

PUBLIC SCHOOLS of BROOKLINE

Nondiscrimination

1. Commitment to Non-Discrimination

The Public Schools of Brookline are committed to maintaining an educational environment where students are treated lawfully and respectfully. The district prohibits discrimination, harassment, or mistreatment of students based on legally protected characteristics, including but not limited to race, color, age, disability, pregnancy, homelessness, sex, gender identity, religion, national origin, ancestry, sexual orientation, genetic information, or hairstyle protected by law. Discriminatory conduct by students, staff, or visitors, whether verbal, non-verbal, written, or physical, is prohibited and subject to disciplinary action in accordance with district policies. This includes, but is not limited to, acts of intimidation, threats, exclusion, or derogatory remarks related to an individual's membership in a protected class.

Retaliataion against any individual who reports misconduct, participates in an investigation, or exercises their rights under this policy is also prohibited.

This policy applies to all aspects of school operations, including:

- Admission, enrollment, and transfer
- Access to instructional programs, services, and activities
- Grading, testing, and evaluation
- Disciplinary procedures
- Reasonable accommodation for disability or religious obligations
- Other conditions of participation in school programs

Violations of this policy may result in disciplinary action, up to and including suspension, expulsion, or termination, consistent with the district's Code of Conduct

Deleted: STUDENT CIVIL RIGHTS POLICY¹

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Deleted: of all backgrounds and experiences are physically and psychologically safe, connected, encouraged, and can flourish. We aim to eliminate all forms of bias and bigotry, including discrimination based on

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Deleted: The Public Schools of Brookline is resolved that prejudice and disparate treatment will never impede our learners, consistent with our district goals:¶
Joy in Learning¶
Excellence in Teaching¶
Culture of Collaboration¶
Celebration of Differences¶
Commitment to Equity ¶
Ethics of Wellness¶

Deleted: conduct by behavior toward students of the Public Schools of Brookline, including intimidation, threats, or harassment by other students, employees, or anyone else who visits or is part of our learning community, is unacceptable and a violation of the Student Civil Rights Policy

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and applicable law.

All official district publications must include the following notice:

The Public Schools of Brookline **does not discriminate** on the basis of race, color, age, criminal record (inquiries only), disability, pregnancy, homelessness, sex, gender identity, religion, national origin, ancestry, sexual orientation, genetics, hairstyle, or military/veteran status **in its programs, facilities, or employment practices**, and does not tolerate any form of retaliation, or bias-based intimidation, threat, or harassment that **interferes with a student or employee's** ability to learn or work.

1b. Commitment to free expression

PSB values the free exchange of ideas and recognizes that discussions about political, social and cultural issues are integral to education. Students are encouraged to express their views respectfully. Such speech, as long as it does not constitute bias-based conduct or harassment as defined under this policy, is hereby protected and affirmed. Discomfort stemming from conversations about differences in opinion or lived experiences is a valuable part of the learning process that does not itself indicate bias-based conduct. Respect for human difference is one of the core values of PSB, and this respect requires an environment in which diverse points of view can be freely exchanged to flourish.

2. Defining **Discrimination** Conduct Toward Students

Section 1L Bias-Based

Students **at** the Public Schools of Brookline are protected from **conduct that constitutes** discrimination based on race, color, age, disability, sex/, gender identity, religion, national origin, ancestry, sexual orientation, genetics, hairstyle **protected by law, and housing status.**

Deleted: Conduct in violation of this policy includes any action, including verbal or nonverbal communication, that contributes to, promotes, or is complicit in disrupting the district's inclusive learning environment. Derogatory or intimidating statements, threats, acts of exclusion, or other mistreatment regarding a student's membership in or association with a member of a protected group, whether made in person or by telephone, postal mail, email, text or other messaging, social media posting, or any other means, will not be tolerated.

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Deleted: While this policy is aimed at promoting a learning environment that is free of discrimination or harassment of any kind, it is not intended to limit the district's authority to discipline or take remedial action to address misconduct by a student, employee, or other community member that is found to be inappropriate and bias-based and/or sexual in nature, regardless of whether that misconduct satisfies the definition of discrimination or harassment under the law. ¶

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This policy extends to all educational practices and programs, including: ¶

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Employees who become aware of conduct involving a student that may violate this policy must report the incident or concern to their school leader, supervisor, and/or the Office of Student Services as soon as practicable, generally within the same school day. This requirement also applies to contractors or service providers working in connection with the district.

Deleted: of the Public Schools of Brookline ...ho become aware of any possible bias-based ...onduct toward or ...nvolving a students...that may violate this policy must report the incident or concern to their school leader, supervisor, and/or the Office of Student Services as soon as practicable, generally within the same school day. This requirement also The same standard...applies to partners or ...ontractors or service providers working in connection with the districtproviding services in or under the auspices of the Public Schools of Brookline

In certain cases, conduct that violates this policy may also fall under the district's Bullying Prevention Policy. This applies when the behavior involves repeated written, verbal, or physical acts directed at a student that result in harm or fear of harm, property damage, or disruption to the student's education or school activities. When reported conduct potentially violates both policies, it will be reviewed and addressed under both frameworks.

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Such conduct may originate with students, staff or any individual associated with a school-sponsored event. Behavior outside of school building or school or hours may still be subject to this policy if the conduct negatively affects student's ability to participate in the educational process.

Deleted: Examples of unacceptable bias-based conduct include treating students differently because of their membership in a protected group, such that the treatment interferes with or limits the

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Section 2: Sexual-Based

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Deleted: Examples of inappropriate bias-based behavior toward students that may violate this policy include: ¶ Speaking or otherwise communicating derisively to

Students participating in PSB academic, educational, extracurricular, or athletic programs or activities are protected from sexual misconduct by other students, parents/caregivers, employees, contractors, and visitors. This policy may also apply to conduct occurring outside school property or regular school hours when it is connected to a PSB-sponsored program or activity and the district has substantial control over the individuals and circumstances involved.

Deleted: 3. Defining Sexual Misconduct Toward Students¶

¶ The Public Schools of Brookline is committed to

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Deleted: In addition, PSB students may be protected from sexual misconduct that occurs outside the context of a school's education program, activity, or school property, if the behavior was in connection

The district treats all reports of sexual misconduct seriously. Any sexually inappropriate communication or behavior directed at a student will be addressed, regardless of whether the conduct meets the threshold for criminal charges.

Deleted: The Public Schools of Brookline treats reports of sexual misconduct with the utmost seriousness. We will address any sexually inappropriate communication or behavior directed

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For this policy, sexual misconduct refers to inappropriate verbal, physical, or written conduct of a sexual nature, including sexual violence. Sexual violence is defined as any sexual act that is unwanted, coerced, forced, or committed against someone who is unable to provide legal or informed consent due to age or incapacity.

Some instances of sexual misconduct may also fall under the Bullying Prevention Policy, particularly when behavior involves repeated communication or actions that result in harm or disruption to a student's educational experience. In such cases, the matter will be reviewed under both policies.

Section III: Criminal Conduct

Sexual misconduct may include criminal acts. These may involve, but are not limited to, indecent assault and battery, sexual assault, rape, or attempted rape. Any conduct that may be criminal in nature will be reported to law enforcement in accordance with applicable laws and district procedures.

Section IV: Definition of Consent

Consent means voluntary, affirmative agreement to engage in specific sexual activity. It must be clearly communicated and can be withdrawn at any time. Consent cannot be obtained through coercion, pressure, or manipulation, and is invalid if the individual is under the age of sixteen or is otherwise incapacitated.

Deleted: For the purposes of this policy, sexual misconduct constitutes sexually inappropriate comments and/or behaviors of any kind, including sexual violence. Sexual violence is broadly defined as any sexual activity that is forced, coerced, or unwanted. It also includes any sexual act against another person who is incapable of giving consent, either because of their temporary or permanent mental, intellectual, or physical incapacity, or because they are a minor.

Deleted: In some instances, sexual misconduct that violates this policy may also violate PSB's Bullying Prevention Policy because it involves the repeated use of a written, verbal, or electronic expression and/or a physical act or gesture directed at a student that causes physical or emotional harm to the student or damage to their property; places the student in reasonable fear of harm and/or damage to their property; and disrupts the student's education process or or school operations. When misconduct may constitute both sexual misconduct and bullying, the reported incidents will be investigated under both policies.

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Deleted: Consent is defined as clear, active agreement and permission to engage in any form of verbal or nonverbal sexual communication or activity with another person. The initiator of the sexual contact is responsible for obtaining consent before engaging in any sexual contact. Consent can be withdrawn by either party at any point. Consent must be voluntary and may not be valid if a person is being subjected to an emotional, psychological, physical, reputational, or financial threat, intimidation, or coercion. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent cannot be validly given by a person who is incapacitated or under the age of sixteen.

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Section V: Reporting Requirements

All PSB employees, volunteers, and service providers who become aware of a possible incident of sexual misconduct involving a student must report the concern to their school leader, administrator, supervisor, or the Office of Student Services as soon as possible, preferably within the same school day.

Section VI: Gender Identity

The Public Schools of Brookline (PSB) are dedicated to protecting all students, including transgender, gender nonbinary, and gender nonconforming students, from discrimination.

Definitions

Below are key definitions related to gender identity:

- Gender Expression: Refers to how a person presents or expresses their gender through behavior, clothing, hairstyles, voice, activities, or mannerisms.
- Gender Identity: A person's internal understanding and experience of their gender, which may or may not align with the gender assigned at birth.
- Gender Nonbinary: Describes individuals who do not identify exclusively as male or female. They may use the pronoun "they" or other terms like genderqueer or genderfluid.
- Gender Nonconforming: Describes individuals whose gender expression differs from societal expectations. This includes those who identify as gender-diverse or gender-expansive.
- Transgender: A person whose gender identity or gender expression differs from their assigned sex at birth.
- Gender Transition: The process of a person living and identifying as a different

Deleted: Sexual violence may include criminal acts, such as indecent assault and battery, rape, abuse, or assault with intent to rape. Any acts that may be criminal will be referred to law enforcement. Examples of sexual violence may include, but are not limited to, the following:¶

Unwelcome sexual touching, including touching of the breast, thigh, or genital area¶

Non-consensual sexual contact that occurs during school or non-school hours, on or off school grounds, including dating violence ¶

Recruiting, transporting, obtaining, or providing a student of any gender for the purpose of sex ¶

¶ Other forms of sexual misconduct include unwelcome conduct of a sexual nature that denies or limits, on the basis of sex, a student's ability to participate in or to receive benefits, services, or opportunities in the school's program or activities. Examples of behavior that may constitute sexual misconduct depending upon the totality of the circumstances, the ages of the student or other individuals involved, and the severity and pervasiveness of the conduct, include but are not limited to: ¶

Sexual advances or requests for sexual favors, whether or not they involve touching ¶

Making an educational decision or benefit contingent upon a student's submission to unwelcome sexual conduct ¶

Offensive public sexual display of affection, including groping, fondling, gestures, or inappropriate touching of oneself or others ¶

Consensual groping, fondling, sexual touching, or

Deleted: 4. Reporting Allegations of Bias-Based and Sexual Misconduct

Deleted: Reports to School Administrators¶

¶ Students, parents/caregivers, and other community members are **encouraged** to report concerns regarding incidents that may constitute bias-based or sexual misconduct toward a student to their school's principal or head of school, or another school administrator. It is advised to file this report as close to the time of the incident as possible, as matters are generally more easily resolved the sooner they are reported. Reporting a possible violation will not be construed as reflecting unfavorably on a student, parent/caregiver, employee, or other community member's good standing, academic performance, loyalty, or desirability to the Public Schools of Brookline.¶

¶ Please note that PSB employees are **required** to

gender from their assigned sex at birth. This may or may not involve medical or physical interventions.

Names and Pronouns

In Massachusetts, individuals have the right to adopt a name different from the one on their birth certificate. PSB will ensure that a student's chosen name is accurately recorded on all school records, regardless of whether the student or parent provides a court order formalizing the name change (Has Town Counsel reviewed this ?). For students undergoing a gender transition while attending PSB, the school will collaborate with the student and/or parent/caregiver(s) to create a plan for using the student's chosen name and pronouns.

Privacy, Confidentiality, and Student Records (How does this fit under Title VI and IX?)

Some transgender, gender nonbinary, and gender nonconforming students may not be open about their gender identity at home due to safety concerns or lack of acceptance. School staff will consult with the students first before disclosing any information about their gender identity to parents/caregivers. This includes decisions about how to address the student's gender, including pronoun usage.

Under state law, information related to a student's assigned birth sex, gender transition, name change for gender identity purposes, medical or mental health treatment related to gender identity, and similar information is confidential and must be securely maintained. The school will consult with the student (or their parents/caregivers if the student is under 14) about what information should be shared and with whom. The guiding principle is always the best interest and well-being of the student. Please refer to the PSB's Gender Support Plan for more details.

Students may choose when, with whom, and how much information to disclose about their gender identity. If a student is 14 or older, or has entered high school (i.e., the 9th grade), they can consent to the disclosure of information from their student record. For students under 14 or not in high school, decisions about record disclosures will be made by the student's parent/caregiver.

Gender Markers on Student Records

Gender markers (the designation of "male" or "female") on student records generally reflect the assigned sex at birth. However, transgender students may request that their

gender marker be updated to reflect their gender identity. For example, a transgender male student may request that their gender marker be changed to "male." PSB will accommodate such requests.

If a transgender student transitions after completing high school, they may request that their school records be amended to reflect their gender identity, including reissuing a high school diploma or transcript with the updated gender marker.

Restrooms, Locker Rooms, and Changing Facilities

All students are entitled to access restrooms and changing facilities that are safe, sanitary, and consistent with their gender identity. Each student's needs will be reviewed on an individual basis, and schools will ensure that transgender students have a safe and adequate alternative if needed, such as a single "all-gender" restroom or access to the nurse's restroom.

Physical Education Classes and Athletic Activities

In physical education classes and athletic activities (both intramural and interscholastic), all students will be allowed to participate in a manner consistent with their gender identity. This includes access to facilities and participation in activities aligned with the student's gender identity.

Dress Codes (Is this consistent with previous dress code and practice?)

PSB does not enforce gender-based clothing requirements for school attendance, field trips, graduations, or special events. There will be no gender-specific dress codes for prom, special events, athletics, or any other school-related activities.

Subsection VII: Expectant and Parenting Students

Expectant and parenting students have the right to decide how and when they seek support and services from school staff, and to have their personal health information kept confidential. This includes information about their pregnancy or parenting status, and such details should only be shared with others when necessary for the student's physical safety. When a student shares their expectant or parenting status with a staff member, the staff member is responsible for informing the head of school in a timely manner and ensuring that the student is aware of the need to notify the head of school. However, staff must not pressure or coerce the student into informing their

parent/caregiver, or anyone else, about their pregnancy or related matters.

Staff members are prohibited from disclosing a student's expectant or parenting status to their parent/caregiver without the student's consent. While staff should encourage students to consider informing their parent/caregiver about the pregnancy and related decisions, this remains the student's choice. Medical professionals within the school are allowed to keep confidential medical records for pregnant students who seek treatment.

Bias-based behavior toward expectant or parenting students is strictly prohibited. Expectant or parenting students cannot be excluded from any school program, class, or extracurricular activity because of their status. All school staff must maintain high academic expectations for all students, regardless of whether they are expectant or parenting.

3. Reporting Allegations of Discrimination

Reports to School Administrators

Students, parents, and community members are encouraged to report any incidents involving potential discrimination misconduct toward a student, to the school's principal, head of school, or another school administrator. Reports should be made as soon after the incident as possible to allow for timely review and resolution.

Submitting a report will not negatively affect an individual's standing with the school district.

All Public Schools of Brookline (PSB) employees are required to report incidents of possible discrimination involving students. Failure to report such incidents, or to report them in a timely manner, may result in disciplinary action. Reports may be made to a school administrator, the Office of Student Services, Human Resources, or any Central Office department head. Reports based on indirect information, such as an overheard comment or written note, will also be reviewed.

School administrators will gather information about the incident and may ask the reporting individual to provide a written statement. Assistance will be provided to prepare this statement, if needed. The principal or head of school (or their designee) will ensure that appropriate follow-up steps are taken in accordance with district policy

and that records of the incident are maintained. Anonymous reports will be reviewed to the extent possible.

Reports to the Office of Student Services

If a student, parent, or other member of the school community prefers not to report a **student related** incident to the school principal or head of school—or is dissatisfied with how the matter has been handled—they may contact the Office of Student Services directly:

- Karen Shmukler, Interim Deputy Superintendent of Student Services
Town Hall, 333 Washington Street, 5th Floor, Brookline, MA 02445
Phone: 617-730-2447
Email: karen_shmukler@psbma.org
- Community Incident Reporting Form: Accessible online [link to form]

Reports to Human Resources

Employees may also bring concerns directly to Human Resources, particularly if they are not comfortable reporting through school leadership or feel the matter was not adequately addressed:

- Alvin Cooper, Director of Human Resources
Town Hall, 333 Washington Street, 4th Floor, Brookline, MA 02445
Phone: 617-730-2410
Email: alvin_cooper@psbma.org
- Community Incident Reporting Form: Accessible online [link to form]

Staff from Human Resources or Student Services will collect relevant details and may request a written summary of the incident. Help will be provided to those who need assistance in preparing a statement.

Once a report is received, the Office of Student Services or Human Resources will notify relevant school officials or other necessary personnel. A designated investigator, either a school administrator or someone from the OSS or HR, will be assigned to review the matter. Anonymous reports will be addressed to the extent feasible.

4. Prohibition of Retaliation

Retaliation against any student, parent, employee, contractor, or other community member for reporting or participating in the investigation of any alleged violation of this policy is strictly prohibited. Such retaliatory actions will not be tolerated.

Individuals who report concerns or participate in the investigation process are protected from retaliation. Any reports of retaliation will be handled in the same manner as reports of potential misconduct and can be submitted through the same channels as those for bias-based or sexual misconduct.

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6. Investigating Possible Discrimination Conduct

The Public Schools of Brookline (PSB) follows detailed protocols for investigating reports of potential discrimination, outlined in a separate document called the Public Schools of Brookline Student Civil Rights and Bullying Incident Response Protocol. This policy provides a summary of the investigation process and is available at the specified link.

When a report is received, interim measures will be implemented as needed to ensure the safety of the students involved and their continued participation in educational programs.

Deleted: Retaliation against any student, parent/caregiver, employee, contractor, or other community member for reporting or participating in any way in the reporting or investigative procedure related to any violation of this policy is strictly prohibited and will not be tolerated. Students, parents/caregivers, or employees who exercise their rights under any section of this policy are protected from retaliatory conduct. Reports of retaliation may be made in the same manner as any concern regarding possible bias-based or sexual misconduct.

Deleted: Bias-Based and/or Sexual Misc

Deleted: Detailed protocols regarding investigations of possible bias-based or sexual misconduct are provided in a separate document entitled, the [Public Schools of Brookline Student Civil Rights and Bullying Incident Response Protocol](#). This policy provides basic information about the process and is available at this link.¶

Deleted: PSB will take all concerns regarding possible bias-based or sexual misconduct seriously. Any interim measures needed to ensure the safety of the students involved and maintain their access to educational programs and activities must be taken upon receipt of the report consistent with district protocols.

PSB will promptly investigate all allegations of discrimination even if the incident is also being investigated by law enforcement or another agency. The purpose of our investigation is to determine if there has been a violation of this policy and/or the PSB Code of Conduct. Investigations will be conducted with confidentiality, where possible and appropriate.

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The school leader or another designated administrator will typically be responsible for the investigation if the subject(s) of the incident are students at that school. The investigator will be familiar with PSB policies and protocols and may have received investigative training. In some cases, a central office administrator may be appointed, especially for serious allegations or if an employee is involved.

6. Policy Violations (Remove this if it is part of the Response Protocol)

In determining whether the alleged conduct violates this policy, the investigator, in collaboration with the Office of Student Services, will evaluate the surrounding circumstances, the nature of the behavior, the relationships between the individuals involved, and the context in which the alleged incident occurred. The decision will be based on the totality of the evidence and the preponderance of the evidence standard, meaning that it is more likely than not that a violation took place.

If the investigation concludes that a policy violation has occurred, PSB will take the necessary actions to address the misconduct, prevent further incidents, and remedy any effects where appropriate.

Disciplinary measures will be applied as appropriate, depending on the circumstances of the case:

- For employees, disciplinary action may include a written warning, suspension, termination, or other actions deemed appropriate.
- For students, disciplinary action may include suspension, expulsion, or another action deemed appropriate based on the situation. (For more information, refer to the Code of Conduct.)

Additionally, PSB may require individuals found in violation of this policy to participate in relevant instruction or training as appropriate.

Deleted: Generally, an employee who is an administrator at the school that the subject(s) of the investigation attends will be designated to investigate. The designated investigator must be thoroughly familiar with PSB policies and protocols, and ideally, will have completed investigative skills training and established meaningful relationships with most or all of the involved students and parents/caregivers.¶

¶ In some instances, a central office administrator may be designated, for example, in cases where the allegations are egregious and/or where an employee is the subject of the investigation.¶

¶ After receiving a report of bias-based or sexual misconduct, the school leader or other designated school administrator will determine and promptly take the next steps. Depending on the nature of the alleged incident, those steps may include: ¶

¶ In the event of sexual or physical violence, contacting the Brookline Police Department, calling 911, and/or seeking assistance from the school nurse. ¶

Deleted: 7. Making and Addressing Investigative Findings

Deleted: In determining whether the alleged conduct constitutes a violation of this policy, the investigator will, in partnership with the Office of Student Services, consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. A determination of whether a particular action or incident constitutes a violation of the policy will be based on all of the facts and the preponderance of the evidence (i.e., that it is more likely than not that a violation occurred). ¶

¶ If the investigation results in a finding of a violation ¶

Deleted: <#>Refer individuals found to have violated this policy for disciplinary action when appropriate. ¶

For employees, such action may include written warning, suspension, termination, or another action deemed appropriate under the circumstances.¶

For students, such action may include suspension, expulsion, or another action deemed appropriate under the circumstances. (For more information on student discipline, please see the Code of Conduct.) ¶

¶ Require students, employees, or other community members found to have violated this policy to ¶

7. Rights of Students with Disabilities

The Public Schools of Brookline ~~are dedicated~~ to preventing and addressing any form of ~~discriminatory~~ conduct toward students with disabilities. ~~We are committed to providing reasonable accommodation under Section 504 of the Rehabilitation Act of 1973 to ensure all students with disabilities have full access to education, extracurricular activities, and other school-sponsored events.~~

~~A student with a disability is defined as someone who has a mental, intellectual, or physical impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, speaking, or learning. This definition also includes students with severe allergies, such as those to airborne tree nuts, if the allergy significantly limits their major life activities.~~

~~Reasonable accommodations are those that do not place an undue burden on PSB, meaning they are not overly costly, disruptive, or substantial, and do not fundamentally change the nature of a program or service. Examples of reasonable accommodation may include access to school elevators, wheelchair-accessible transportation to school or school events, extended time for tests, assistive technology, or the removal of physical barriers to accessibility.~~

~~Students or their parents/caregivers who wish to request accommodations due to a disability should reach out to the building 504 administrator who will collaborate with the student, their parent/caregiver, to determine 504 eligibility. If the student is eligible, accommodations will be outlined in a Section 504 Plan, which will include clear timelines for review and reevaluation. For additional details about 504 Accommodation Plans, please refer to the PSB website.~~

11. Rights of Students Requesting Religious Accommodations

Deleted: 8. Nondiscrimination on the Basis of Gender Identity¶

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The Public Schools of Brookline prohibits bias and discrimination on the basis of gender identity. All students need a safe and supportive school environment to develop academic and social-emotional skills. Administrators, faculty, staff, and students each play an important part in creating and sustaining that environment. This policy is intended to create a culture in which transgender, gender nonbinary, and gender nonconforming students feel safe, supported, and included, and to meet each school's obligation to provide equal educational opportunities for all students.¶

¶ Definitions ¶

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Understanding the terminology associated with gender identity is important to providing a safe and supportive school environment. Please note that terminology evolves over time, and the best practice is to ask individuals how they identify and respect their preferred terms.¶

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Gender expression: how a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms. ¶
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Deleted: Students or their parents/caregivers who are seeking reasonable accommodations related to a student's disability should direct their request to the Office of Student Services. OSS will work with the ...

PSB provides reasonable accommodation for students who need adjustments to their educational requirements to observe their religious beliefs.

A reasonable accommodation is one that does not create an undue burden on PSB, meaning it would not be excessively costly, extensive, disruptive, or alter the nature of a PSB program, service, or activity. Examples of reasonable accommodation may include excused absences for religious observances, allowing head coverings or other religious garments, and scheduling tests and assignments around religious holidays when possible.

PSB recognizes various state, federal, cultural, and religious holidays and categorizes them into three groups.

· On Category 1 holidays, school is closed, and no homework will be assigned on the last day of school before the holiday. Additionally, assignments or tests cannot be due until at least two school days after the holiday, even if a longer school vacation follows.

· On Category 2 holidays, school is in session, but no homework will be assigned on the last day before the holiday, and assignments or tests cannot be due until at least two school days after the holiday.

· On Category 3 holidays, school remains in session, and adjustments to assignments or tests are not typical.

The PSB school calendar provides information about which holidays are designated as Category 1, 2, or 3 each year.

12. Annual Reporting

The PSB Title VI Coordinator and Title IX Coordinators are responsible for maintaining records of all reports related to conduct based on discriminatory conduct. These Coordinators will prepare an annual report for the Superintendent and School Committee, which will include the number and nature of reports, whether a violation of policy was found in each case, and any trends identified from the data. This annual report shall be submitted no later than August 1 of each year and shall be publicly posted in a manner accessible to the general public by August 15 of that same year.

Deleted: The Public Schools of Brookline is committed to preventing and addressing bias-based conduct toward students based on their religious identity or observance. In addition, PSB provides reasonable accommodations for students who need a modification to their instructional expectations or other aspects of their education in order to observe or practice their sincerely held religious belief. A reasonable accommodation is one that would not pose an undue burden on the PSB by being unduly costly, extensive, substantial, or disruptive, or by fundamentally altering the nature or operation of a PSB program, service, or activity. Depending on the circumstances, examples of reasonable accommodations may include excused absences for religious observances, allowing head coverings or other religious garments, and planning tests and activities around religious holidays. ¶

¶ PSB designates various state, federal, cultural, and religious holidays in three categories. On Category 1 holidays, school is closed, and no homework will be assigned in any class on the last day of school before that holiday. In addition, any assignments cannot be due nor tests held until at least the second school day after the holiday, even in the case of a longer school vacation. On Category 2 holidays, school is in session, but no homework will be assigned on the last day of school before the holiday, and any assignments cannot be due nor tests held until at least the second school day after the holiday. On Category 3 holidays, school remains in session and adjustments to assignments or tests are not standard. Information about which holidays are designated as Category 1, 2, or 3 is available on the PSB school calendar each year. ¶

Deleted: PSB's Title VI Coordinator and Title IX Coordinators shall be responsible to maintain records of all reports of bias-based conduct or sexual misconduct. The Coordinator(s) will prepare an annual report to the Superintendent and School Committee (without personal identifying information) regarding the number and nature of reports, whether a finding of a policy violation was made in each case, and any trends in this data.

Similarly, the Section 504 Coordinator will be responsible for maintaining records of all requests for Section 504 accommodations and the resulting Section 504 Plans. The Coordinator will also prepare an annual report for the Superintendent and School Committee, which will include similar details without any personally identifiable information. This annual report shall be submitted no later than August 1 of each year and shall be publicly posted in a manner accessible to the general public by August 15 of that same year.

Deleted: In addition, the Section 504 Coordinator shall be responsible to maintain records of all requests for Section 504 accommodations, and all resulting 504 Plans. The Coordinator will prepare an annual report to the Superintendent and School Committee (without personal identifying information)

13. Key Contacts for Civil Rights Concerns and More Information

The Public Schools of Brookline's Section 504 Coordinator is responsible for ensuring compliance with the accommodation rights of students with disabilities. Any student, parent/caregiver, or employee with related concerns or questions, or who wish to request a religious accommodation for a student, may contact the district's Section 504 Coordinator:

Matthew DuBois
Senior Director of Clinical Services and Social and Emotional Learning
Town Hall, 333 Washington Street, 5th Floor Brookline, MA 02445
Phone: 617-730-2444
Fax: 617-730-2066
Email: matthew_dubois@psbma.org

The Public Schools of Brookline's Title VI Coordinators are responsible for ensuring compliance with the bias-based conduct investigatory process and related rights and responsibilities outlined in this policy, and tracking incidents across the district.

Students or parent/caregivers with student-related concerns or questions may contact:

Karen Shmukler
Interim Deputy Superintendent of Student Services
Town Hall, 333 Washington Street, 5th Floor Brookline, MA 02445
Phone: 617-730-2447
Fax: 617-730-2066
Email: karen_shmukler@psbma.org

Employees with related concerns or questions may contact:

Alvin Cooper

Director of Human Resources

Town Hall, 333 Washington Street, 4th Floor Brookline, MA 02445

Phone: 617-730-2410

Fax: 617-730-2066

Email: alvin_cooper@psbma.org

The Public Schools of Brookline's Title IX Coordinators are responsible for ensuring compliance with the sexual misconduct investigatory process and related rights and responsibilities outlined in this policy, and tracking incidents across the district.

Students or parent/caregivers with student-related concerns or questions may contact:

Karen Shmukler

Interim Deputy Superintendent of Student Services

Town Hall, 333 Washington Street, 5th Floor Brookline, MA 02445

Phone: 617-730-2447

Fax: 617-730-2066

Email: karen_shmukler@psbma.org

Employees with related concerns or questions may contact:

Alvin Cooper

Director of Human Resources

Town Hall, 333 Washington Street, 5th Floor Brookline, MA 02445

Phone: 617-730-2410

Fax: 617-730-2066

Email: alvin_cooper@psbma.org

14. State and Federal Remedies

Using the PSB civil rights reporting process does not prohibit any individual from also filing a complaint with a state or federal agency. These agencies have a short time period for filing a claim as indicated below.

- *For incidents involving discrimination against students (must be filed within 180 days):*
U.S. Department of Education Office for Civil Rights (OCR)
Information about filing a complaint can be found at this [link](#).
- *For concerns regarding students' equitable access to education (must be filed within the same school year):*
Problem Resolution System Office
Massachusetts Department of Elementary and Secondary Education (DESE)
135 Santilli Highway
Everett, MA 02149
Email: DESECompliance@mass.gov
- *For concerns regarding civil rights related to school-provided meals (must be filed within 180 days):*
U.S. Department of Agriculture (USDA)
Director, Center for Civil Rights Enforcement
1400 Independence Avenue, SW
Washington, DC 20250-9410
Email: program.intake@usda.gov