.

Sexual harassment of a student by another student occurs when a request for sexual favors, or other verbal or physical conduct or communication of a sexual nature, explicitly states or even implies that submitting to or rejecting such conduct or communication will influence education or life at the Academy.

The legal definition of sexual harassment also includes conduct or communication that is gender-related, pervasive, and unreasonably interferes with academic performance, residential life, participation in school activities, or employment by creating an intimidating, hostile, or offensive environment.

Brewster Academy condemns and expressly prohibits sexual contact or relationships between adults and students and sexual harassment of any kind. This policy is guided by principles governing honorable behavior in a community. While the Academy must comply with

state and federal laws dealing with sexual harassment, our policy also seeks to educate members of the community about the nature of sexual harassment and to do whatever we can to prevent it from occurring. There are often legal aspects of any instance of sexual harassment. They are addressed as one facet of the Academy's process for dealing with the more fundamental offense: violation of our special responsibility for students. Not knowing that one's behavior can be deemed as sexual harassment does not absolve a student from being held accountable for any behavior found to be sexual harassment.

### **Identifying Sexual Harassment**

According to the National Association of Independent Schools, "Sexual harassment is not social or courting behavior. It is best seen as an assertion of power." Sexual harassment can take various forms, many of which violate state or federal laws. Not all forms of sexual harassment may be readily apparent to every member of the community. It may be direct and overt, or it may be subtle and ambiguous. It may be behavior that is repeated, or it may be behavior that occurs only once. It is not social or courting behavior between equals, but rather the assertion of power over another individual that puts that individual at a disadvantage.

Individuals might unintentionally act in a manner that others experience as sexually harassing but they are nonetheless responsible for their actions if they are deemed as sexually harassing by the Academy. It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify such behavior as a "prank" or "joke" do not change its harassing nature if the object of the joke is not a willing participant. Whatever the basis for the harassment, it is prohibited. When trying to identify whether behavior is "harassing," it is crucial to distinguish student-to-student interactions from sexual intimacy between students and adults, which is always prohibited. Physical contact between students that is intended and perceived by those involved as positive, healthy, and appropriate to their age and experience is likely to occur. However, inappropriate physical relationships between students are prohibited.

The following examples of inappropriate behavior can help to identify instances of harassment. When these behaviors occur between an adult and a student, it is irrelevant whether the behavior is welcome or unwelcome. There is no circumstance in which these behaviors between adults and students are permissible.

Students who are uncomfortable about interactions with another student should question whether they have been the victims of harassment. The following behaviors are examples of harassing behaviors. The list is suggestive rather than exhaustive, and members of the community should seek advice and assistance in any circumstance in which they are made to feel uncomfortable by the behaviors of another. Some examples of harassment are:

- Physical assault, including rape or any coerced or non-consensual sexual relations;
- Sexual advances, whether they involve physical touching or not;
- Sexual physical contact;
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments;
- Inquiries into one's sexual experiences or activities or discussion of one's own sexual experiences or activities;
- Audio taping or videotaping others in sexual or other potentially embarrassing circumstance;
- Forwarding or threatening to forward taped material of a sexual nature to others;
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied;
- Sexually suggestive or degrading sounds or remarks (written, oral, or electronically transmitted), including graffiti and the spreading of sexual rumors, made to or about another member of the community;
- The use of Academy technology to transmit sexually suggestive, offensive, and/or degrading material, whether received at the School or elsewhere;
- The open display of sexually offensive objects, pictures, and messages.



The law regards sexual harassment as sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature which affects a student's emotional well-being or interferes with a student's academic performance or participation in co-curricular or extracurricular activities, or which has the purpose or effect of creating an intimidating, hostile, or offensive learning or social environment. At Brewster Academy, any harassing behavior, whether identified as such by law, or by Brewster community standards, violates our fundamental belief that the safety of our students is our primary responsibility and has consequences for remaining in the school community. By the same token, harassment of an adult by a student or by another adult may have legal implications. Not knowing that one's behavior can be deemed as harassment either under the law or according to Brewster standards does not absolve a student from being held accountable for any behavior found to be sexual harassment.

Brewster Academy condemns and expressly prohibits sexual contact or relationships between adults and students and sexual harassment of any kind. This policy is guided by principles governing honorable behavior in a community. While the Academy must comply with state and federal laws dealing with sexual harassment, our policy also seeks to educate members of the community about the nature of sexual harassment and to do whatever we can to prevent it from occurring. There are often legal aspects of any instance of sexual harassment. They are addressed as one facet of the Academy's process for dealing with the more fundamental offense: violation of our special responsibility for students.

Brewster Academy is unequivocally committed to ensuring the safety and integrity of student growth. We actively teach each and every member of the school community about the proper roles and relationships that comprise community life. We set forth and seek every opportunity to talk about the importance of boundaries. We expect that the life experience of adults at the school will enrich the student's learning experience. We place the student's best interests above all other considerations.

The Academy's policies on sexual harassment are driven by our primary obligation to the welfare of students in our care. We encourage early discussion of offensive conduct, and provide support for discussing difficult matters. We promptly address and rectify instances of harassment that may occur. We ensure that adults in the community have information, learning opportunities, and access to decision-making processes that support their responsibilities in this regard. We provide students with information and support in getting help when they need it.

All sexual advances (overt or otherwise) between adults and students are prohibited, on or off the grounds, even if a student encourages or appears to encourage such advances, or gives consent. Sexual behavior between adults and students is considered a severe breach of trust and will be dealt with as such. Not knowing that one's behavior can be deemed as sexual harassment does not absolve a student from being held accountable for any behavior found to be sexual harassment.

## **Statutory Rape**

In New Hampshire, individuals who engage in sexual activity with children under the age of consent (age 16) can be convicted of sexual assault (also called statutory rape).

## **Out-of-School and Off-Campus Behavior**

Students should be aware that certain activities even outside of school hours or off school property may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or endangers the health, safety, or welfare of the school or is damaging to the school's reputation even if such conduct takes place off campus, during non-school hours, or on breaks from school.

Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances.

Some examples of such outside conduct that may have disciplinary ramifications at school include any violation of law; underage purchase, use, or possession of alcohol or a controlled substance; misuse of technology or misconduct over the Internet which does, or could, adversely impact the rights or welfare of any member of the school community or the reputation or functioning of the school.

## **Continuing Enrollment and Reinvitation**

In accepting a student for enrollment at the Academy, Brewster makes a commitment to supporting that student in realizing their academic potential and to guide that student in developing life skills that will be the foundation for success in college and beyond.

Faculty and staff are invested in serving each student, but it should be recognized that the student must also make an investment in making full use of every opportunity offered. Students who are not meeting progress goals may be reviewed by the Academy to consider whether continued enrollment is warranted. In such instances the Academy may determine that separating the student from Brewster is necessary, or it may be decided the student's invitation to return for another school year will be deferred to allow the student time to demonstrate an ability to achieve academic and behavior goals.

# DISCIPLINARY REPORTING AND PROCESS

Taking responsibility for one's actions is central to the principles established in the Brewster Pillars. As such, students are expected to be forthright, honest, and take responsibility when they find themselves involved in disciplinary discussions. When a student is not truthful with the lower or upper school dean or any other administrator or faculty member during an investigation, it places a student's continued enrollment at Brewster Academy in greater jeopardy. In short, students who lie to any adults working on a disciplinary issue will likely be subject to tougher consequences than students who are honest. After this initial input, the lower or upper school dean will determine whether there is reason to cite a student for a conduct code violation and then determine the next course of action.

If a student refuses to participate or cooperate at any stage for whatever reason, including, but not limited to, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to ask the student to leave school.

## Choices and Consequences

### Approach

Brewster believes students learn best in an environment of trusting, mutual respect where relationships allow all to feel accepted, and comfortable to take risks, where relationships tell us we belong, and we matter. The teen years are important developmental years in which students transition from dependence to independence, from youngsters who need more than they can give, to responsible young adults who embrace community values and who understand the power of giving. The Choices and Consequences approach to discipline is designed to use lower level misbehavior as learning opportunities that support students to develop skills necessary to be emotionally aware, and socially responsible – skills necessary to leading meaningful adult lives.

This program is grounded in the school's values and is based on core tenets:

In order to accomplish program goals, students must actively engage in experiences that foster community values, a dedication to respectful interactions with others, an ability to make healthy choices, and independence.

Everyone – all students and all adults – share responsibility for the success of others in the community.

There is power in giving – we all develop greater confidence in ourselves and better realize our potential when we give service to things greater than ourselves.

When rules are broken, trust is broken and must be restored. Minor infractions are addressed with consequences that promote reflection while teaching skills that empower students to take responsibility, to embrace community values, and to become community members who can take pride in all they do. Treating minor infractions as learning opportunities reduces the incidents of more serious discipline events, which must be addressed with sanctions ranging from warning to disciplinary probation and even expulsion.

### **Program**

It is the objective of the school to encourage discipline based on reason, on a cooperative sense of community, and on a sympathetic sense of the rights and needs of others. Choices and Consequences is an approach for Positive Discipline that aims to see misbehavior as events that call for a restoration of broken trust and to use consequences that can help restore what has been broken. This approach, rejecting arbitrary authority and prescriptive codes, creates opportunities for moral and social growth and allows each student to acquire internalized discipline, autonomy, and self-control.

At Brewster Academy we view discipline as an opportunity to promote moral development in our students. In doing so, we examine the developmental consequences of a student's actions and create a response in keeping the maturation level of the student, always weighed against the needs of the greater community. While that might lead to outcomes that may appear, on the surface, to be inconsistent, it adheres to a central principle in our mission, and mirrors how a student

is treated within our academic program, that is, creating a student-centered approach based upon what is in the best interest of the student according to their overall development. At the same time, the process by which an outcome is arrived at is consistent for all students.

Our program is grounded in the idea that we work to help students modify their behavior and identify what effect their behavior has on self, family, and community. Not only will this be accomplished through our Engaged Discipline System for those requiring such a response, it also will be accomplished through our emotional literacy and character development programs, programs designed for all students. It is the school's ultimate goal to modify a student's behavior and actions, whenever possible, before they warrant a disciplinary response.

We are constantly challenging students to examine the impact of their behaviors on the community, and we are committed to the education and growth of community members. Therefore, there may be times where the head of school exercises their discretion and speaks openly to the community about the specifics of a disciplinary matter as it pertains to a student.

Additionally, because we are such an insular community, it must be understood that there will be times where faculty members will need to openly discuss disciplinary matters with other students and faculty.

## **Dean's Council**

The Dean's Council adjudicates some student disciplinary cases as determined appropriate by the lower or upper school deans. The Council comprises students and faculty.

## **Community Conduct Board**

Through education and intervention, Brewster Academy makes every effort to achieve an educational environment that is free from harassment, discrimination, hazing, and bullying. The Academy uses its Community Conduct Board (CCB), which has the responsibility of thoroughly reviewing and making recommendations intended to remedy such conduct when it occurs.

When a situation arises that calls for a CCB investigation, the CCB coordinator appoints at least three current administrative staff and/or faculty members who are trained to receive reports of violations of various school policies and to conduct investigations into such complaints. The CCB members may interview and assess situations that are, or may be, violations of the safety or rights of other members of the school community or violations of school rules and policies. The coordinator oversees the board's process and recordkeeping.

## **Disciplinary Disclosure**

Brewster Academy subscribes to the principles of best practice of the National Association of College Admission Counseling when disclosing information regarding student conduct during the college application process. Brewster is committed to reporting to colleges acts of plagiarism, hazing, bullying, and other serious violations that create victims. Brewster expects students to report such violations in the application process and to inform colleges of such violation that occur after an application has been submitted. Once a discipline decision has been finalized, the student will be given two weeks to explain the circumstances to the colleges to which applications have been submitted. At the end of the two-week period, the dean of college counseling will notify the colleges that the student's status has changed. Only the most pertinent information is communicated, and the college admission personnel will be requested to contact the student directly should additional information be required. In addition, if a student is dismissed or expelled for any reason in the senior or postgraduate year, colleges to which the student applied will be notified that the student is no longer at Brewster.

## **Reports Required Under the NH Safe School Zone Law**

Events or incidents which constitute a violation, or potential violation of the safety or rights of another as described in the Safe School Zone Law of New Hampshire are addressed by a process specifically designated for such offenses whether the violation is committed by a student or by an adult employee, and whether the victim is a student, or an adult employee. Any school employee or student who has witnessed or who has information of a violation of the safety or rights of another as described in the Safe School Zone Law of NH must

report it immediately to the lower or upper school dean. Any school employee or student who has witnessed or who has information from the victim of a violation of the safety or rights of another as described in the Safe School Zone Law of NH must follow up with a written report. The lower or upper school dean must immediately report the alleged violation to the local police, and/or the Division of Children, Youth, and Families (DCYF) if review determines that such a report is required. In addition, in the event the incident is a reportable offense, and if the alleged victim is a student, the lower school or upper school dean must immediately notify the person responsible for the alleged victim's welfare that a report was made to the local law enforcement authority. A "safe school zone" is an area inclusive of any school property or school buses or any school sponsored event regardless of location. "Acts of theft, violence or destruction" as defined below are reportable under the Safe School Zone Law.

### **Act of Theft, Violence, or Destruction**

The definition of an "act of theft, destruction, or violence" is broad and includes:

- Homicide
- First or second degree assault
- Simple assault
- Felonious or aggravated sexual assault
- Criminal mischief
- Unlawful possession or sale of a firearm or other dangerous weapon
- Arson
- Burglary
- Robbery
- Theft
- Illegal possession or sale of a controlled drug
- Criminal threatening
- 

Knowing failure to report as required under the Safe School Zone Law is a violation.

### **Drug-Free School Zone**

Brewster Academy is covered by the New Hampshire Drug-Free



School Zone law (RSA 193-B). This law states that, except as otherwise provided by law, it shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell dispense or compound any controlled drug (including marijuana) or its analog within a Drug-Free School Zone at any time of the year. The Drug-Free School Zone includes any property used for school purposes by the school whether or not owned by the school, within 1,000 feet of any such property, and within and immediately adjacent to school buses. Students and parents are advised that any illicit substance confiscated from a Brewster student is turned over to the Wolfeboro Police and the student is subject to legal action on the part of the Wolfeboro Police.

## **Violations of the Safety and Rights of Another Individual or School Policy**

It is important to bear in mind that stricter standards of behavior than those provided by law may apply under the policies of Brewster Academy in order that we may prevent inappropriate verbal and physical conduct. Brewster Academy reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act, or gesture, if the school determines that it is of sufficient severity to warrant disciplinary measures or other remedial action. Conduct need not meet the legal definitions of harassment, discrimination, hazing, or bullying to violate the Academy's expectations for appropriate behavior and be actionable. The school retains the right to take action to protect the community and to maintain a safe and positive environment up to and including expulsion. Not knowing that one's behavior can be deemed as threatening the safety and rights of another individual does not absolve a student from being held accountable for any behavior found to be in violation of the law, or of Brewster standards.

## **Scope and Processes**

It is the responsibility of adults charged with any aspect of the care of students to ensure that interactions among all members of the community are safe, healthy, and positive. Adults associated with the Academy must ensure that they model attitudes and behaviors that reflect their awareness of this obligation and create an environment in which the best interests of students are the highest priority. It is

imperative that faculty fully understand the potential dangers facing adolescents and are confident in their ability to handle the situations detailed below. Professional development is offered annually to keep faculty members informed on these issues. Not knowing that one's behavior can be deemed as threatening the safety or rights of another does not absolve a student from being held accountable for any behavior found to be in violation of the law, or of Brewster standards.

Violations of the safety and rights of another are serious offenses, prohibited by federal and/or state law as well as the policies of Brewster Academy. Brewster Academy will not tolerate acts of theft or violence, or acts of harassment, discrimination, hazing, or bullying of any kind, whether they are of a general nature or consistent with any of the specific examples included in this handbook. Where inappropriate conduct is found, Brewster Academy will act promptly with the goal of eliminating the conduct and taking whatever other corrective action it deems necessary. When possible and appropriate the school will investigate incidents that potentially violate the law or school standards before taking action, but the school retains the right to temporarily separate a student from the school in the event the safety and well being of others is judged by the school to necessitate such action until the investigation has concluded.

### **Reporting Complaints of Violations That Threaten the Safety or Rights of Another**

Even when students are not certain about whether they have been subject to or witnessed assault (physical and sexual), discrimination, harassment, hazing, or bullying, it is important that the behavior be reported. Individuals who have been subject to such behavior often suffer in silence, believing that they are the only one to whom this is happening and wrongly feeling that they are somehow responsible. Inappropriate behavior can continue over many years because individuals think they are alone or because they fear punishment or unwanted attention and embarrassment if they tell. Faculty should encourage students to speak about such matters and to report them to adults with whom they feel comfortable. Appropriate measures to take can vary from situation to situation. Students should do what feels most comfortable and confide in someone they trust, but at a minimum, the offending behavior should be reported. Students and parents may

make reports anonymously, but generally no disciplinary action will be taken based solely on an anonymous report. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Also, while the Academy cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the Academy releases information concerning complaints of harassment, discrimination, hazing, bullying, and retaliation only on a need-to-know basis, such as to conduct a comprehensive investigation or to ensure that the requirements of this policy and applicable law are met. At times, the well being of the community calls for more public understanding of discipline events and the school retains the right to discuss facets of disciplinary action when it is essential to helping students understand and learn.

Any faculty or staff member when receiving a complaint should ensure that it reaches the proper channels for investigation immediately. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is likewise required to promptly report it.

Any member of the faculty or staff of Brewster Academy who witnesses or otherwise becomes aware of any violation of this policy or who becomes aware of retaliation against a student who provides information concerning a violation of this policy is required to report it immediately to the lower school or upper school dean. Such reporting does not discharge the obligation of the faculty or staff member to report actions covered by reporting laws to the appropriate legal authority, but the Academy expects faculty and staff to notify the lower school or upper school dean of the incident. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs them of an allegation of harassment, discrimination, hazing, bullying, or retaliation. Faculty and staff may not make reports under this policy anonymously.

### **Investigating a Complaint**

Once contacted, either by a student or an adult representing a student, the lower school and upper school deans may pursue an informal or

formal process depending on the nature of the complaint. In situations for which an informal process is appropriate, the dean may provide advice to the student complainant or the adult representing the student complainant as to how to respond to the situation on their own. Alternatively, the dean may obtain support for the student to moderate a conversation, in person or writing, between the student and the person perceived as the transgressor. Such mediation may be conducted by a dean, counselor, faculty member, or other appropriate individual.

In the event that an informal process is unsuccessful or inappropriate, the lower or upper school dean may handle the complaint via any of the school's disciplinary procedures including assigning consequences when an investigation is not warranted or convening the Dean's Council or the CCB.

If a CCB investigation is warranted, the CCB coordinator shall assign three members of the administration or staff who have been trained in the CCB process to determine:

The nature of the offense:

- An isolated incident
- An incident reflective of a pervasive community issue

And the CCB will make recommendations for action that may include, but is not limited to:

- Remediation
- Education
- Discipline
- Dean's Council Review
- Head of School Review

During the CCB interview process, students may be accompanied by a faculty advisor, or other faculty advocate or by a parent but neither the accused nor the aggrieved party, nor any witnesses shall have legal counsel present. Parties invited to attend as faculty advisors or advocates may speak at the hearing. Parents invited to attend are not allowed to advise their student during the interview.

The CCB will at all times during the process maintain confidentiality to the extent, in its judgment, the situation permits. All members of the school community are expected to cooperate and be fully truthful with any investigation under this policy. Upon completion of its investigation, the CCB will submit a written report recording the facts it has reviewed and summarizing its findings and recommendations to the head of school. The head of school, in consultation with the lower and upper school deans, will determine what, if any, remedial action or disciplinary measures should be initiated. Upon the implementation of appropriate measures, whether remedial or disciplinary, the lower school and upper school deans will inform individuals directly involved of the outcome of the investigation and whether action has or will be taken. The decision of the head of school shall be final and not subject to further review.

In addition, the lower and upper school deans in conjunction with the CCB, will provide documentation of events regarding persons found to have engaged in a violation that threatens the safety and rights of another and this documentation is included in the student record.

Although Brewster Academy's goals are to support and educate members of the community as the principal means of preventing any violation that threatens the safety and rights of another, it is both a principled goal and the legal duty of the Academy to ensure a learning environment free of such behavior. The Academy thus reserves the right to act promptly and if necessary, unilaterally, to such violations where such intervention is deemed to be warranted. Individuals who have been found to have engaged violations that threaten the safety and rights of another will be subject to remedial action or discipline as appropriate, ranging from counseling to dismissal from school.

### **False Charges/Cooperation in Investigation**

Because allegations of violations that threaten the safety and rights of another person are serious and can be damaging to accused persons' reputations, any person who knowingly, maliciously, or recklessly makes a false complaint will be subject to severe discipline. In addition, because candor and honesty are essential to the investigation and remediation process, they are required of all participants, including third-party witnesses.

The withholding of material information in an investigation of a violation that threatens the safety and rights of another by complainants, witnesses, and/or the accused party is prohibited. Students are expected to cooperate fully in such an investigation and to be truthful; failure to demonstrate such cooperation will lead to disciplinary action. Abuse of the process, including falsifying information, will result in discipline being imposed, up to and including dismissal from school.

## **Records**

Following disposition, all records of complaints will be retained by the CCB coordinator. These records will be accessible on a need-to-know basis only. A CCB investigation that leads to disciplinary actions of disciplinary probation or expulsion becomes part of a student's permanent record as a status but details of the investigation are released on a need-to-know basis. As with all discipline events resulting in disciplinary probation or expulsion, the school's College Office is obliged to inform colleges when seniors or postgraduates in the college application process are placed on disciplinary probation or expelled (see Disciplinary Disclosure above).

For employees, these records will generally be kept apart from an employee's central personnel file, unless disciplinary action has resulted from a complaint against the employee, in which case the records will become a part of the central personnel file.

## **Major Discipline Events**

The school recognizes that there are disciplinary events that can challenge community values and community safety in ways that require action to assure occurrences of such events and related behaviors are kept at minimum. Major discipline events will be addressed with consequences appropriate to the nature of the offense, its impact on the community, and its impact on the individual students involved. Some events are likely to result in dismissal, as the first response, while others are likely to result in Disciplinary Probation (DP) as the response to a first infraction and dismissal as the response to a second event of the same infraction. Note, the following does not cover every circumstance when DP or dismissal may result.

### **Discipline Events likely to result in Dismissal:**

- Presenting an imminent threat to the health, safety, or welfare of the school community
- Distribution of drugs/alcohol, illegal substances, and any sharing of prescription medications
- Possession of firearms or threatening with any weapon
- Felonious or aggravated sexual assault
- Arson
- Egregious or pervasive incident of bullying, hazing, harassment as determined by school
- Fighting
- Lying to avoid taking responsibility for actions/disciplinary responses; lying that falsely incriminates another or damages another's reputation

### **Discipline Events Likely to Result in DP as a First Response, and Dismissal as a Response to a Second Infraction:**

- Out of dorm after check-in
- Riding in a car without permission
- Unauthorized transportation of another student
- Consumption, possession, or being in the presence of drugs or alcohol whether such activity occurs on the Brewster campus or off campus and whether such activity occurs during the school academic calendar or during a vacation period
- Possession of any prescription medication. All prescriptions must be managed by the Health Center
- Bullying, hazing, harassment
- Open flame in dormitory
- Theft
- Intervisitation between mixed gender groupings in a dorm room or any area of a dorm beyond the lounge area; being in another student's dorm and having other students visit one's dorm in this manner are equally subject to disciplinary probation. A student who is visiting another dorm after check-in time is further subject to dismissal as stated above. The school's policy for mixed gender intervisitation applies to all students in all housing provided by Brewster including dormitories and faculty housing.

- Vandalism or any willful destruction of another's property
- Any violation of school rules and code of conduct expectations not elaborated here that recurs after a warning may be reviewed as a possible DP offense.

Students and parents are advised that a violation of a major school rule is part of a student's record and must be reported to colleges regardless of the year in which the discipline event took place.

Additionally, in order to ensure a safe learning and living environment, at the discretion of the lower or upper school dean the head of school, or any designated school administrator, the school reserves the absolute right to conduct a search of any of the following:

- Any motor vehicle belonging to, being operated by, or one that a student may be driving in, that is on our campus.
- Any electronic device, including, but not limited to digital cameras, computers, tablets, or cell phones in possession of a Brewster Academy student or on our campus.
- Personal property (like a backpack) outside the confines of a dorm search.
- Any dorm room, designated living space, or locker assigned to any student at Brewster Academy. During the course of any room or locker search or any search being conducted on school property, Brewster Academy reserves the right to search any personal belongings that include, but are not limited to, backpacks, jackets, or articles of clothing.

Most first case offenses are referred to the Dean's Council (a student/faculty board). The Dean's Council will:

1. Hear the reasons why a student is being brought before them.
2. Permit a student to be heard by the Council. This will include the opportunity to present character references and any other facts in support of the charged student. If a student chooses not to speak to the Dean's Council, the Council will render its recommendation based upon the facts as presented to them by the lower or upper school dean.



3. Upon consideration of the facts of the case, make recommendation to the lower or upper school dean and/or head of school, whether a sanction is warranted and what that sanction should be.

After the Council sends its recommendation to the lower or upper school dean, the dean will make a decision about discipline, unless the recommendation is for expulsion or suspension, in which case, the dean will confer with the head of school. The student will meet with the dean to learn the outcome of their case. Parents will be notified of the disciplinary outcome as outlined below and have the opportunity to discuss the sanction with the lower or upper school dean.

In situations in which a student, in the judgment of the school, presents an imminent danger to the health, safety, and welfare of the academic community, the Academy reserves the right to act without a hearing. In such cases the student will be immediately removed from school and placed in the care of their parent and/or guardian.

## Sanctions

The following may be imposed upon students who have engaged in a major disciplinary event or repeated infractions:

1. **Disciplinary reprimand:** a written warning that further misconduct may result in more severe disciplinary action (generally given in cases of minor misconduct). A copy of this warning is kept in the student's disciplinary file.
2. **Disciplinary probation:** a letter of probation is placed on file with the academic dean indicating that further violations may result in suspension or expulsion from the Academy. Forfeiture of recognition privileges will be enacted by the academic dean along with the potential of other sanctions.

A student will be placed on disciplinary probation until they complete the Engaged Discipline System (EDS) as outlined below.

While the school is committed to working with the family toward the success and growth of the student, the school strongly advises parents of students placed on Disciplinary Probation to review the language in this handbook regarding expulsion. It is imperative that parents and the student understand the very serious impact that an expulsion can have and that, in fact, it may jeopardize the student's ability to graduate from school in a timely manner.

3. **Restitution:** the student is required to pay for damages resulting from a violation of The Code of Student Conduct.
4. **Disciplinary suspension:** given for serious misconduct when it is believed that the student should be removed from the school for a specified period of time or placed on what the school refers to as in-house or at-home suspension.
  - **In-house suspension:** restricts a boarding student to the boundaries of the campus. The student is allowed off campus only with permission from the academic dean or weekend duty dean. Any student on in-house suspension is restricted to campus during the day and must report to a designated place during all free times.
  - **At-home suspension:** restricts a day student to only being on campus for scheduled academic and formal activity commitments. The student will not be permitted to attend any weekend school activity. A day student on at-home suspension is restricted to campus during the day and must report to a designated place during all free times.
  - **Off-campus suspension:** may be imposed to allow the student time to consider whether they wish to continue at Brewster Academy. The student is sent home for at least one week. A conference with parents, advisor, the lower or upper school dean, team leader, and appropriate school director will be held prior to the student's return to school. While on suspension, a student shall remain responsible for making up their academic work upon their return. In the event the lower or upper school

dean, or head of school determines that a period of more than two weeks suspension is appropriate, the student is not able to complete academic work and forfeits the trimester credit. The student is allowed to make up academic credit over the summer through an accredited institution, but cannot complete course work through Brewster by working at home. (Suspension requires administrative review and approval by the head of school and may be altered, deferred, or withheld.)

- 5. Disciplinary Expulsion:** Expulsion is given for extremely serious misconduct when it is the judgment of the school that the student should not be permitted to continue as a student at the school. An expulsion will result in forfeiture of the academic credits for the trimester in which the expulsion occurs. The school will not permit the student to complete work at home and will not facilitate measures to see that the student completes the trimester or the year. The student will not be eligible for a Brewster diploma. (Expulsion requires administrative review, which consists of consultation with appropriate members of the administration and approval by the head of school and may be altered, deferred, or suspended only by the head of school.) Expelled students shall not be allowed on campus without the express permission of the lower or upper school dean.
- 6. Consequences of a Separation:** Students should be aware that expulsion or approved withdrawal can have significant consequences. In addition to the student's permanent record that is shared with other schools as part of the student's application process, expulsion or an approved withdrawal can impact the student's ability to enroll in another school. Brewster cannot be responsible for the policies or decisions of other schools. Brewster does not alter disciplinary decisions to accommodate enrollment in another school. Parents and students are advised that many schools, including public schools, do not allow students to matriculate unless they meet attendance requirements. Although this is particularly true for seniors intending to graduate in the year of enrollment, it can also apply to underclassmen.

- 7. Other sanctions:** instead of or in addition to the sanctions above, other penalties may be imposed. These could include individualized plans to use emotional literacy anchors or other means of promoting reflection and goal setting, denial of driving privileges, fines, and/or assignment to work or research projects that benefit a charitable or nonprofit institution, including the school.

**Parental notification:** when a student has been placed under any disciplinary sanction for a violation of a major school rule, the parents or legal guardians of the student will be notified of the violation, and the disciplinary sanctions.

## **Discipline Related to Alcohol or Drug Use or Distribution**

When a student is found to have sold alcohol, or any prescription or illegal drug or substance, the school administration will likely determine expulsion is the appropriate response. When a student is found to have possessed, or used alcohol or any illegal substance, or any substance used for the purpose of altering mental state, the school administration will likely place that student on disciplinary probation provided the investigation does not disclose reasons to be concerned about the student's safety and well being, or the safety and well being of others. Students involved in a violation of the school's drug and alcohol policy will be required to sign a Drug and Alcohol Support Agreement to be in effect for their tenure at Brewster. The contract requires the student be randomly tested for illicit substances and establishes that a positive result on any test will lead to dismissal. However, any Brewster student is subject to testing when the school deems it appropriate. Further, students in violation of the school's drug and alcohol policy who are allowed to remain at Brewster are required to complete a substance use evaluation and results must be shared with the school's counselor and the lower or upper school dean.

Brewster's drug and alcohol policy and its consequences apply to all Brewster students, regardless of boarding or day student status and regardless of when or where the violation occurs. A positive

test or evidence of the use, possession, or being in the presence of a controlled substance at anytime, and in any place subjects the student to disciplinary action.

The school retains the absolute right to determine what plan of action is necessary to ensure the school's commitment to providing a safe environment for all. A student placed on disciplinary probation for a first violation of the school's drug and alcohol policy will likely be dismissed in the event of a second occurrence.

### **Drug and Alcohol Support Agreement**

A student involved in a disciplinary decision related to a violation of the school's drug and alcohol policy will be required to sign a drug and alcohol agreement.

In the event of disciplinary proceedings or investigation into a violation of the school's drug and alcohol policy or disciplinary action resulting from such investigation and proceedings, or for any student who voluntarily desires to work on a problem they have with either drugs or alcohol, the school offers a drug and alcohol support agreement. The purpose of the agreement is to help the student get professional assistance in understanding the scope of any problem associated with substance use, and to provide a strong disincentive for further use by linking future use to disciplinary consequences. By signing the agreement, the student agrees to:

1. Undergo a professional drug and alcohol use evaluation either at school or at home (at their own or their parent's expense);
2. Sign a release for the evaluation and its recommendations to be sent to the school counselor and the lower or upper school dean and shared with the school resource team;
3. Follow any and all recommendations that result from that evaluation;
4. Participate in counseling support as assigned by the lower or upper school dean;
5. Refrain from any further use of drugs or alcohol;
6. Compliance may be monitored through random testing. If a student breaks this agreement, they will be subject to the Academy's disciplinary action and will face expulsion.

A student can elect to come off of a voluntary no-use agreement once signed if they have parent permission. However, the student on a voluntary agreement cannot avoid the disciplinary consequences of an investigation by coming off the agreement. Further, an investigation into an incident of possible violation of the school's drug and alcohol policy is not affected in any way by whether a student is on a voluntary agreement or not and the school, at all times, retains the right to investigate concerns and to require testing.

While Brewster Academy is committed to supporting students who ask for help regarding drugs and alcohol, it must be recognized that as a college preparatory school the scope of support we can offer regarding serious drug and alcohol issues may be limited. Students and/or families who request the option of signing a voluntary drug and alcohol agreement will be responsible for all costs associated with drug and alcohol education and counseling.

## **Engaged Discipline System**

At Brewster we believe students placed on disciplinary probation (DP) have an opportunity to grow and learn from their choices and consequences. Rather than simply placing a student on disciplinary probation, we believe that it is important for the student to take advantage of the teaching opportunity associated with such an event. The Engaged Disciplinary System (EDS) is an intentional and systematic program grounded in this belief and includes the following stages:

**Stage 1:** With the assistance of a dean, advisor, or faculty, the student commits to processing their choice and its consequences with other students. Depending on the student's readiness to share, this can happen in different venues with a varied number of people. It can be as small as sharing with a roommate, or could be sharing with a dorm, or a sports team. The objective is for the student to begin to take ownership for their actions and to receive peer support.

**Stage 2:** With the advisor's oversight, the student completes four journals in which the student reflects on their decision making, the consequences of decisions that led to DP, and lessons learned.

**Stage 3:** With the assistance of a project mentor (dean, advisor, or faculty), the student begins to plan an investment project by setting improvement goals, discussing project possibilities, and completing the preliminary sections of the Investment Project Form. In most cases, the student will design and complete a project that offers measures of restoration for self and community. However, there will be instances when the student's learning is best facilitated by spending more time with support services that promote reflection, management of feelings, and healthy decision making. The student may continue to work on the investment project while completing stages 4 and 5 of the EDS.

**Stage 4:** The student makes an appointment with the school counselor, who provides instruction for using meta-moments to manage emotions in a variety of situations.

**Stage 5:** The student makes an appointment with the emotional literacy (EL) coordinator or the Team EL representative to complete the Blueprint process.

**Stage 6:** The student completes the investment project initiated in Stage 3. After completing the investment project, the student should finalize the Investment Project Form, which concludes with points of reflection by the student and the project mentor.

**Stage 7:** The student petitions the Dean's Council to be removed from disciplinary probation. The student should provide support for their request, which could include improvement in recognition status or grades, the student's learning through the EDS process, or the specific benefits of the investment project. The Council will make its recommendation regarding the student's request to the lower or upper school dean, who will make a final determination and report it to the student and family.

After the student completes each stage of the Engaged Discipline System, the supervising adult should email the advisor, the dean's secretary, and the lower or upper school dean.

By completing stages of the Engaged Discipline System, the student may earn back privileges that were restricted when they were placed on disciplinary probation.

Students on disciplinary probation are expected to complete the EDS process within a maximum of one year, or in a shorter time frame when appropriate in order to continue enrollment at the Academy.

## **Reapplication**

Students desiring to return to the Academy must meet the same criteria as they did for their original admission in order to reapply. Each reapplication will be judged on its merits and handled on a case-by-case basis with input gathered from faculty, academic teams, coaches, community life parents, deans, or anyone else familiar with the student and the circumstances surrounding the reapplication.

Students who are readmitted will ordinarily find their readmission conditioned upon compliance with a specific plan of performance and behavioral expectations. The plan will be evaluated periodically throughout the year.



# ACADEMICS

Brewster Academy encourages and directs the educational development of each student through a diversified curriculum of academic subjects, group activities, competitive athletic opportunities, and an overall program, the intent of which is to help the individual develop into a happy, confident, and competent young person.

The basic educational philosophy at Brewster is centered upon several concepts that the school believes are of great importance.

**First**, we help our students build self-confidence. Through close faculty-student relationships and individualized attention, we focus all the resources of our school on helping our students discover, develop, take pride in, and be recognized for their unique talents and potential.

**Second**, we promote a positive attitude toward learning by supporting a curriculum that meets each student at their current level of functioning and asks students to work at a level of sophistication that allows them to be challenged, yet successful. Students are expected to be actively engaged in acquiring new skills and knowledge and in applying those abilities in meaningful and creative ways.

**Third**, we help our students acquire not only the knowledge and concepts necessary for success in their post secondary education, but also the skills they will need to access, process, and apply information in the future in our rapidly accelerating information age.

**Fourth**, we help our students develop positive social skills and community values through a coordinated program that includes all aspects of boarding school life. Students learn to function as caring, cooperative, and contributing members of the community who accept the roles and responsibilities of membership and take an active part in building a positive community environment.

**Fifth**, the values of honesty and decency are clear and unambiguous values in the curriculum. Caring and hard work are an inherent and recognized part of the curriculum.

Students are placed in courses according to their level of mastery. A regular ability and achievement testing program is conducted during the opening days of the fall term. Motivation, achievement, and interest are other factors considered in determining a study program.

The academic departments hold the following assumptions about the formal study program:

- Outside class work should be given daily;
- Projects or written assignments should be submitted when due
- Students are responsible for all texts, paper, pens, and pencils;
- Students are responsible for providing their own laptop computer as specified by the Information Technology Department's recommendations; and
- Students are required to attend all assigned classes and commitments and, if assigned, team study. Team study is assigned to students who have not met expectations for completing work, being on time, or in dress code.

Instructors offer academic assistance or extra help during regular class hours, but special activities may, at times, be planned outside the academic day. Team study also may be assigned outside the academic day. Such assignment is considered an attendance requirement and all students, including day students, are expected to attend when assigned as this allows teachers to monitor and guide students in fulfilling academic expectations. Failure to attend an assigned team study is treated as an unexcused absence.

The school year extends from September to late May and is divided into three trimesters. A School Break Schedule is established so that students can arrange transportation without missing classes. It is expected that students and their parents will make travel arrangements for vacation periods without interfering with scheduled classes or exams.

The Brewster community believes that student achievement is partially measured by the motivation, effort, and determination a student demonstrates in daily class work. We value effort as an indicator of a positive attitude and a generator of self-confidence within the school community.

The daily preparation of assigned work, participation in class discussions, and desire to acquire knowledge through inquiry, problem-solving, and critical analysis are indicators of high effort in class. The school rewards high effort with privileges and honors.

## **Academic Responsibilities**

Students are expected to attend all scheduled classes, study halls, lectures, assemblies, and field trips as part of their academic commitment. Proper dress and behavior are expected at all times at school and off campus. Students are also expected to complete all work missed during an excused absence and to take the responsibility and initiative for arranging a make-up schedule with class teachers.

## **Course Selection**

Each student must register for a minimum of five full courses each trimester unless otherwise advised. With the permission of the advisor, a student may enroll in six courses. Students are expected to enroll in one course for each of the core disciplines (math, science, history, and English). Enrollment in two courses in the same discipline requires department chair approval and only can be accommodated if there is space available. When there are more requests than there is space, preference for enrollment is given to students enrolling in the course at grade level. Seniors and postgraduates may elect to concentrate in an area of interest by taking two courses either in English, math, science, or history in lieu of courses in another discipline. At least one course in English is still required every year, however.

## **Dropping and Adding Courses**

A student may drop or add a course for credit only during the first two weeks of a trimester. The student must have written permission from the advisor, the teacher(s) concerned, the department chair, and the academic dean.

## **Academic Honesty**

Brewster students are asked to show respect for themselves and for others at all times. Engaging in any form of academic dishonesty violates that principle. The community holds as fundamental to the idea of respect the belief that all members of the school should strive always to be honest and strive always to model a strong work ethic. Academic dishonesty is a form of lying, or misrepresenting the truth, and it deprives the student of the important sense of satisfaction that comes from succeeding through hard work.

### **Behaviors that are considered forms of academic dishonesty include, but are not limited to:**

- Three or more consecutive words borrowed from another source (e.g., Internet, textbook, reference or library materials, or other students' work) without proper citation.
- Ideas borrowed from the above listed sources that are not cited.
- Receiving help from (or giving help to) another student, or any source other than the assigning teacher without explicit permission.
- Giving or using unauthorized notes or accessing any technology during a quiz or test.
- Copying another student's work, or any part of another student's work on homework, projects, papers quizzes, or tests.

### **Consequences for Academic Dishonesty**

If a student presents any assignment that violates any of the above conditions, that work will not be graded. It will be returned to the student to be done over and resubmitted. The student will automatically lose 25 percent of the grade. The incident will be reported to the academic dean, become a part of the student's Brewster file, and parents will be notified. Additional violations will again require the student to redo work, the work will lose 100 percent, and may result in disciplinary probation.

Providing another student with inappropriate help is a form of academic dishonesty as serious as any form of plagiarism or copying of work, and it violates the principle of trust and respect that is the foundation of the Brewster program. Students who assist another

student in committing academic dishonesty will receive the same grade reduction as described above.

## **Class Level Designations**

The Brewster curriculum is designed with three levels of difficulty to meet the diverse learning needs of students. These levels are designated as Foundational, Standard, and Accelerated and are distinguished by the complexity with which students apply their learning. Each grouping carries a weighted average to bring equity to the GPA on the student transcript. All levels can lead to successful completion of graduation requirements.

Students can be placed in different levels for different courses and can change level designations at the start of a trimester. Any change in instructional level directly reflects the student's performance and is linked to assessments and mastery requirements at each rubric level. Generally, students are expected to realize a minimum of 80 on mastery assessments.

## **Advanced Placement Courses**

Students become eligible for consideration for AP courses only if they have maintained a minimum of a 90 average at the Accelerated level in the subject area for all three trimesters, or a minimum of an 85 in an AP course for all three trimesters. Students also must have department approval to enroll in an AP course and team approval to enroll in more than one AP course. For students who choose to take the College Board Advanced Placement Examination in May, Brewster arranges registration for these exams, and the student pays the testing fee for each exam.

## **Action Plans for Individual Students**

While a student's general progress at Brewster is evaluated both on an informal and a formal basis, there are times when special circumstances require a more detailed and comprehensive evaluation of progress. A team meeting may be called to discuss ways in which a particular student may best achieve set goals. The teaching team may invite other faculty, including dorm parents and coaches, to join the discussion.

The advisor is responsible for communicating with the student and the student's parents or guardians, but all members do their utmost to develop and implement a detailed Action Plan to address problem areas.

## **Homework**

Regularly, instructors will assign work to be completed outside of class, and the student is responsible for completing the work within the time allowed. Incomplete, late, or missing homework assignments impact the individual's recognition scores and course grade.

## **Evening Study**

Brewster offers structured study environments during the evening. Students whose achievement of Citizenship or John Brewster Scholar status in all of their academic commitments demonstrates good decision making and responsibility and earn the privilege of studying in their dormitory rooms in the evening. Students who have not earned that status in all of their academic commitments are placed in more structured study conditions in the Academic Building in the evening. Students have the opportunity to earn Citizenship and John Brewster Scholar status twice in each trimester when scores are formally reported.

Evening study is time the Academy makes an effort to protect, believing that all students need to develop habits of daily attention to academic routines. For that reason, phones in dorms are turned off from 7:30-9:30 p.m. Parents may call their child's phone and leave a message on their voicemail, and it will not interrupt their studying. Additionally, students are not allowed to use cell phones during any commitments, and the Academy requests that parents support this policy by not calling or texting students during the study hours of 7:30-9:30 pm or during other scheduled commitments as noted in the cell phone policy.

## **Graduation Minimums**

While enrolled at Brewster, students are expected to complete one course each year in math, science, history, and English. During

their final year, seniors and postgraduates may elect to concentrate in an area of interest by taking two courses either in English, math, science, or history in lieu of courses in another discipline. At least one course in English is still required every year. Students are also expected to complete, at minimum, two years of a foreign language at a high school level, unless circumstances support a waiver from this requirement.

Students are also required to complete at least one year-long course in an art discipline by the time they graduate.

All students are required to take a year-long, grade-level social-emotional learning (SEL) course. These courses help students learn how to navigate the complexity of various social dynamics and offer opportunities to grow through experience. Our sequence of programs focuses initially on developing an awareness of self and then pushes students to consider others. Although the academic schedule allows specific class time for these courses, depending on the context of the course work, they also can happen in workshop, dorm meeting, seminar, assembly, and retreat settings.

Postgraduates will receive a Certificate of Completion upon satisfactory completion of five credit units, including one each in English, history, and mathematics.

## **Student Portfolios and Benchmark Projects**

To pass a course for the year, students must demonstrate mastery on designated department assessments which include, but are not limited to, the benchmark project. Other such mastery requirements typically include module tests, projects, and exams.

The benchmark project is a culminating activity for a rubric level that requires students to demonstrate an independent mastery and synthesis of the content and skills of the rubric level.

All students build a portfolio of their work and each course designates products required for the portfolio. The portfolio showcases student progress and growth and provides rich opportunities for students to reflect on their learning.

## Grades

Periodic quizzes, projects, oral reports, homework, papers, and oral or written examinations provide the basis for evaluating a student's work by their instructors. Examinations may be given at the end of each term. Brewster records grades in numerical form:

<b>Numerical Grade</b>	<b>Letter Equivalent</b>
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

Grades and credits are recorded on the official transcript by trimester and successful completion of each trimester with at least a 60 is required to earn a full year's credit.

Curriculum progression is based on the mastery level completion of portfolio items which in turn make a student eligible for a benchmark. A benchmark is a major project or assessment piece that indicates a student has mastered the skills and content that make up a rubric.

## Academic Grade Reports

Brewster Academy is on a trimester grading system with reports provided at midterm and at end of term for each trimester. Grade reports include the student's grade, curriculum placement, class grouping, instructor's comment, and an evaluation of composition, class preparation, initiative, homework preparation, formal tests and exams, and overall scholarship.

## Weighted Honor Rolls

Honor rolls and GPA are determined by a combination of numerical grade performance and the instructional grouping for each course. Each trimester, students may earn honor roll status by meeting the following criteria:

*Summa Cum Laude:*

Grades of 92 or higher with all courses at the Accelerated or AP level.



*Magna Cum Laude:*

Grades of 90 or higher with all courses at the AP, Accelerated, or Standard level.

*Cum Laude:*

Grades of 85 or higher in all classes at the AP, Accelerated, or Standard level.

Grades of 90 or higher in all classes at the Foundational level

**Quality Points System (determines annual rank and GPA)**

The Quality Points System adds the extra “weight” to each grade point earned in the four instructional groupings.

	100-99	98-97	96-95	94-93	92-91	90-89	88-87	86-85	84-83	82-81	80	79-78	77-76	75-74	73-72	71-70	69
AP	4.2	4.1	4.0	3.9	3.8	3.7	3.6	3.5	3.4	3.3	3.2	3.0	2.8	2.6	2.4	2.2	1.0
Accelerated	4.0	3.9	3.8	3.7	3.6	3.5	3.4	3.3	3.2	3.1	3.0	2.8	2.6	2.4	2.2	2.0	1.0
Standard	3.8	3.7	3.6	3.5	3.4	3.3	3.2	3.1	3.0	2.9	2.8	2.6	2.4	2.2	2.0	1.8	1.0
Foundational	3.6	3.5	3.4	3.3	3.2	3.1	3.0	2.9	2.8	2.7	2.6	2.4	2.2	2.0	1.8	1.6	1.0

The year-end GPA is determined by using the following formula, which gives the proper “weight” to courses of differing credit values:

**GPA = Quality Points Figure x Potential Credits ÷ Potential Credits**

**Academic Acceleration**

Brewster has established minimum requirements for graduation based on student matriculation over a four-year period. Each student is admitted to the school at a given grade level determined in the admissions process. Change in the year of graduation can only be made by the student by petition to the head of school through the academic dean. Any such request must be made before the year in which the student is asking to graduate. For a student to be eligible for an acceleration of their graduation date, the student must meet the following criteria:

- Three years of history, including U.S. History and AP Macroeconomics;
- Three years of English, including AP English Composition and Language and AP English Literature and Composition;
- Three years of science, including chemistry, physics, and AP Biology

- Three years of math, including precalculus;
- Three years of a foreign language;
- In all courses, including AP courses, the student must have an average of 80 or above;
- Afternoon program commitments must total 3 credits per year at Brewster; 1 credit each year must be an interscholastic sport;
- Brewster must consider that accelerated graduation is in the best interest of the student.

## **Academic Difficulty**

If a student's final trimester grade for any course falls below 70, that student will be placed on Academic Warning status for the subsequent trimester. Students placed on Warning status whose grade average does not meet this standard remain on Warning status until their grade rises to 70 or above.

Students whose trimester grade average falls below 60 are placed on Academic Probation. Students on Academic Probation must have trimester grades in all courses at or above 60 in the following trimester. Students failing to meet this expectation may be separated from the Academy for academic reasons.

Trimester Grade 60-69 = Academic Warning Status

Trimester Grade below 60 = Academic Probation Status

Students must pass with a minimum grade of 60 in each trimester of a year-long course in order to receive credit. Underclassmen placed on Academic Probation because of failure have one calendar year to make up the failed trimester. Failure to make up the trimester may result in separation from the Academy for academic reasons. Seniors and postgraduates must make up the failed trimester(s) in the summer immediately following the academic year. Note: Many colleges require a complete transcript by July following graduation and a failed course for a senior is likely to result in postponing their start of college.

Students may make up failed trimesters in one of two ways:

They may repeat the failed trimester the following academic year at Brewster provided the added class can be scheduled without having the student miss any of their required classes for that year and the student can manage the course load involved with adding a sixth course.

Students can exercise the option to take an approved summer class to make up a failed trimester. Summer classes need to be completed the summer following the academic year in which a course was failed in order to comply with expectations that failed trimesters be made up within one calendar year. Seniors or postgraduates who fail a trimester cannot receive a diploma until the failed course is made up satisfactorily in the summer immediately following the close of the senior/postgraduate year.

## **Academic Standing Committee**

Students placed on Academic Warning, Academic Probation, and students separated from the Academy because of Academic Probation may request a review of their circumstances by the Academic Standing Committee, if unusual circumstances exist. The Academic Standing Committee provides opportunity for an impartial review of a student's academic status and is the means by which a student may appeal placement on Academic Warning or Probation. The committee is made up of five sitting members as follows: the assistant head of academic program, the lower school or upper school dean; the dean of academic support programs; and two faculty members. To file an appeal, the student should request in writing a hearing through the academic dean. In the request, the student should outline reasons for considering the appeal. The student may request to be accompanied to the hearing by their advisor or another faculty member. Parents may request to make a statement to the committee, but their student is expected to attend the hearing accompanied only by their advisor.

## **Distinguishing Honors at Commencement**

Valedictorian, salutatorian, and third in class are honors earned on the basis of a two-year cumulative GPA for the junior and senior years.

First in class for postgraduates is determined by the Brewster postgraduate year GPA. During commencement exercises the following protocol is in place:

- Students wear navy tassels and navy blue gowns.
- Gold cords signify members of the National Honor Society.
- Gold tassels signify National Honor Society members and/or students who have achieved honor roll status (summa cum laude,

magna cum laude, or cum laude) for both the first and second trimesters of their senior or postgraduate year.

## **Presentation of Awards During Commencement Week**

The presentation of scholarships and awards at commencement exercises, and at the academy's end of year Moving Up Day ceremony, is limited to those honors that are awarded by Brewster. The sole exception to this practice is the presentation of scholarships to the four United States Service Academies that require congressional appointment: the U.S. Naval Academy, the U.S. Military Academy West Point, the U.S. Air Force Academy, and the U.S. Merchant Marine Academy, which are included, when awarded, in the annual Moving Up Day Ceremony. Many of our students earn the recognition that comes with scholarships and awards from a variety of organizations and institutions each year, and it would not be possible to include individual presentations to each student. It is the academy's belief that such honors are of equal importance to the student recipients, to their families and friends, and to the Brewster family, and that recognition of the accomplishments reflected in such honors should be uniformly expressed. The Head of School may announce and congratulate recipients of honors bestowed by outside institutions at the annual Moving Up Day ceremony. Representatives of the four service academies may present scholarships to those students awarded the honor by a congressional appointment.

## **National Honor Society**

Brewster Academy is a National Honor Society member school. Election to the John Brewster Chapter of The National Honor Society reflects a distinguished academic record and exceptional contributions of service and leadership. Students who meet eligibility criteria are considered for election by a faculty council in the fall of each academic year. Eligibility for consideration does not ensure election and the faculty council's decision will be based on evidence of outstanding leadership and citizenship in addition to academic criteria. To be eligible for consideration the student must meet the criteria as cited in the National Honor Society criteria document available in the student portal.

# DAILY LIFE

## Campus Safety

Wolfeboro is a quiet town with a low incidence of crime. Nonetheless, Brewster takes a number of precautions to ensure the safety of everyone in our community. All campus buildings are locked at night, and campus security patrols campus nightly from 10 p.m. until 6 a.m. Every boarding student is checked in by 8 p.m. and at lights out, Sunday through Friday. On Saturday evenings, boarding students are checked in at dinner and dorm closing. Sunday there is check in at brunch.

We cannot emphasize enough that simple precautions and good judgment are the best way to keep possessions safe. Students should lock their dormitory rooms when leaving them and should keep laptops and other valuables in their possession or in a locked dormitory room or locked locker at all times. Bringing a locking footlocker for the room is an extra safeguard. If an item is lost, students should first search through their possessions to be certain it has not been misplaced and then report the missing item(s) immediately to their community life parent or the lower school or upper school dean. The local authorities will be brought in to assist as necessary.

Students gain access into their dormitories with a proximity card. The access credentials on the card are specific to each student and also include access credentials to other buildings on campus. If a student loses their card, it should be reported to the Help Desk in the Information Technology Office immediately via email (**helpdesk@brewsteracademy.org**) or in person as soon as the office opens. **The card will be deactivated** and a new card can be issued while the student waits. It is the student's responsibility to report the card missing. While the first replacement is free, please note there is a fee for subsequent replacements.

If students lose their room key, they need to search their room in an effort to locate it, then see the dean's secretary in the Academic Building to get a replacement room key if theirs cannot be located. Please note there is a fee for replacement keys.

## Daily Expectations

- Students must study from 7:30-9:30 p.m. in the Academic Building as assigned. Students who earn John Brewster Scholar and Citizenship status in their academic commitments earn the right to study in their dorms. Study conditions will be monitored. Group study and research may be done in the library with appropriate permission.
- Students must return to their dorm by 9:40 p.m. from Sunday through Friday. Lights out is at 10:30 p.m. for all students Sunday through Friday.
- Headphones or earbuds may be used to listen to music during study hours in the Academic Building and in the dormitories. At all other times, the volume of devices should be low enough so that it cannot be heard outside the dorm room.
- Students must remain in their dorm rooms after lights out. Leaving the dorm after this time is a safety issue for the individual student(s) and the security of the dorm. Students who are out of the dorm after check-in will be referred to the lower or upper school deans.
- Students may not leave the dorm before 6 a.m. Morning athletic practices must be cleared in advance with the community life parent.
- Visitors of the opposite sex are not allowed in any rooms or the lounges in ninth- and tenth-grade dorms. Upper school students may visit upper school lounges. As this is a privilege, permission may be restricted on an individual basis.

## Community Meals

Community meals provide a campus-wide community building opportunity throughout the year. As such, they are designed to bring the Brewster community together for special occasions, announcements, and the recognition of accomplishments. Community meals may be scheduled as a luncheon or evening meal. All students are expected to attend luncheon meals in academic day dress. Day students, although not required to attend evening community meals, are always welcome to participate as members of the Brewster community.

## **Senior and Postgraduate Privileges**

- Seniors and postgraduates are not assigned daytime study hall.
- Seniors and postgraduates may go downtown during the academic day.
- Sunday through Friday seniors do not have to return to their dorm from a night out or following academic study hall until 10:15 p.m.
- Wireless service is extended until midnight
- Seniors and postgraduates may have a TV in their dorm room that is less than 32" (only one TV per room).
- Seniors and postgraduates are dismissed first from community meals and All-School Assemblies.
- Use of the senior quad area (swings, gazebo, and benches) is reserved for seniors and postgraduates.
- Seniors and postgraduates may walk over the school plaque outside the College Office.

Privileges may be modified in individual cases if necessary.

## **Community Service**

Brewster encourages student participation in activities that provide service to others and the spirit of giving is an important underpinning of school programs aimed at developing the whole student. To that end, students at Brewster engage in a variety of community service events throughout the year. Often, activities are planned and organized through dormitories, teams, and school clubs, but always there is the belief that good citizens actively contribute to their communities.

### **Community Service Promotes:**

- Opportunities to build relationships with others who students may not necessarily come in contact with throughout their day  
Brewster Academy as an asset to the local community and beyond

- A variety of safe, structured environments for Brewster students
- The development of many new skills and self knowledge
- Pride in their community
- Habits of service to others

Students typically complete at least one community service project each year. The project should be meaningful to the student and include student participation, planning, implementation, and reflection. The projects may be student and/or staff initiated and can offer direct or indirect service to others. Additionally, students can gain community service hours for assisting with a project(s). With prior approval, students may receive credit and/or recognition for a community service project that is accomplished during the summer or March break.

## **Day Students**

Day students and families are an integral part of the Brewster community. Day students (and if appropriate, parents) are encouraged to participate in evening and weekend activities. Day students are assigned to dorms to allow them to associate with classmates and attend special events. Parents are encouraged to get to know the residents of the dorm and invite your child's friends to be part of your local community. We recognize that the dining hall plays an important part of our students' needs to socialize, nurture friendships, and relax with friends so we invite our day students to join their boarding friends for meals in the dining hall.

## **Arriving and Departing Campus**

Students should arrive 10-15 minutes before class. While students are allowed to utilize the library and public spaces such as the Estabrook during evening study from 7:30-9:30 p.m., they are required to depart campus prior to boarding student check-in at 9:40 p.m. (10:15 p.m. for seniors/PGs). On Saturday, day students must depart before 10:30 p.m. if they are a freshman or sophomore and 11:30 p.m. if they are a junior, senior, or PG. We recommend dropping off (and picking up) your child at the Estabrook parking lot near the Student Center.



### **Afternoon Activities**

Generally, afternoon activities are finished by 5:30 p.m. on Monday, Tuesday, Thursday, and Friday. Wednesdays and Saturdays are usually game days. Depending on the time of the game or activity, the time that students are free varies. The schedule is different in the winter. An athletics schedule is available at [www.brewsteracademy.org/athletics](http://www.brewsteracademy.org/athletics).

### **Weekend Activities**

Day students are invited to participate in all weekend activities. It is important to discuss the who, what, where, and when with your child to alleviate any potential frustration over transportation or miscommunication. A day student may spend a Saturday night in a dormitory as a guest of a specific host student with prior consent from their parents, and either the lower or upper school dean. Arrangements need to be completed by Wednesday and the day student needs to complete a sleepover form (available from the deans' secretary or the weekend duty captain) that must be turned into the duty team before 7 p.m. on Saturday night.

The host student must be in good standing for permission to be granted. It is important for day students to realize they are visiting the "home" of the boarding student and roommate(s), and they should act as a respectful guest. Day students are subject to Saturday night check-in on weekends when they are on campus.

Late returns from sports may necessitate last-minute arrangements through the dean on duty. At any time due to weather or unforeseen circumstances, a day student may ask to stay on campus. Permission is arranged with the community life parent, the lower or upper school dean, and the student's parents.

### **Hosting a Boarding Student**

Day families may enjoy the company of boarding students in their homes for dinner and weekend overnight stays. The Academy encourages such relationships and asks all day parents to contact the lower or upper school dean to coordinate plans prior to the date.

A boarding student may leave campus and stay with a day family as long as both an Off-Campus Weekend Permission Form and a Host Family Off-Campus Weekend Permission Form have been approved and transportation arrangements have been authorized by the lower or upper school dean.

## **Helmets and Safety**

All students under the age of 16 are required by New Hampshire state law (RSA 265:144X) to wear a bicycle helmet while riding a bicycle. Brewster recommends that all students regardless of age wear a helmet while riding a bicycle, skateboarding, and inline skating. The most common (and often most serious) injury sustained from cycling, inline skating, or skateboarding is a head injury. If your student plans to participate in any biking, skating, or skateboarding activities, please make sure they are prepared with a helmet.

Bicycles should be secured at all times. Boarding students should speak with their community life parents about the most appropriate place to keep their bikes at the dorm. Bicycles may not be stored in any hallway or staircase. Day students who drive a car to school should remember to keep cars locked on campus.

## **Driver Education**

Lakes Region Driver Education, a local independent service, conducts driver education classes once a trimester at Brewster Academy. This is not a Brewster Academy course, and Brewster Academy reserves the right to evaluate whether your child may participate in this evening class on top of daily academic commitments. Students will not be excused from any afternoon commitment for class or driving. Due to the rigorous nature of the Brewster program, students may not take recreational ski, be a member of the HOWL chorus, and take driver's education during the winter trimester. Sign-ups occur at the beginning of each trimester. Students who are approved by their team of teachers and by the Athletics Department to participate in the class will then send home materials to their parents for signature and payment.

# RESIDENTIAL LIFE

Brewster is committed to a comprehensive program of personal growth and development, which includes all aspects of boarding school life. The underlying philosophy of the community life program at Brewster includes providing formal and informal opportunities for faculty and students to build a community based on honesty, mutual respect, positive interactions, and collaboration. In addition, through campus events, group meetings, community service projects, house agreements, and the implementation of the recognition system, the community life program seeks to foster an environment of tolerance and personal responsibility while teaching communication and self-advocacy skills.

We attach a great deal of importance to conduct that exemplifies responsibility and concern for others. Students are expected to respect the rights and safety of community members, buildings, and school property, and they must help maintain an environment conducive to learning and the pursuit of personal goals and growth.

## Community Life Parents

The Community Life Parent (CLP) is an important and valued role provided by faculty. The CLP sets the tone for his or her house, and in doing so helps to imbue students with the core values of the school. In addition the CLP's work in collaboration with the Assistant Head of School for Campus Affairs to create a safe, inclusive and healthy residential program for students.

## Dorm Rooms

- Basic furnishings (bed, desk, chair, and dresser) are provided.
- Students are required to provide their own linens, including sheets, blankets, and comforters
- A different desk chair may be added by the student, subject to the approval of the community life parent.
- Appropriate pictures/posters may be displayed to the area of the room provided for that purpose

- Empty alcoholic beverage containers or posters advertising alcohol may not be displayed as decorations. Posters or pictures that show or suggest nudity or use of drugs, including tobacco, are not permitted.
- Due to fire and safety regulations, nothing may be put on or hung from the ceiling including tapestries, posters, or flags.
- Decorative string lights may not be put up in student rooms.
- Halogen lamps are not allowed in dorm rooms.
- Refrigerators, TVs, and microwaves are provided in each dorm lounge and are not allowed in rooms, with the exception of seniors and postgraduates, who can have one TV per room that is less than 32”.
- No additional furniture may be brought into student rooms including love seats or futon couches.
- Students may not have pets at school (including fish).
- Any device deemed a disturbance to a healthy dorm culture will not be allowed.
- Dorm rooms are to be kept clean and orderly at all times. Room inspections occur routinely in all dormitories.
- Common areas (e.g., hallways, lounges, outside grounds, garbage, etc.) are kept clean and orderly by the dorm students. These responsibilities are assigned to students with the expectation that they will be completed regularly.

### **Student Telephones**

- All boarding students have phone/voice and Internet in their rooms. The phone/voice port provides basic hook-up, dial tone, voicemail, 911 service, and unlimited local calling. Internet access is provided via the wireless network. International and domestic long-distance calls require a calling card. Domestic and international calling cards are available for purchase at the Campus Store or at the Rite Aid Pharmacy in town.
- Students must provide their own phones.
- Students who do not have a cell phone registered with Brewster, must activate and use the landline provided.
- All boarding students have voicemail access through the landline in their room, which must be set up prior to use.

## **Room Searches**

When there is reasonable cause to search a student's room, the lower or upper school dean, or another administrator will inform the student of the search, and then conduct the room search. Room searches will take place for (but are not limited to) the following: suspicion of the presence of tobacco, alcohol, drugs, or stolen items. Room searches will be conducted in the presence of the student or students involved. In unusual circumstances when a search needs to be done immediately and the student is unavailable, a proctor or another student will be present in the student's place. A third person, either another adult or a proctor, should be present during the search.

If a student subject to a room search is determined to be in violation of any school rule, the student will be subject to the disciplinary process. Furthermore, students will be notified that if the search reveals that the student is in violation of the law, the school will report the violation to the local authorities, at least to the extent required by the Safe School Zone reporting law.

During vacations, rooms may be inspected for cleanliness with the understanding that privacy will be respected and that drawers and closets will not be entered. If necessary, rooms may be entered for general maintenance.

After students leave, community life parents will check rooms to ensure that windows are closed and locked, heating areas are not blocked, all lights are off, electrical cords are unplugged, and doors are locked.

Any exceptions to this policy will be approved beforehand by the head of school and made known to the student body.

## **Personal Discretion**

Because our residence halls are community buildings that are frequented by families, faculty, and members of the opposite sex, students and faculty must take measures to cover themselves any time they are in a common area such as a hallway, lounge, etc. For example, students walking down the hallway from the bathroom to their dorm rooms are expected to cover themselves.

## Damage to Property

Students will be charged for damage to property as the result of deliberate or careless acts, not normal wear and tear. Whenever possible the individual responsible for the damage will make amends by cleaning up the damaged area. The restitution for damages will be determined by the community life parent in conjunction with the maintenance department and the director of residential life. When it cannot be determined who is responsible for the damage, all residents will take responsibility for cleanup and restitution. Willful destruction may be dealt with as a disciplinary matter.

Lounge furniture and equipment are provided for residents in each dormitory. It is there for the use and enjoyment of all and may not be used in student rooms or faculty apartments. It is, therefore, the responsibility of the residential community to care for all items provided. TVs, refrigerators, and microwaves are provided by Brewster. Any damage to these items will come under the above damage to property clause. Removing school property for individual use will be considered a disciplinary matter.

## Fire Safety Rules

### *General Regulations*

- No smoking, no candles, and no open-flame devices are permitted in student rooms. Incense may not be burned. Natural cut Christmas trees and vegetation are prohibited.
- Know the location of fire exits, extinguishers, and pull stations in all school buildings.
- Fire doors should never be propped open, and any article that could hinder quick and easy exit from a room, passageway, or building should be moved to never obstruct hallways and exits. Combustible materials (paper, rags, trash, etc.) must not be piled or stored in any room or passageway.
- Tampering with fire and smoke alarms, other life safety devices to include Automated External Defibrillators or using fire extinguishers except for firefighting purposes is a criminal offense and will result in disciplinary action.
- Rooms, hallways, and common areas are to be kept uncluttered and clean. There must be a clear pathway and line of sight to

- the farthest part of any student room from the entry door.
- Bicycles must be kept in bike racks or storage rooms. Bicycles are not to be left or stored in student rooms, hallways, common rooms, or stairways.
- Nothing should be hung from, or over, fire sprinkler pipes, sprinkler heads, strobes, or any other fire safety device.

### *Electrical/Fixture Restrictions*

- No halogen lamps or string lights are allowed in student rooms. Floor lamps with multiple gooseneck arms utilizing plastic shades are prohibited.
- Light bulb wattages used in lamps etc. should not exceed those recommended by the manufacturer. The use of compact fluorescent or LED bulbs in place of incandescent bulbs is strongly encouraged to save energy and to reduce the potential of fire.
- Lights, lamps, and appliances should be turned off when the room is unattended to save energy and reduce the potential of fire.
- UL approved power strips with circuit breakers must be used with multiple electrical devices and plugged directly into a wall outlet. One power strip per outlet is allowed. Multiple plug adapters are prohibited.
- Extension cords without integrated circuit breaker protection are prohibited.
- No electrical wiring should be spliced. Wiring must not be run under rugs or wall decorations or across passageways. Wires should be run around baseboards but not near heating elements; they must be taped, never tacked or stapled. They must not be looped around metal fixtures, pipes, or beds.
- Immersion heaters, blenders, water heaters, rice cookers, hot plates, coffee pots, microwaves, refrigerators, TV sets, electric blankets, sun lamps, space heaters, and other appliances are forbidden in student rooms.
- Hanging electric paper lanterns is prohibited.

### *Furniture/Decorating Restrictions*

- No fabric or synthetic materials that include flags, kites, uniform shirts, hats and banners of any kind may be attached

to walls or ceilings unless encased in a glass frame or case. Curtains and draperies are prohibited.

- Flammable material, such as posters, banners, or decorations must not be hung on the outside surface of any student room door or in house corridors.
- Posters should be secured flat to walls. Amount of posters are not to be excessive and shall be kept within reasonable limits. Posters are not intended to be a substitute for wallpaper. Posters shall not overlap or be continuous but shall maintain adequate spacing between other posters.
- No stuffed furniture is allowed in student rooms.
- Furniture in no way can limit egress or reduce available floor space so as to hamper firefighter or emergency medical personnel access to a room.
- Under no circumstances may mattresses be placed on floors. Students may only use school-provided beds. Lofts are not permitted.
- No cement blocks or bricks are allowed in rooms.
- Bookcases must be placed against a wall away from room exit.
- Metal or fire-rated plastic wastebaskets must be used.

## **Campus Mailboxes**

Mailboxes for boarding students are located in the Estabrook.

Mailboxes are available anytime, while the package window is open Monday through Friday, 11 a.m.-1 p.m. and 2:30-3:30 p.m. Students are notified by email when a package is delivered and should wait until notified before picking up packages. Please limit package deliveries to essential items as storage space in the mailroom is limited.

## **Vacation and Travel Planning**

Brewster has five scheduled vacations and breaks for which all students must arrange to leave campus for the duration (see calendar at [www.brewsteracademy.org](http://www.brewsteracademy.org) under Quicklinks).

While we recognize that many times families wish to have their children home at earlier times, the academic dean will not excuse students before the times designated on the school calendar. Students who leave early for scheduled vacations and breaks will receive unexcused absences for all missed commitments.



Below is important information for all families regarding student travel. Please take the time to read carefully.

### **Travel Coordinator**

Peter Mann

Contact Peter with all travel-related questions.

[peter\\_mann@brewsteracademy.org](mailto:peter_mann@brewsteracademy.org)

603-569-7128

603-569-7199 (fax)

### **Purchasing flight and train tickets**

- It is suggested that flight and train tickets be arranged for three hours after campus departure time to allow for travel and baggage check-in.
- Make all holiday reservations early to book the best possible flights that will fit into the drop-off and pick-up times. If necessary, other arrangements can be made for flight times that do not conform to the transportation schedule.
- Bus transportation to and from campus is provided by the Academy at the expense of parents through student deposit accounts. Transportation costs for the vacation departures and returns are approximately \$35 per student, each direction.
- Students must reserve space for transportation (through the Vacation Travel Manager in the Parent Portal) to and from Boston's South Station (train or bus), Logan Airport, or the Manchester-Boston Regional Airport.
- Coach buses leave campus according to the school break calendar and coincide with when students have completed their final academic commitments.

### **Two weeks prior to vacation**

- All students communicate specific travel plans to Peter Mann.
- Students in need of transportation to or from campus must reserve transport at least two weeks prior to the beginning of a break. Reservations on transport to and from campus cannot be guaranteed after this time. The online calendar lists the deadlines.

## **72 hours prior to vacation**

- Reconfirm flights (times and flight numbers) at least 72 hours prior to departure and fax or e-mail any major changes to Peter.

## **Return-to-campus days**

- There will be a faculty or staff member at the airport pick-up locations until approximately 6 p.m. and at the South Station pick-up location until approximately 3:30 p.m.
- A secretary will be at 603-569-7100 from 9 a.m.-7 p.m. for students to report any delays due to inclement weather or travel emergencies.
- After 7 p.m. students should contact their community life parent to report any delays.
- Students should have the toll-free number of the airline on which they are traveling.
- Students should call parents in case of delays or cancellations at airports. Having a game plan “just in case” is very helpful during the winter months.

If a student will be late returning to campus due to delays or needs to depart or return to campus outside of chartered transport, please call a local taxi service for the pick-up:

**Big Lake Taxi and Limo: 603-875-3365**

**Winnepesaukee Livery: 603-569-3189**

**I-Ride: 603-344-5007**

# ATHLETICS

The interscholastic athletic setting provides an ideal medium for teaching character development to students. Indeed, the athletic experience is often a microcosm of life within which students will internalize attitudes, behaviors, and values that will significantly impact their future endeavors. In athletics, as in other educational settings, healthy attitudes, good work ethics, and solid tactics for life are not guaranteed by simply participating.

Brewster's Athletic Program seeks to develop teamwork, character, sports skills and tactics, and fitness. Sportsmanship and personal growth and development are emphasized throughout the program. The athletics director supervises the athletic programs, evaluates coaches, and ensures there is an intentional program in place for all interscholastic sports. Faculty members and outside personnel coach at all levels, and there is an athletics trainer on site during athletic events and practices. The primary program consists of interscholastic athletics with a secondary emphasis on intramural, recreational, and instructional activities.

On non-varsity teams, a major goal is to allow maximum playing time for all deserving individuals. On varsity teams playing time varies from team to team and from game to game and will be decided by the head coach with consultation with the athletics director. Students participating in varsity programs have the opportunity to earn a letter and bars for repeating years. Non-varsity players receive certificates. In cases where junior varsity and varsity programs exist, selection of varsity players is at the discretion of the varsity head coach and the athletics director. Seniors and postgraduates are not to play on the non-varsity level teams without special permission from the athletics director.

In the event that medical circumstances prevent participation, Brewster reserves the right to have any student examined by an appropriate physician as deemed necessary by either the health center or the athletics trainer. Medically excused students are required to participate within the athletic program in some restricted capacity or in an approved alternative afternoon activity.

Interscholastic games are usually played on Wednesdays and Saturdays, and teams practice for approximately 1 1/2 hours on all other days, except Sundays. Attendance at all practices and games is mandatory. Students participating in fitness and advanced strength training will be scheduled to assist on the sidelines during interscholastic competitions held at Brewster. All returning students sign up for athletics in the spring trimester for the coming year. Students new to the Academy sign up when they enroll. Serious consideration should be made when selecting a sport as rosters sometimes determine program offerings. Deviation from the initial sign-ups is discouraged, and no changes will be made after the first week of each season. Because of limits on roster size, it is not always possible to provide every student with an opportunity to participate in their preferred sport option. All efforts are made not to cut students from rosters, but if the facility or the program cannot accommodate the numbers, students will be asked to choose another sport.

Games do get cancelled at the last minute, so if you're planning to travel to a game, check [www.brewsteracademy.org/athletics](http://www.brewsteracademy.org/athletics) first to see if the game is still on (and confirm its starting time). If the weather is questionable, then call 603-569-7116.

## **Intramural, Instructional, and Recreational Programs**

The goal of the intramural program is to offer students a competitive sports opportunity without the commitment level of an interscholastic sport. The goal of the instructional and recreational programs is to promote physical fitness and the accompanying relaxation and stress reduction benefits that regular exercise promotes.

During a season in which a student is not participating in an interscholastic sport, they must participate in three days of an athletic program alternating with three days of an arts class or a student may participate in six days of an intramural, recreational, or instructional sport (dependent on the offerings each season). A variety of activities is available from formal athletic training to more recreational pursuits.

## **Equipment, Uniforms, and Practice Dress**

All interscholastic and athletic programs will invariably include some running as a part of general fitness training, and all students should have comfortable running or cross-training shoes. Various sports require special footwear as stated in the rule book for each sport. This footwear must be purchased outside of Brewster. The Athletics Department does not issue any footwear.

Sticks, gloves, mouth guards, elbow and knee pads, baseball hats, etc., are the responsibility of the individual. Many of these items may be bought in the Campus Store.

Certain sports require the use of a helmet and/or other protective gear. Helmets must carry a current certification for the particular sport. Skiing, snowboarding, hockey, baseball, and climbing are just some of the sports that require use of a helmet. Helmets and other protective gear must be supplied by the student and are not provided by Brewster Academy. Parents and students should check with the Athletic Department for sport-specific helmet requirements.

Parents must as a condition of participation sign a waiver acknowledging the risks of their student's participation in some interscholastic and intramural sports. Students who turn 18, will, as a condition of continued participation be required to re-sign the waiver.

Practice attire for players should be athletic in nature, clean, in good condition, and must fit the student's stature. Shoulders and midriff must be covered. Various items of practice wear are available in the Campus Store, such as navy blue practice shorts, T-shirts, sweatshirts, and warm-ups. They are strongly recommended but are not mandatory. Torn practice clothing or logos referencing inappropriate topics are not acceptable.

Questions about dress for a specific sport should be addressed to the athletics department. For safety, jewelry is not appropriate in the athletic setting. This includes string and leather necklaces, bracelets, anklets, and earrings. Shirts are required at all times at practice, games, and in the gym and on the fields.

Game uniforms are issued by the athletics department. They are to be worn only in games and should be turned in to the equipment room after each contest for laundering. All uniforms must be turned in to the equipment room within 48 hours of the last contest of the season. Two weeks after the last contest of the season, the student's account will be charged to cover replacement costs for unreturned uniforms.

# STUDENT HEALTH SERVICES

## Health Facilities and Procedures

Brewster's Health Center is located on campus and run by the Health Services director and a staff of licensed nurses. A nurse is available by cell phone for emergencies. The Health Center walk-in clinic is open to students weekdays and weekends during regular scheduled hours. All hours are subject to change and will be posted at the clinic and on campus.

## Student Responsibilities

In the boarding school environment, it is essential that students articulate their health problems to a school nurse. Students must ask questions, take medication as prescribed, return to the Health Center if the condition worsens, and keep scheduled appointments.

If students become too ill to attend classes, they must report to the Health Center at least 15 minutes prior to their first class in order to be excused by a nurse. Students may not stay in their dorms because of illness unless told to do so by a nurse. Whenever possible, visits to the Health Center should be made during open clinic hours or during a student's free time.

Day students may use the Health Center during the class day, but if the school nurse determines that they are ill enough to be excused from classes, they will be sent home once a parent or guardian has been notified. Physician and other services are not arranged for day students through the Health Center. Day parents should call the nurse when medical appointments will interfere with the school schedule. Day students need to see the nurse to be excused from school commitments once they are on campus.

## Required Health Papers

Brewster Academy partners with Magnus to collect student health information. Magnus provides a secure and easy to use website to submit and maintain health information online as well as provide secure access to your child's information in the event of an emergency.

New families (who have completed the Brewster enrollment process) receive an email from Magnus in early June with login instructions for their child's Magnus account. Families then go online to complete and submit all of the requested information. All information should be returned to Magnus through mail, fax, or by scanning completed documents (saving as PDFs), and then uploading them to the secure server at Magnus.

In May returning families also receive an email from Magnus informing them of any needed updates.

**New and returning families should complete and submit information by July 15.** Enrollment at Brewster is conditional on receipt of these forms. Students without the required paperwork can be sent home.

## **Physician, Dentist, Hospital, and Other Services**

The Health Center offers nursing care in coordination with local resources. Brewster Academy Health Center nurses work with the pediatricians and pediatric nurse practitioner at Wolfeboro Pediatrics who visit the campus three times a week.

The Family Planning and Teen Clinic located at 127 Route 28 in Ossipee, N.H., is a resource for students concerned with sexuality issues. Care provided at this facility is confidential and inexpensive. The Teen Clinic telephone is 603-539-7552.

Routine health, dental, and optometry, appointments should be scheduled at home during breaks. Brewster does utilize local services for emergency care. It is important that students not miss scheduled appointments with outside medical practitioners as missed appointments jeopardize Brewster's relationship with these local medical professionals. Most of these services are within walking distance of the campus. Parents are responsible for all medical charges and transportation costs.

Huggins Hospital, located two minutes from campus, provides acute, emergency, and surgical care with specialties in dermatology, gynecology, medical imaging, orthopedics, ophthalmology, pediatrics,



and physical therapy, among others. Huggins Hospital also has air transport service to transport critical patients to other facilities.

## **Mental Health Counseling**

The role of the school counselor is to provide assessment, support, short-term counseling, referrals, case management, and consultation for issues commonly experienced by students in a residential school setting. A referral to the school counselor can be made by parents, physicians, faculty and staff, or by students themselves. Issues outside the scope of the role or qualifications of the school counselor are referred to an outside counselor. The school counselor has working relationships with a number of local mental health professionals.

Parents will be provided information about the qualifications of the outside counselors and parental permission will be obtained when outside counseling is recommended. Parents are responsible for making financial arrangements for outside counseling. The school nurses communicate openly with the school counselor, and share information according to Brewster's confidentiality policy and existing New Hampshire laws.

## **Communication With Parents Regarding Illness**

In emergencies, the school nurse or their designee will contact parents as soon as possible and appropriate. For routine physician appointments, a letter will be sent to parents explaining what occurred and how the charge for care is to be paid. If a student is ill for a prolonged time or if the student requires extended or intensive care, the parents may be asked to take the student home until they are able to return to class.

## **Health and Accident Insurance and Billing**

Students from the United States must provide the Health Center with an insurance card for emergency room visits. International students are required to purchase health insurance unless they are currently insured through a U.S.-based company.

Brewster enrolls all students in accident insurance and charges the modest premium to the tuition account. This insures that all students,

regardless of their primary insurance, have insurance for accidents occurring at school, especially sports injuries. This insurance is secondary to the students other, primary medical insurance, which will be billed first for all charges.

In case of an accident at school, parents will be mailed an accident claim form to submit with any bills that their personal insurance will not cover. This claim should be filed after all personal insurance claims have been filed. The Business Office **does not process claims** under the accident insurance. In addition, parents or financially responsible parties should notify their medical providers that they have secondary insurance.

## Medications

Boarding student prescription medications are dispensed through Group Rx, a pharmacy that conveniently dispenses and ships medications to boarding schools in the United States. This includes all prescription medicines taken on both a daily and as-needed basis.

Participation in this program is required for all families with boarding students needing to take medications at Brewster. This method minimizes potential medication errors, decreases the time students spend waiting in line for their medications, and allows the Brewster nurses to devote more quality time to students' other health care needs.

There is no charge for participation in Group Rx and it accepts most insurance plans. Any co-payments will be billed directly to families as determined when prescriptions are filled. Families receive information on signing up for GroupRx each spring.

**Students who have medication in their dorm rooms or elsewhere in their possession without the specific permission of a nurse can be expelled.** (See Alcohol and Substance Use.)

## Students Taking Routine Medications

**For the safety of the student community, all prescription medications are mailed directly to the Health Center, where it will be administered to the student.** Examples include controlled substances such as medications for ADHD, prescription pain medicine,

and medications for epilepsy, depression, and some acne medications. Specific guidelines are outlined in the medication policy handout, which is sent to all parents of students taking medication. All students who take routine medication must be monitored by a physician on a regular basis at the parents' expense. Students are discouraged from medicating themselves with over-the-counter medications. They should see the nurse when they are ill.

### **Cough and Cold Medicines**

Although most parents are aware that drug use among teens has long been a challenging issue, especially alcohol and marijuana use, the abuse of adolescent cough medicine is on the rise nationwide. National surveys, including the Monitoring the Future survey, point to the abuse of both prescription and over-the-counter medicines, such as cough medicines containing the active ingredient dextromethorphan (or DXM), as a growing and troubling substance abuse problem among teens.

To keep students safe and to ensure such abuse does not become an issue at Brewster, students are not allowed to possess or keep any cough or cold medications in their dorm rooms. The Health Center has an ample supply of cough and cold medications, and community life parents will have a limited supply for nighttime convenience.

Students should not bring cough or cold medications to school. Students found with cough or cold medication will be subject to Brewster's disciplinary process.

### **Confidentiality**

In all instances regarding the physical and mental health of our students, our goal is to provide services that support students. We encourage students to seek advice from their parents and to be candid with them about their health care needs. We also encourage them to refrain from sexual activity and drug and alcohol use, and engage in good decision-making. Our health care professionals strive to respect the privacy of our students; however, there are times when information may need to be shared with parents, select faculty, and school officials.

Therefore, parents and students agree, as a condition of enrollment, to consent to the release of any of the student's health-related information – including information relating to drug and alcohol treatment and testing and mental health records – to faculty and administrators at Brewster Academy, and their agents with a need to know, when a health care professional at Brewster has determined such release is in the best interests of the student and/or the community.

Students and parents should understand the limits of confidentiality. Under New Hampshire law, parents of children under 18 have the right to access and release their child's health records. However, Brewster Academy recognizes that trust is fundamental to the student's comfort in seeking counseling. For this reason, Brewster Academy requests that parents respect the privacy of students who may not wish to share certain information. On the other hand, the school counselor will also encourage the students, as deemed appropriate, to communicate with their parents on such matters. In any event, the school counselor will share information with parents when, in the school counselor's opinion, it is appropriate for the health, safety, or welfare of the student.

As a condition of enrollment, parents and students must provide written consent to release the student's health-related information, including drug and alcohol and counseling-related information, to other school personnel when, in the opinion of health care professionals, it is appropriate for the health, safety, or welfare of the student or the school community.

Brewster Academy will maintain appropriate administrative, technological, and physical safeguards to protect the security of health related information within its custody.

## **Consent to Treat**

As a condition of enrollment, we require parental consent to treat all students for routine matters or when parents cannot be reached to grant their consent. We will make every effort to contact parents to gain their consent. There are some exceptions to parental consent as specified under New Hampshire law, including:

- Students 14 and older may access confidential care for sexually transmitted diseases (N.H. RSA 141-C:18). Students may

access counseling, prevention, and treatment through the Health Center, the school counselor, or if they wish, students may access care independently through the Family Planning and Prenatal Program in Ossipee.

- Students 12 and older may access confidential care for problems related to use of drugs and alcohol (N.H. RSA 318-B: 12-a). This care is accessible through either the Health Center or the school counselor.
- Students who turn 18 during their time at Brewster will be required, as a condition of continued enrollment, to execute a consent to medical treatment.

## **Concussion Protocol**

The understanding, definition, and management of concussions have significantly changed over the past decade to encompass a wider range of injuries that may or may not be the result of a direct blow to the head. What used to be thought of as a simple “ding” may now be considered a concussion depending on associated symptoms.

A growing body of evidence suggests that pediatric/adolescent individuals are more vulnerable to concussion. Because students may require a longer period of recovery and may suffer more long-term consequences, we have developed guidelines for the aggressive management of concussions at the school.

## **Concussion Guidelines**

All new Brewster Academy students will be required to take a baseline ImPACT neurocognitive test, to be repeated every two years. The reason for the baseline test is to have a comparison score in the event a student suffers a concussion or suspected concussion, either on or off the sports arena. Students and coaches will undergo educational sessions to define concussions and discuss the importance of good post-concussion management. If they request, parents will be provided with concussion-related information as well as highlights of the school’s concussion-management guidelines.

Because all concussions do not take place on a field, rink, or gym floor, these concussion guidelines also will encompass non-sports-related injuries suffered by any Brewster student (athlete or non-athlete)

while at school. In the event that the injury occurs off the field when an athletic trainer is not available, the student will be directed to the Health Center, where a nurse will perform an initial evaluation and take follow up steps based on our concussion management protocol.

If a suspected head injury occurs on the field, initially the athletic trainer will perform a sideline evaluation. If a concussion is suspected, the student will not be allowed to return to play that day regardless of the amount of time his or her symptoms lasted. Follow up will be based on Brewster's concussion management protocol. Studies have shown that the first 48 hours after a concussion are important to recovery, so students may be asked to remain in the Health Center for a night or two to allow for cognitive and physical rest. Physical limitations and academic accommodations may be given to a student until his or her concussion has resolved. In some cases a medical leave may be recommended (see Medical Leave for more information).

## **Pregnancy Policy**

If a student is concerned about possible or actual pregnancy, he or she may use the Family Planning and Prenatal Program in Ossipee, N.H. Assistance, counseling, and support will include encouraging the student to confide in and seek support from his or her parents if he or she has not already done so. The Family Planning and Prenatal Program is not employed by the school, and all client services are strictly confidential. If a student approaches any employee of the school regarding concern over a possible pregnancy or related issue, that employee will encourage the student to involve his or her parents and will refer the student to either the Brewster Health Center or the Family Planning and Prenatal Program.

If a student under the age of 18 confides in any employee of the school (except the school nurses or counselor) that she is, in fact, pregnant, she understands that by doing so, her parents will be brought into partnership and support with the Academy on her behalf. A student 18 or older who so confides in the school will be actively encouraged to confide in and involve her parents. However, in compliance with an adult's legal rights to privacy, no information will be divulged by the Academy without the consent of the student.

## **Policy on HIV/AIDS**

Brewster Academy is committed to providing a healthy environment for all. A special focus of this commitment are the policy and procedures described below concerning HIV (Human Immunodeficiency Virus.) These policy and procedures are based upon human risk factors and modes of transmission of HIV and reflect concern for individual and group welfare within the Brewster Community.

1. Students infected with HIV are required to inform the head of school.
2. Guidelines developed by the Centers for Disease Control and the American Academy of Pediatrics will serve as a basis for discussion and decision-making pertaining to cases of HIV infection. Each case of HIV infection involving a student, faculty member, or other school employee will be considered, and decisions will be made, on an individual basis. It must be noted that a boarding school setting may more readily affect an infected person's health because of the more frequent exposure to common illnesses.
3. Decisions regarding school attendance, alterations in program, and other issues will be made by a defined group, including the student's personal physician, the Academy's physician, the school nurse, the student's parents, the academic dean, director of student development, and the head of school. In each case, risks and benefits to both the infected child and others in the community will be weighed. All final decisions must be approved by the head of school.
4. Only persons with an absolute need to know will have medical knowledge of a particular case. Such persons will be identified by the above group (item 3) and notified by the head of school in a manner that best preserves patient confidentiality. The number of personnel notified will be kept to the minimum necessary to ensure proper care of the student and to deter situations where the safety and health of the infected person might be at further risk.
5. Individual cases will be reviewed periodically by the head of school, a physician appointed by the school, the student's personal physician, the school nurse, and the student's parents. This pertains to students attending school and those who have

been excluded and, because of a change in their condition, might be permitted to return. The frequency of such reviews will be determined on an individual basis.

6. This general policy and the procedures will apply to faculty, other employees, and students.
7. Age-appropriate education about HIV/AIDS and HIV/AIDS-related issues will be incorporated into the health curriculum of the school and also be made available to faculty and other school employees.
8. The head of school will keep the school community informed of policy changes.

## **Medical Leave and Medical Withdrawal**

At Brewster we seek to foster the emotional and physical well-being of students and to support our students with a high quality standard of care. While the school will work to support students whose medical needs may require special considerations, safety must be our first priority. As well, a student's ability to participate in academic and athletic programs needs to be at a level that serves the student's learning and growth, and at a level that faculty and staff can reasonably manage and support. In instances when there are concerns about supporting a student who needs special consideration for medical reasons, the circumstances are reviewed by the Healthcare Team.

Brewster's Healthcare Team comprises the director of student health services, the school physician, and the school counselor. The team determines whether a student can remain at Brewster and still receive appropriate medical care and whether a student can return from a medical leave and still receive appropriate medical care. When medical recommendations call for an adjustment in the student's scheduled commitments, the Healthcare Team collaborates with the academic dean to evaluate whether recommended adjustments in academic expectations can be supported; with the dean of campus affairs to evaluate whether recommended adjustments to the boarding program and resources can be supported; and with the director of athletics to evaluate whether recommended adjustments in athletic expectations can be supported.



In matters regarding medical leaves and withdrawals, the Healthcare Team is responsible for assessing the school's preparedness to support medical recommendations for treatment and support and the school's preparedness to serve the student well without compromising other students or faculty and staff. The Healthcare Team uses school protocols to guide decision making for several circumstances. These protocols are available from Brewster's Health Center on request.

**Medical Leave:** Absences necessitated by medical or health needs that cannot be supported through the school and involve an absence of more than two days require the approval of medical leave. The director of student health services and/or the school counselor must initiate referral to the Healthcare Team for approval, depending on the circumstances. Conditions for granting a medical leave are as follows:

- Input from the school's health professionals documenting the need for a leave.
- The review of the academic dean to evaluate any impact on academics. The academic component of the plan for a leave is determined by the academic dean and is grounded in assessing whether the student will be able to complete courses for academic credit with full integrity. Generally, a leave of more than two weeks cannot be supported. Although the school will do its best to serve a student on leave, most students face significant setbacks when they miss classes and an extended absence can mean the student is unable to successfully complete some or all courses.
- Before the student can return from a leave, the Healthcare Team must review and approve a return. Reviews for approval to return must include:
  - Report and recommendations from the medical/health professionals who have worked with the student on leave.
  - Review by the academic dean to evaluate any academic standing, or the delivery of the academic program presented by the medical/ health recommendations.
  - Review by the dean of campus affairs to evaluate any impact on delivery of the residential life program presented by the medical/ health recommendations.
  - Review by the director of athletics to evaluate any impact on

the delivery of the athletic program presented by the medical/health recommendations.

- Agreement of the Resource Team/Healthcare Team that the medical/health recommendations can be supported effectively at Brewster.

**Medical Withdrawal:** Students whose needs to be absent from school extend beyond more than two weeks, will likely be provided a medical withdrawal. A student who is granted a medical withdrawal can complete coursework for the trimester provided the withdrawal is no more than two weeks before the end of the trimester. Students granted a medical withdrawal are eligible to apply for readmission to Brewster at a later date, usually in the following academic year, although readmission may be possible in the same year provided the school has room and the student has been able to keep current with course work, and provided also that medical recommendations support readmission. The application process will include the Healthcare Team's review of information and recommendations from health care professionals who have treated the student during their absence from Brewster.

Although the school requires the input of health professionals, the Healthcare Team makes the decision to allow a return, subject to the approval of the head of school, based on its assessment of the school's preparedness to support all recommendations for treatment and support, and the school's preparedness to serve the student well.

# FINANCIAL RESPONSIBILITIES

## Enrollment Contract

A signed enrollment contract is required for admission to Brewster Academy. The enrollment contract constitutes a binding agreement between Brewster Academy and the financially responsible person. Under the enrollment contract the financial obligation is unconditional. Tuition and fees will not be refunded or cancelled for any reason.

## Tuition

**The school maintains one tuition account for each student and combines students by family.** Charges to the tuition account include tuition for the school year, Instructional Support fees, insurances, Technology Fee, Tuition Refund Plan premium (if any), Payment Plan Fee (if any), activities and programs such as alpine ski, driver's education, equestrian, drug and alcohol education.

If a payment plan was chosen, tuition bills will not show the payment plan, only the total fee charges and the payments made. Parents or financially responsible parties who chose a payment plan can see the payment plan balances on the FACTS Tuition Management website at **[online.factsmgt.com](http://online.factsmgt.com)**.

The tuition account must be in good standing for student's continued enrollment. Parents may elect to pay in full or enroll in a payment plan. Lack of payment or consistent late payments may be cause for termination of the payment plan and the balance will be due in full immediately. Re-enrollment or an application for financial aid will not be processed on any overdue account. Brewster may not process or send transcripts and may prohibit students from attending classes, participating in extracurricular activities, sporting events, or taking exams on accounts that are not current or haven't been satisfactorily addressed.

## Student Debit Accounts

Brewster Academy establishes a Student Debit Account to pay for discretionary and nondiscretionary expenses incurred during the school year. **No cash may be drawn from this account.** Parents may place

limits in discretionary categories. Limits can be established using the Debit Account Limits Form, available from the Business Office.

If there are insufficient funds in the student's account, students cannot charge in the Campus Store or Bobcat Den Snack Bar. If the account has a negative balance, a check, cash, or credit card will be required at the time of sale.

Students are informed of their debit balance upon request and on receipts at the Campus Store and Bobcat Den Snack Bar.

Payments to the debit account may be made at our secure site within the Parent Portal by credit card (a convenience fee is charged) or by e-check (electronic debit at no additional fee). Please note that echecks take three days to clear. To make a payment, go to **[www.brewstercademy.org/parentportal](http://www.brewstercademy.org/parentportal)** < Financial < Billing and Payment (or for international payments) < International.

**Mandatory charges** involve purchases that are generally essential to the student and cannot be restricted except by the availability of funds in the student's debit account.

- **Transportation:** includes transportation to and from airports and bus and train stations and academic testing (when needed). Charges in this category can vary widely depending on your student's travel requirements.
- **Certain athletic charges:** Students participating in interscholastic sports are issued uniforms (in most sports). However, personal items such as socks, hats, gloves, undergarments, and specialized team apparel need to be purchased. Items such as skates, racquets, and lacrosse and hockey sticks also are the student's responsibility.
- **Health Center:** This category covers all health related charges, such as vaccinations, infirmary charges, urgent prescriptions, and Health Center-related transportation charges.
- **Other items** are academic testing (SAT, TOEFL, AP), library charges, and room or property damage.

The student debit account is closed to discretionary charges for seniors and postgraduates at May 1. After this date students may continue to make purchases at the Campus Store and Bobcat Den using cash or a credit or debit card.

After the conclusion of the school year, funds remaining in a student account are rolled over to the next year if the student is returning or refunded by check if the student is not returning. Debit balances owed at the end of a school year are rolled into the tuition account and must be paid before re-enrollment for the next academic year.

Parents who want their students to have access to cash during the school year will need to assist their student in setting up a bank account. Students who do not already have a bank account or debit card will have an opportunity to set up an account with TD Bank at registration or the student can open one in advance at a local bank or any bank that provides access through local ATM's.

## **Tuition Refund Insurance**

For parties who are concerned about meeting their tuition obligation if the student departs school before the end of the academic year, we recommend the purchase of tuition insurance. The provider of tuition insurance is Dewar's. Tuition insurance cannot be purchased after a student has already left school.

## **Financial Aid**

Brewster Academy promotes the principle of providing financial assistance to extraordinary students who would not otherwise have the opportunity to benefit from and contribute to our community. Financial aid awards are made on the basis of need, academic achievement, scholastic ability, qualities of leadership and citizenship, and availability of funds.

Financial aid awards are given for the current year only and families are required to re-apply each year. Brewster reviews its financial aid awards annually and adjusts them, if necessary, to reflect changes in parent financial need and in the Academy's total scholarship budget.

The amount of any assistance is determined by the demonstrated need of the student's family – and the availability of Brewster's financial aid funds, which limits our ability to support all families who apply.

A review of grade reports and recognition scores will be made prior to the awarding of scholarship funds for the following academic year. Recipients should maintain at least an academic average of 75 (C) and receive scores of 28 or above on the recognition forms to be eligible for continued assistance. Students who have difficulty taking academic responsibility or who are not taking advantage of opportunities within the Brewster community will jeopardize their financial aid awards.

The Financial Aid Committee reserves the right to defer financial aid awards to any student through the close of school if they have not met these expectations.

### **Financial Aid Application Process**

At the end of the calendar year, parents of returning students currently receiving financial aid will be sent a reminder to complete and submit (by February 1) the Parents' Financial Statement Form (PFS) if they plan to reapply for financial aid. It is available at: **<https://sssbynais.org/>**

Parents of new students and returning students applying for financial aid for the first time also must complete and submit the Parents' Financial Statement Form at **<https://sssbynais.org/>** by February 1.

In the case of divorce or separation, the extent of need is based upon the financial resources of both the custodial and non-custodial parents. Therefore, all parties must fill out the PFS.

This process must be completed by anyone interested in applying for financial aid for the next academic year. All steps are required for the application to be considered complete.

1. Complete the Parent Financial Statement and return it to the School and Student Scholarship Service (SSS) as directed.

2. Upload the most recent federal income tax return, W-2 forms, and schedules to the SSS. Parents owning a business must include business/farm tax statements.

**Deadline:** All completed applications for financial aid should be submitted by February 1. Applications submitted after that date will be considered on a rolling basis until the financial aid budget has been committed.

Financial aid applications cannot be processed if monetary accounts with the Academy are deemed outstanding by the Business Office. Financial aid cannot be awarded until all accounts are deemed satisfactory by the chief financial officer and will be based on availability of funds at that time.

For more financial aid information, please go to the Admission section of **[www.brewsteracademy.org](http://www.brewsteracademy.org)**. Questions regarding financial aid should be directed to **Margaret Martin in the Admission Office at 603-569-7200.**

# GENERAL SCHOOL INFORMATION

## Accreditation

The Commission on Independent Schools of the New England Association of Schools and Colleges (NEASC) accredits Brewster Academy's program. Brewster received its last full evaluation and accreditation in 2016.

Brewster has received continued accreditation since its initial membership with the NEASC in 1933. NEASC is the regional accrediting body, providing accreditation services for more than 2,000 public and private institutions for programs from pre-kindergarten through the doctoral level.

## Governance

Brewster Academy is a not-for-profit institution governed by the Board of Trustees and chartered by the State of New Hampshire. The Board consists of up to 25 members who may serve for renewable terms of three years. Three of the Brewster trustees are appointed by the John Brewster Trust, of which Brewster Academy is a beneficiary in perpetuity. One of the Brewster trustees is the President of the Alumni Association who serves a renewable one-year term. The head of school is an ex-officio member of the Board.

## Family-School Communication

During the academic year, a weekly email with a link to This Week At BA ([www.brewsteracademy.org/thisweek](http://www.brewsteracademy.org/thisweek)) with information, news, photos, videos, and updates on campus activities is sent to all parents and guardians. If you do not receive these on Fridays when school is in session, please contact [marcia\\_eldredge@brewsteracademy.org](mailto:marcia_eldredge@brewsteracademy.org) to make sure that we have your correct email. Additionally, the Academic Office notifies parents and guardians via email when grade reports and recognition scores have been posted in the Portal.

Each week students meet with their advisors to review their standing with grades and daily expectations. They write a reflection of the week, which is reviewed by the advisor and then posted for parent viewing. We believe that this reflection is extremely important in helping students see themselves as having real responsibilities for their own success.



Parents can write a response to their students within the response area of the reflection, and we believe this kind of communication is very important for all students. We do encourage parents to keep their responses positive. We know kids will be very responsive to hearing words of praise and encouragement from you! The main purpose of the Student Weekly Report is to help our students develop the habit of self-assessing and setting short-term goals. We also want the weekly to be a means of keeping parents informed and to foster a partnership between home and school.

## **School Supplies and Books**

Students purchase their own school supplies and books. Books may be purchased from any vendor or through Follett's Campus Bookstore. **[www.bkstr.com/brewsteracademystore](http://www.bkstr.com/brewsteracademystore)**. School supplies are available at the Campus Store located in the Estabrook.

## **A and B Weeks**

Brewster's weekly schedule is planned to maximize instructional time, while allowing time for co-curricular activities and athletic competitions in the afternoons and on Saturdays. The schedule includes A weeks, during which classes and academic commitments meet Monday through Saturday, and B weeks, which incorporate the same number of classes as an A week into a schedule from Monday through Friday, with no classes on Saturday. Athletic events take place every Saturday during both A and B weeks. Students must meet all commitments, including Saturday commitments on B weeks.

## **Photography and Publicity**

Brewster Academy reserves the right to photograph and publicize news of its students, faculty, and staff in connection with their accomplishments and activities at the Academy and to reproduce such images and text to promote, publicize, or explain the Academy or its activities. This includes the right, without limitation, to publish such images and text in the student newspaper, external publications, social and PR/promotional materials, such as marketing and admissions publications, advertisements, fund-raising materials, and any other Academy-related publications.

These images and text may appear in any of a wide variety of formats and media now available or that may be available in the future, including but not limited to print, broadcast, video, CD-ROM, DVD, and electronic/online media.

Parents who do not wish to have their child included in the above coverage should contact the Communications Office at 603-569-7494. A form expressing declination of photography and/or publicity will be provided by the Academy at that time for the signature of the student's parent or guardian.

## **Students Age 18 and Over**

Student who are 18 at Fall registration or who turn 18 during their time at Brewster Academy will be required as a condition of continued enrollment to provide written permission consent to the release of any of the student's health-related information – including information relating to drug and alcohol treatment and testing and mental health records – to faculty and administrators and their agents, with a need to know, when a health care professional at Brewster has determined such release is in the best interests of our student or the community.

In addition, as a condition of continued enrollment, students turning 18 will be asked to provide written permissions to release and waive, and further agree to indemnify, hold harmless or reimburse, Brewster and its trustees, officers, employee, and other agents from, assume the risk of, and covenant not to sue for, any injury, liability, loss, or other damages we or the student may incur (including illness, injury, or loss of property) while on Brewster's property or engaged in Brewster-sponsored activities (on or off Brewster premises), including travel to and from campus, school trips, independent travel, or the rendering of emergency medical care, except for any such damages caused by Brewster's own gross negligence.

## **Transgender Students**

Brewster Academy is committed to providing a safe and supportive learning environment for all students. Additionally, Brewster Academy policy requires that all schools and all personnel promote acceptance and respect among students and staff.

This policy reflects the reality that transgender and gender nonconforming students are enrolled in Brewster Academy. Its purpose is to advise Brewster Academy students, staff, and parents regarding issues relating to transgender students in order to create and maintain a safe learning environment for all students. The guidelines provided in this policy do not anticipate every situation that might occur with respect to transgender students. The needs of each transgender student are unique. This policy will be interpreted consistent with the goals of reducing stigmatization and ensuring the integration of transgender students in educational programs and activities.

## **Definitions**

The following definitions are not meant to label, but are intended as functional descriptors:

*Gender*: a person's actual sex or perceived sex, and includes a person's perceived identity, appearance, or behavior, whether or not that identity, appearance or behavior is different from that traditionally associated with a person's sex at birth

*Gender Identity*: a person's internal, deeply rooted identification as female, male or a non-binary understanding of gender, regardless of one's assigned sex at birth. The responsibility for determining an individual's gender identity rests with the individual.

*Gender Expression*: A person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth. Students who adopt a presentation that varies from the stereotypic gender expectations sometimes may describe themselves as gender non conforming, gender queer, or gender fluid.

*Gender Nonconforming*: Displaying a gender identity or expression that may differ from those typically associated with one's sex assigned at birth. A person's gender expression may differ from stereotypical expectations about how females and males are "supposed to" look or act. Gender nonconforming is not synonymous with transgender; not all gender nonconforming students identify as transgender.

*Transgender:* A person whose gender identity differs from their gender assigned at birth, and whose gender expression consistently varies from stereotypical expectations and norms. A transgender person desires to live persistently by a gender that differs from that which was assigned at birth.

*Transition:* Each transgender person has a unique process in which they go from living and identifying as one gender to living and identifying as another. Gender transition can occur at any age. It begins internally then expands to external expression. This can include social, medical and/or a legal transition.

*LGBTQ:* An acronym that stands for “lesbian, gay, bisexual, transgender, and queer/questioning.” Questioning incorporates those who are uncertain or fluid about their sexual orientation and/or gender identity.

*Sex:* The biological condition or quality of being female or male.

*Sexual Orientation:* A person’s emotional and sexual attraction to another person based on the gender of the other person. Common terms used to describe sexual orientation include, but are not limited to, heterosexual, lesbian, gay, and bisexual. Sexual orientation and gender identity are different.

## **Guiding Principles and Requirements**

The school shall accept the gender identity that each student asserts. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected. The assertion may be evidenced by an expressed desire to be consistently recognized by their gender identity. Students ready to socially transition may initiate a process to change their name, pronoun, attire, and access to preferred activities and facilities. Each student has a unique process for transitioning. The school shall customize support to optimize each student’s integration.

## **Privacy and Confidentiality**

- All persons, including students, have a right to privacy. This includes keeping a student’s actual or perceived gender identity

and expression private. Such private information shall be shared only on a need to know basis.

- Students have the right to openly discuss and express their gender identity and expression, and to decide when, with whom, and how much information to share.
- Brewster Academy and school personnel may encounter situations where transgender students have not disclosed their transgender status. School personnel must be mindful of the confidentiality and privacy rights of students when communicating with others, so as to not reveal, imply, or refer to a student's gender identity or expression.
- To ensure confidentiality when discussing a particular concern such as conduct, discipline, grades, attendance, or health, school personnel's focus should be specifically school-related and not on the student's gender identity or expression.

### **Official Records**

- Brewster Academy is required to maintain in perpetuity mandatory permanent pupil records ("official records") that include the legal name of the student and the student's gender as indicated on official government issued documents such as birth certificates, passports and identification cards/permits. The official records may include but are not limited to progress and grade reports, transcripts, assessment data, health records, discipline records, and the cumulative card and file (folder).
- Brewster Academy will change a student's name and gender on official records when the name of the student is changed by the appropriate court action, such as by a change of name proceedings. The new name is the official legal name of the student for all purposes, including school registration. Upon the submission of proper evidence of the court order, the student's official name and gender in all school records shall be changed to reflect the legal name change.

### **Unofficial Records**

- Brewster Academy shall permit a student to use a preferred name and gender on unofficial records. The unofficial records may include but are not limited to identification badges, classroom and homeroom rosters, certificates, programs,

announcements, office summons and communications, team and academic rosters, diplomas, newspapers, newsletters, yearbooks and other site-generated unofficial records. The preferred name shall also appear on the student's cumulative folder (official record) as "Also Known As" (AKA).

- Brewster Academy shall input the student's preferred name and gender in the appropriate fields of Brewster Academy's electronic data system to indicate how the student's name and gender will appear on unofficial records.
- Brewster Academy shall permit a student or parent/legal guardian to request a change of name and/or gender so that a student may be registered in school under a name and gender that corresponds with the student's gender identity without obtaining a court order or without changing the student's official records

After the school receives and verifies the contents of the completed form, the school shall change the name and/or gender of the student in Brewster Academy's electronic data system and enter the preferred name as AKA in the cumulative folder. In the cumulative folder and registration card, name and gender should be cross-referenced.

### **Names/Pronouns**

Students shall be addressed by the name and pronoun that corresponds to their gender identity asserted at school without obtaining a court order, changing their official records or obtaining parent/legal guardian permission.

Students shall be known by their name and gender of identity. However, there may be situations (e.g., communications with the family, official state or federal records) where it may be necessary and recommended for staff to be informed of the student's legal name and gender. In these situations, staff should prioritize the safety, confidentiality, and respect of the student in a manner that affirms the law.

If school personnel are unsure how a student wants to be addressed in communications to the home or in conferences with parents/legal guardians, they may privately ask the student. For communications

with a student's parent/legal guardian, school personnel should refer to this policy's prior section on Privacy and Confidentiality.

Every effort should be made to use the preferred names and pronouns consistent with a student's gender identity. While inadvertent slips or honest mistakes may occur, the intentional and persistent refusal to respect a student's gender identity is a violation of Brewster Academy policy.

### **Restroom Accessibility**

Schools may maintain separate restroom facilities for male and female students. Students shall have access to restrooms that correspond to their gender identity asserted at school.

If a student desires increased privacy, regardless of the underlying reason, the administrator shall make every effort to provide the student with reasonable access to an alternative restroom such as a single-stall restroom. The use of a restroom should be determined by the student's choice; no student shall be compelled to use an alternative restroom. Single stall restrooms shall be designated as gender neutral.

### **Locker Room Accessibility**

Brewster Academy maintains separate locker room facilities for male and female students. Students shall have access to the locker room facility that corresponds to their gender identity asserted at school. If there is a request for increased privacy, any student shall be provided access to a reasonable accommodation such as:

- Assignment of a student locker in near proximity to the coaches' office or a supportive peer group.
- Use of a private area within the public area of the locker room facility (e.g. nearby restroom stall with a door or an area separated by a curtain).
- Use of a nearby private area (e.g. nearby restroom or a health office restroom).
- A separate changing schedule.

### **Sports, Athletics, and Physical Education**

- In the event that the classes or activities are sex-segregated, transgender students shall participate in physical education by their gender identity asserted at school.

- When conducting physical education classes and fitness evaluations, the teacher will address and evaluate the student by their gender of identity.
- Participation in competitive athletics, intramural sports, athletic teams, competitions, and contact sports shall be facilitated in a manner consistent with the student's gender identity asserted at school.

### **School Activities and Programs**

Students may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of gender identity in any program or activity. These activities and programs may include but are not limited to prom, spirit days, celebrations, assemblies, acknowledgments, after school activities/ programs and all extracurricular activities.

### **Course Accessibility and Instruction**

Students shall not be required to take and/or be denied enrollment in a course on the basis of their gender identity in any educational and academic program.

### **Dress Code**

Brewster Academy has developed a dress code that is gender neutral. Students may dress in accordance with their gender identity within the parameters of the dress code.

### **Student Safety**

- School staff must ensure that students are provided with a safe school environment that is free of discrimination, harassment, bullying, and/or intimidation.
- School staff should work together to resolve complaints alleging discrimination, harassment, bullying, and/or intimidation based on a student's actual or perceived gender identity or expression. Complaints of this nature are to be handled in the same manner as other complaints. Consideration should be given to whether a Sexual Harassment investigation is warranted.
- School staff shall take all reported incidents of bullying seriously and take appropriate measures to ensure that the bullying stops.



- School administration shall respond immediately to incidents of discrimination, harassment, bullying, and/or intimidation by taking actions that include, but are not limited to the following: a) intervening to stop the behavior; b) investigating and documenting the incident; c) determining and enforcing appropriate corrective actions; and d) monitoring to ensure that the behavior does not reoccur.
- School staff should take all reasonable steps to ensure safety and access for transgender and gender nonconforming students at the Academy. School staff shall support students' rights to assert their gender identity and expression.
- Students shall not be disciplined solely on the basis of their actual or perceived gender identity or expression.
- Students shall be informed that they have the responsibility to report situations/incidents of discrimination, harassment, bullying, and/or intimidation to the lower or upper school dean or any other teacher or administrator.
- Students shall be informed of their role in ensuring a school environment that is free from discrimination, harassment, bullying and/or intimidation. Students should consider how others may perceive or be affected by their actions and words.

## **Closure of School**

In the event that Brewster Academy should have to close the campus for any unanticipated reason, such as a natural disaster or a pandemic, Brewster may decide to make good faith efforts to continue to provide an education to its students and the school asks parents and students for cooperation and agreement to carry out those efforts. Such efforts may include modifications to usual practices, including the methods used to deliver education, vacation schedules, and even to the school term or year. Examples of this might be distance learning and extending the active term into periods that typically are considered vacation periods. In extreme circumstances, the Academy might have to close the school or shorten the school term/year.

## **Acknowledgment of Risk**

Brewster Academy holds the safety of its students among its most important obligations and trains its faculty and staff on safety issues to help keep the students safe. However, we acknowledge that accidents still happen despite efforts to avoid them. Consequently, we for ourselves and on behalf of our student, release Brewster Academy and its employees and other agents from any injury, liability, loss, or other damages we or our student may incur (including illness, injury, or loss of or damage to property) while on Brewster Academy's property or engaged in activities sponsored or endorsed by Brewster Academy (on or off the Brewster Academy's premises) except only for any such damages caused by Brewster Academy's own gross negligence.

This acknowledgement includes sports and student activities offered by Brewster Academy including but not limited to skiing, snowboarding, indoor climbing, outdoor skills, swimming, boating, and field sports such as soccer, lacrosse, and field hockey.