

Amos A. Lawrence School HANDBOOK (K-8) 2017-2018



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Dear Lawrence Families + Caregivers,

Welcome! We are excited to be working with you and your child this year! Our Lawrence School Handbook provides pertinent information on expectations and protocols for our community. Please spend some time reviewing this handbook with your child and sign off that you have reviewed it on the parent portal of Aspen: <https://www.brookline.k12.ma.us/parentportal>

Please note: While the expectations apply to all of our students, some of the specific violations and consequences are more relevant to our older students.

If you have any questions or feedback on this document, please connect with us. Additionally, we strongly urge contact with your child's teacher if you have specific inquiries about classroom-based expectations and protocols.

All our best,

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Please be aware that the Public Schools of Brookline, as a district, will be publishing a revised Student Handbook during the 17-18 school year for all students + families. While we anticipate that there will be some minor shifts in district policy and procedures, in the interim, the information set forth in this document will be what we continue to use to guide our practices as a school community and in supporting the our students to be their best selves!

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School Hours:

Monday - Thursday 8 am to 2:30 pm

Friday - 8 am to 1:40 pm

Hallways open at 7:50 am.

- Students arriving between 7:30-7:50 should report to the cafeteria.
- Students should be in their classrooms ready to learn at 8:00 am for a prompt start and morning announcements.

At 7:30 am, those who are eating breakfast or have arrived on an early bus will be held in the cafeteria until the hallways open at 7:50 am. Those students arriving on a bus will use the side entrance and transition immediately to the cafeteria. The goal is to have fewer students waiting in the Main Lobby area - this is for safety reasons. There will be three paras and an intern supporting with bus drop off and student supervision in the cafeteria. All early arrival students will be housed in the cafeteria until the hallways open at 7:50 am.

Morning announcements will be daily at 8 am and will be led by Ms. Hart or Ms. Horst. We will say the Pledge of Allegiance only on Monday mornings. Teaching + learning will resume promptly after morning announcements have ended.

(Consisting of: Morning welcome, date, special events)

ALL students, including Kindergarten, are considered tardy if they arrive after 8am.

Some daily combination of Christine, Maria, and our Northeastern Co-op student will facilitate the tardy desk outside of the Main Office from 8-8:10AM. Students who arrive tardy will receive a late slip. If a student arrives to your class after 8AM without a late slip, please instruct them to return to the main office to get one; this ensures that a student is marked tardy and that our daily attendance is accurate.

Early Dismissal Days:

There are eight (8) Early Dismissal Days at 12:40 for parent conferences - 4 in November/December and 4 in April/May.

- Please refer to the district's school calendar each year for the exact dates.
<http://www.brookline.k12.ma.us/>
- Lunch is served on 12:40 dismissal days.
- In addition, there are two (2) Early Dismissal days at 12:00, the Wednesday before Thanksgiving and the last day of school; lunch is not served on those days.

Parent/Visitor Sign-In:

1. All school visitors must check in at the main office - this includes before school and after school meetings.
2. All school visitors must wear a visitor's badge/sticker
3. Instruction will not be interrupted unless the visitor has a confirmed meeting with a teacher.

Parents, caregivers and visitors need to sign in at the main office. If you would like to meet with your child's teacher or another staff member, best practice is to email or call them to set up a time to meet. We are working hard to reduce interruptions to teaching and learning and therefore scheduled meetings are most appreciated.

E-mails to staff will be responded to within 24 hours of receipt. The office will arrange delivery or pick-up of forgotten lunches or materials via use of the "drop off table."

Parking and Student Drop-off:

- Live pick-up and drop-off is permitted in the designated zone in front of the school. Parking is extremely limited in the Lawrence neighborhood. Please do not park in designated Lawrence Staff parking zones. Use of Newell Road behind the school is prohibited.
- 2-hour parking is available on Longwood Avenue, Perry Street, and a small block of spaces on Francis. Legal parking until 8:30 am is available on Kent Square and Toxteth Street.

Snack, Recess & Lunch:

- Snack: Students in Gr. K-5 have a morning snack time. Healthy snacks are encouraged and are to be provided by the child's family. Students in Gr. 6-8 have snack during a morning class as decided upon by the 6-8 teaching team.
- Recess: Students in K-5 have a 20-minute recess before lunch. Unless it is raining, icy or extremely cold, children WILL go outside for recess each day. Please be sure that children wear appropriate clothing for cold weather and snowy days. Additionally, children are not permitted to eat outside at recess.
- Lunch: Students in grades K-5 have a 25 minute lunch period. Students in grades 6-8 have a 30-minute lunch period during which they can choose to go outside after eating or remain inside for the duration. Lunch may be purchased at school or brought in from home. The Public Schools of Brookline has a prepay system for Food Services. The system tracks deposits and purchases by student. Each child uses a personal keypad number at the time of purchase. For more information, go to the Food Services section of the Public Schools of Brookline website. <http://www.brookline.k12.ma.us/>

End of School/Dismissal:

- School ends at 2:30 p.m. (1:40 on Fridays) and students need to leave the building unless they are participating in a supervised after school activity.
- Parents should know that there is no supervision on the playground after school has ended. Children younger than sixth-grade should be supervised by a parent or child-care provider when using the playground after school.
- Based on the fact that student cell phone use is prohibited, parents + caregivers will now be calling the Main Office to share changes in dismissal plans. Main office staff will manage these phone calls and call down to classrooms to advise on any changes that have been called in. Changes will be logged in a daily dismissal binder. If there is a change in one of your student's dismissal plan and the parent/caregiver has alerted the office first, then teachers will be informed

by the Main Office staff of this change. This will also be logged in the daily dismissal binder.

School Bus:

Students riding a bus in the afternoon will wait outside the front entrance with assigned staff members who will support with loading the bus upon arrival. Students are expected to model being their best selves and are to follow adult directions while on the bus and prior to boarding.

ATTENDANCE:

Students should be in school on time, every day - unless they are ill. In the event of an illness/absence, parents/caregivers will need to call the attendance hotline at 617-879-4343 and follow the prompts.

School Committee Policy on Excused/Unexcused Absences

<p><u>Excused Absences:</u></p> <ol style="list-style-type: none"> 1. Personal illness 2. Personal trauma (e.g. death of a family member) 3. Observance of a religious holiday 4. Medical appointments (discouraged during school hours) 5. Participation in a legal proceeding 6. Suspension 7. Attending approved school-related trip 8. Attending a scheduled interview for formal opportunities outside of school 9. Other- as deemed appropriate by the Principal or designee 	<p><u>Unexcused Absences:</u></p> <ol style="list-style-type: none"> 1. Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or medical professional 2. Non-emergency family situations 3. Family Vacations
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Make-up Work due to Absence:

Students are responsible for checking in with their teachers upon their return to make up any missed work.

Dismissal During the School Day:

Parents should send in a note to the teacher when a child needs to be dismissed during the school day - prior to the regular dismissal time. All students (K-8) must be picked up in the office by an adult to be dismissed early from school, early dismissal by phone is not permitted. Students cannot be dismissed to walk home (without an adult) or otherwise.

Attendance Warnings:

1. Unexcused Absences: If a student reaches five (5) or more unexcused absences, an attendance warning letter will be sent home and an administrator will invite a parent or guardian to a meeting to discuss possible positive interventions.

Should the pattern continue, an administrator will determine if additional action is required.

2. Tardies: If a student is tardy to school for ten (10) or more unexcused times, a warning letter will be sent home. If the pattern continues, an administrator will require a parent or guardian meeting to discuss possible positive interventions. For grades 6-8, please also see Class Attendance and Preparation (p. 11).
3. Note to Parents: If an on-time arrival is a persistent challenge for you and your family, we encourage you to contact the school nurse, guidance counselor or administrators for support and a solutions oriented dialogue.

Absent without Permission:

If a student is found to have skipped school, he/she may have to serve an in-school suspension or be assigned to community service.

Family Vacations:

Families are discouraged from taking extended vacations during the school year. Meaningful and important learning happens every day in the classroom. When students miss school for an extended time, it is disruptive for both the students involved and the class as a whole. We understand the value of family time together and that learning and enrichment can come from travel. We also understand there are certainly exceptions (major life events or family emergencies). If a family is going to be away, inform the principal in writing. School work will not be provided in advance and the child is responsible for connecting with the child (upper grades) to get the missed assignments. As you know, classroom learning is made up of much more than paper and pencil tasks. Missed instruction provided by the teacher, class discussions, interactions with peers and hands-on activities cannot be made up.

HOME - SCHOOL COMMUNICATION:

Open House:

Open House provides an opportunity to meet your child's teacher and get an overview of the school year. There are two Open Houses this year:

- K-5 Wednesday, September 27th from 6 - 7:15 pm
- 6-8 Thursday, October 5th from 6:15 - 8pm

Communication with Teachers:

Teachers will inform you as to their preferred means of communication.

- Phone Calls: Teachers cannot accept phone calls while teaching. You may leave voice mail for teachers during the school day. Please note that teachers may not always check voice mail until the end of the day.
- For time sensitive issues (e.g. unexpected change of plans after school), it is best to speak with someone directly in the main office.
- E-mail: All staff can be contacted via e-mail: firstname.lastname@psbma.org
Please remember teachers are not always able to respond to email messages during the school day. Email is best used for short messages and to set up and

confirm times for phone calls or meetings. Please avoid using email to communicate sensitive matters.

Note to Parents on Cell Phones:

If you need to contact your child during the school day, please call the main office (617) 879-4300, not your child's cell phone. The office will promptly relay the message to the student. Please review the cell phone policy that was sent via US Mail in August.

During the school day (8 a.m. to 2:30 p.m. Monday through Thursday, and 8 a.m. to 1:40 p.m. on Friday) electronic devices (iPods, cell phones, etc.) must be turned off and out of sight. If devices are out or make noise during the school day, staff will take them for the remainder of the day. Multiple offenses could lead to the student no longer being allowed to bring said device to school or being required to check their device in at the office at the start of each day. Students who bring a cell phone to school are responsible for ensuring that it is fully turned off (not just on silent or vibrate) and out of sight during the school day. In the upper grades (6-8) there may be occasions when teachers may allow use of an electronic device such as a Kindle, iPad or smartphone as a tool for learning and classroom work. (This usage may only be allowed under the teacher's direction.)

If a student has a cell phone they should have it in their backpack/bag and turned off during the school day. If a phone is stolen, the school is not responsible for any type of investigation or replacement, as we recommend not bringing a phone to school. However, we do recognize that in some cases phones are needed for the purpose of family communication and therefore if a child needs to contact their parent for dismissal related issues or a family situation, send the child to the office and the office staff will support the child with making contact. * New policy letter shared with families in August 2017 - see above.* If a teacher sees a student with a phone, they are within their right to take the phone and bring it to the main office where we will be tracking the number of offenses and consequences will be issued as needed by the assigned Administrator.

Parent Conferences + Report Cards:

- Grades K-5: Parent conferences are held twice a year (November/December and April/May). Written Progress Reports are issued in the fall and at the end of the year. (Evening conferences are scheduled for 11/30 + 4/26 from 4-7pm)
- Grades 6-8: Report cards are issued four (4) times per year. Interim Progress Reports are also issued each term. Students receive a letter grade based on their performance in each subject area, as well as number grades for behavior and effort. Parent conferences in sixth grade are held in the fall with the homeroom teacher. Parents may request a conference with the entire team at other times through the homeroom teacher. In grades 7/8, parents may request a parent conference with the team through the Principal.

PTO Involvement:

There are several ways to stay informed and be involved:

- Check the School Website: Be sure to check our school website regularly. Bookmark <http://lawrenceschoolbrookline.org/>. This site combines the former school and PTO websites and is the main source of school information.
- Receive weekly email updates: Weekly email updates will be sent out to all parents who subscribe. If you are new to the school or were not receiving weekly updates from the PTO last year, send an email to: lawrenceschoolpto@gmail.com to add your name to the list.
- Attend PTO Meetings held at least four times a year (some at 8:00 am and some at 7:00 pm) and focused on a topic of interest to parents.
- Volunteer: Refer to the PTO Volunteer section on the school website: <http://lawrenceschoolbrookline.org/volunteer>.
- Support the PTO: Parents enhance the school by providing resources, programs, and other opportunities for students, staff and parents that would not otherwise exist. If you are interested in donating, go to <http://lawrenceschoolbrookline.org/donate>
- Serve on School Council: The School Council is comprised of parents, teachers, a community representative, and the principal and meets monthly (generally a Tuesday at 8:00 am). The Council advises the principal and helps to develop the school improvement plan. Parent representatives are elected to two-year terms. Elections are held in May. School Council meetings are open to the public and any parent may attend.

PTO Family Events: Refer to the PTO Calendar on the school website for a complete listing of family events held throughout the year.

MISCELLANEOUS:

Birthdays:

Children frequently have in-school birthday celebrations. Please arrange any celebration with your child's teacher in advance. Food restrictions in your child's class due to allergies must be followed. In the interest of inclusivity, invitations to parties outside of school may NOT be distributed at school.

Gifts to Teachers:

Teachers and staff members may not accept personal gifts from students or parents. We understand that parents and children may want to show their appreciation.

Alternatives to personal gifts include:

- Room parent-organized collection for a classroom gift
- Contributions to the PTO, Library or Brookline Education Foundation in honor of the teacher or staff member
- Cards made by students or letters written by parents

STUDENT BEHAVIOR GUIDELINES:

Building and maintaining a safe, just and caring community is the foundation of Lawrence. While this has been in place for a number of years and will likely continue this year, we do plan to revisit this as part of our school mission in the next couple of

years. As with all things, in due time, it is appropriate to reflect, rethink and redraft our mission to match our ever changing needs as a community of learners and educators. We still strongly believe in the following tenets for our community and will use them to guide our work with students for the 17-18 SY:

- Treat others with respect.
- Be safe (Keep hands, feet, and objects to yourself).
- Listen to and follow directions.
- Be involved in your learning and ask questions.
- Work hard and do your best.

While in the Hallways + Public Areas

- Walk, don't run.
- Use a quiet voice that won't disturb classes.
- Stay on the right-hand side, especially on the stairs - Silent, straight and to the right- SSR!
- Hold and pass the door to those behind you.
- Personal items, such as balls, skateboards and (folded) scooters must be carried.
- Electronic items (such as cell phones, headphones, digital music players) must remain in lockers or backpacks unless being used for a teacher directed class activity.
- When traveling alone during the school day, go directly to and from your destination.
- Keep our school and playground clean. Put trash and recyclables in appropriate barrels.

Recess Rules

1. Stay on the recess grounds.
 - a. You must be able to see an adult at all times.
 - b. You may not leave the playground without permission from an adult. If you do need to leave the area to use the bathroom, get permission and check in face to face with the adult you asked to leave when you return.
2. Respect the rights of others.
 - a. Use a tone of voice that is kind.
 - b. Deliberately hurting others (physically, emotionally) is prohibited.
3. Do not deliberately exclude others from playing games.
 - a. Refrain from saying, "You can't play with us."
 - b. *Exceptions: Too many people are playing a game or the person who wants to join the game is not willing to play by the rules.*
4. Play by the rules - be a team player.
 - a. Offer encouragement to others.
 - b. No put-downs.

Recess Consequences

1. You will receive a 5-10 minute time-out for:
 - Not following playground rules.

- Teasing or name calling.
 - *Cooling off* as needed.
2. You will lose the rest of recess and the next whole recess for:
 - Any action which deliberately hurts another person - physically or emotionally.
 - Using inappropriate language.
 - Talking back to the adults in charge.
 - Repeated problems with number 1.
 3. In addition to losing recess, you will be referred to the office and contact with a child's parent/caregiver will be made for:
 - Fighting
 - Harassing another student - physically/emotionally.
 - Repeated problems with numbers 1 & 2.

Lunch Rules

1. Sit at your table and stay in one seat during lunch.
2. Raise your hand to ask an adult for permission to leave your seat.
3. Use a LEVEL TWO voice. Stop talking when an adult gives the signal for quiet.
4. Clean up after yourself and help keep the whole cafeteria clean. Wipe your place/area clean. Put trash and recyclables in appropriate barrels.
5. KINDNESS MATTERS! Treat others the way you want to be treated.
6. End of lunch - Line Up (K-5): When your table is dismissed, walk and line up single file in the designated area until your teacher picks up your class. A calm, quiet body is the expectation.
7. End of lunch/recess (6-8): Walk quietly and safely up the center stairwell and to your next class. Please be sure your lunch table is clean before leaving the cafeteria. If you are out at recess, please come inside as soon as the whistle is blown.

Lunch Consequences

1. You will receive a verbal reminder the first time any of the following occurs:
 - Getting out of your seat without permission.
 - Excessive noise/yelling.
2. You will stay and help clean up for:
 - Throwing food.
 - Not cleaning up after yourself.
3. You have lunch in the office the next day for:
 - Talking back to adults in charge.
 - Using inappropriate language.
4. You will be immediately referred to the office and your parents will be contacted for:
 - Fighting
 - Harassing another student - physically/emotionally
 - Repeated problems with 1-3.

Appearance/Dress Code

Our dress code is intended to help students maintain a consistent focus on learning. Inappropriate clothing that distracts from or disrupts learning should not be worn, including:

- Clothing with obscene or inappropriate graphics or writing (i.e. violent, sexual or alcohol/drug-related).
- Clothing that reveals undergarments or does not appropriately conceal the body.

Please keep in mind that clothing that may be appropriate for camp or the beach can be a distraction in a school setting.

Hats, coats, hoods, and head coverings should not be worn in school, except those worn for medical reasons or religious observance. In the event that a student must be reminded repeatedly about removing a hat or coat, the garment will be confiscated and returned at the end of the school day. Continued violations will require a parent or guardian to retrieve the property.

Footwear will be worn at all times. Bare feet and stocking feet (socks only) are not permitted. Sneakers are required for all physical education classes.

Consequences for Dress Code Violations

A student may be asked to change clothing that is deemed inappropriate by the principal or designee. A student may be directed to turn clothing inside out that has inappropriate graphics or writing.

- First Offense: Conversation with student about inappropriate clothing and the opportunity to change the clothing.
- Second Offense: Student will be given a Lawrence T-shirt and/or shorts to wear for the remainder of the school day. These need to be washed and returned the next day.
- Third Offense: Student will call a parent or guardian to bring in appropriate clothing to wear for the remainder of the school day. A parent and student conference with an administrator will be required.

Class Attendance + Preparation (Gr. 6-8)

Students are expected to arrive to class on time and have all necessary materials to be successful. These include: completed homework (printed ahead of time if necessary), writing utensils, textbooks, notebooks, and assignment notebooks. This is an important aspect of the student's academic, effort and behavior grades.

Consequences for Being Tardy to Class

1. The first two times a student is late to class, he/she will receive a teacher warning.
2. If a student is late to class a third time, parents will be notified by the teacher of the recurring problem.

- The fourth offense will be referred to an administrator for consequences such as detention or community service.

*Please note - Bells between classes for grades 6-8 will be used this year - We anticipate bells to be working by mid-September.

Consequence for Skipping Class

If a student skips a class, he/she will serve a detention equivalent to the missed time after school and a parent or guardian will be notified.

Academic Honesty

Students should uphold academic honesty and integrity when completing class work, homework assignments and tests/exams. Cheating means the giving or receiving of unauthorized aid on individual assignments, including classwork, homework, tests, quizzes and other written projects. Plagiarism means the copying of words, ideas and opinions of someone else without giving credit to that person in the form of footnotes or references.

Consequences for Cheating or Plagiarism

- First Offense: Student must redo the assignment. Teacher will notify a parent or guardian and an administrator.
- Second and Subsequent Offenses: Student must redo the assignment for a reduced grade. A conference must be held with the student, a parent or guardian and an administrator.

Academic Eligibility for Extracurricular Activities (Grades 6-8)

Students must maintain a C- or better academic grade, as well as a 1 or 2 in effort and behavior in each class on the most recent report card or Interim Progress Report in order to be eligible to participate in all extracurricular activities, such as extramural sports and drama.

Attendance Eligibility for Extracurricular Activities

Students must be in school for at least one-half the day in order to be eligible to participate in extracurricular activities that day.

Personal Electronics - SEE SECTION ON CELL PHONE POLICY PREVIOUSLY NOTED IN HANDBOOK

The following items must be turned off and put away during school hours (8:00-2:30) and will be confiscated if used:

- Cell phones
- iPods, iPads (unless used in class for a lesson, determined by the teacher)
- Handheld video games
- Headphones
- Cameras
- Video & Audio Recorders

Note on E-Book Readers: Classroom teachers will set their own rules for the use of electronic book readers in the classroom.

Consequences - Personal Electronics

1. First Offense: Item will be confiscated and returned at the end of the day.
2. Second Offense: Item will be confiscated and parent must come to school to retrieve the item.
3. Third & Subsequent Offenses: A parent or guardian and student will meet with an administrator.

RESPECT FOR ALL:

Every member of our community has the right to feel physically and emotionally safe at school in order to learn and grow. Our five school-wide rules apply to all students and are intended to promote a safe, just and caring learning environment:

Disruption to Class:

Maladaptive behavior that disrupts teaching and learning will result in administrator intervention/consequences. Classroom teachers develop rules and consequences in their own classroom and will follow the model of progressive discipline when intervention is needed:

- First Time: Verbal redirection by the teacher/staff member
- Second Time: Teacher has 1:1 conversation with the student and student completes age-appropriate reflection sheet with guidance from the teacher
- Third Time: Loss of classroom privilege, teacher contacts parent/caregiver
- Fourth Time: Tier 3 behavior form is completed and submitted to the grade level Administrator and additional consequences will be determined based on severity of the incident. Parents/caregivers will be notified of the tier 3 incident (Laura Horst- K-5; Allyson Hart 6-8).

What is a TIER 3 behavior? On a very basic level, this is a student behavior that compromises the safety (physical, emotional) of him or herself or others.

*Tier 3 behaviors - includes, but not limited to - Malicious threats to physically harm another student or adult -Physically fighting with other students - Physical assault on another student or adult - Abusive language/inappropriate language/repeated profanity (situational) - School property damage/vandalism - Theft of an item of value - Leaving assigned classroom area - Inappropriate physical touching - Leaving the building without permission - Possession of a dangerous weapon - Possession of tobacco, illegal substances or paraphernalia

Swearing/Inappropriate Language:

Swearing and other inappropriate language is not permitted in a respectful learning environment.

Consequences - Swearing/Inappropriate Language

- Behavior Form completed and student is referred to the office. Administrator will contact parent or guardian and determine additional consequences.

Fighting and/or Invasion of Personal Space:

As part of a safe, just and caring community, all members need to respect the personal space of other members. Physical contact between two or more people that is unwarranted is not acceptable. Physical aggression and play physical aggression with one's body or other objects will not be tolerated.

Consequences for Fighting and/or Invasion of Personal Space

1. Parent/caregiver will be notified.
2. Possible suspension from school with a re-entry conference held with student, a parent/caregiver and an administrator.
3. If deemed necessary, a report may be filed with the Brookline Police Department. The Principal, in consultation with the Police Department, will determine whether to file charges.
4. Harassment

The Public Schools of Brookline do not tolerate the following behaviors:

- Threatening comments or gestures.
- Verbal abuse/harassment which includes, but is not limited to: comments, attacks or gestures directed at one's race, color, religion, sex, natural origin, age, sexual orientation or disability.
- Sexual harassment/stalking

Refer to "Additional Handbook Information" for statement on nondiscrimination.

Consequences For Harassment

1. Parent/caregiver will be notified.
2. Possible suspension from school with a re-entry conference held with student, a parent/caregiver, and an administrator.
3. If deemed necessary, a report may be filed with the Brookline Police Department. The Principal, in consultation with the Police Department, will determine whether to file charges.

Bullying

Massachusetts' [General Laws Chapter 71](#) (2010) defines bullying 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 victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school." The statute prohibits bullying on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school or

through the use of technology or an electronic device owned, leased or used by a school district or school. In addition, it prohibits bullying at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. It also prohibits retaliation against those reporting or providing information about bullying incident.”

Reporting Bullying or Retaliation

Reports of bullying or retaliation may be made by staff, students, parents/caregiver, or others, and may be oral or written. A bullying report form can be found at: <http://lawrenceschoolbrookline.org/student-life/safe-just-caring-community/>.

Responding to a Report of Bullying or Retaliation

1. **Safety:** The Principal or Vice Principal with the assistance of appropriate staff will promptly take steps to assess the need to restore a sense of safety for the students involved and to protect these individuals from possible further bullying or retaliation.
2. **Notification:** The Principal or Vice Principal will promptly notify the parents/guardians of the alleged target(s) and aggressor(s) of the report.
3. **Investigation:** The Principal or Vice Principal will promptly investigate all reports of bullying or retaliation and will consider all available known information and the ages of the students involved. The investigation will be completed in a reasonable amount of time not to exceed 15 school days.
4. **Determination(s):** The Principal or Vice Principal will make a determination based upon all of the facts and circumstances. If, after an investigation, the Principal or Vice Principal determines that bullying or retaliation has occurred, the Principal or Vice Principal shall:
 - Determine what remedial action is required, if any;
 - Determine what responsive actions and/or disciplinary action is necessary;
 - Notify the parents/guardians of the target(s) and aggressor(s) of the determination;
 - Notify the parents/guardians of the target(s) of the actions taken to prevent future bullying or retaliation.

If, after an investigation, the Principal or Vice Principal determines that bullying or retaliation has not occurred, the Principal or Vice Principal shall notify the parent/caregiver of the target(s) and aggressor(s) of the determination.

5. Responses to Bullying”

- Teaching appropriate behavior through skills building.
- Disciplinary action.
- Promoting safety for the target and others.

NOTE: For a more detailed explanation of the above and appropriate reporting forms, please refer to the Public Schools of Brookline’s Bullying Prevention and Intervention

Plan at: <https://www.brookline.k12.ma.us/domain/685>

Consequences For Bullying

1. Parent/caregiver will be notified.
2. Possible suspension from school with a reentry conference held with student, a parent/caregiver, and an administrator.
3. If deemed necessary, a report may be filed with the Brookline Police Department. The Principal, in consultation with the Police Department, will determine whether to file charges.

School Safety

Drugs, weapons, and assaulting school staff at school is prohibited: Refer to the Student Discipline section in the "Additional Handbook Information" for a description of M.G.L. Chapter 71, Section 37H.

Triggering fire alarms or bomb scares: Public safety is to be maintained and respected by all. Actions such as bomb scares or false fire alarms endanger everyone's well-being.

Vandalism, graffiti & theft: Individual and school property is to be respected and maintained in the best condition. Graffiti, vandalism and theft are signs of disrespect towards the community and all individuals.

Smoking at school is prohibited -- Refer to the Student Discipline section in the "Additional Handbook Information" for more information.

Consequences for School Safety Violations

1. Parent/caregiver will be notified.
2. Possible suspension from school, with a reentry conference held with student, a parent/caregiver, and an administrator.
3. If deemed necessary, a report may be filed with the Brookline Police Department. The Principal, in consultation with the Police Department, will determine whether to file charges.

Classrooms, Curriculum & Continuous Improvement

Classroom Organization

K-5:

Classes are self-contained with one classroom teacher. Students have specialist teachers in Art, Library, Music, Physical Education and Spanish.

Grade 6:

Students are assigned to a homeroom and travel with this group to all classes. Students in sixth grade also have some additional periods each week with their homeroom teacher. This time is used to offer extended time in English and Mathematics and to provide support services.

Grades 7/8:

Students are divided into two sections to allow students to work with different peers. One grouping (designated 7-1, 7-2, etc.) is for science, math, social studies, and ELA. The other group (designated 7A, 7B, etc.) is for world language, health, physical education and art.

Class Placement

Classroom placement takes place in May and June in a series of meetings held with classroom teachers, the guidance counselors, student services staff, the Vice Principal and the Principal. The goal of this process is to create balanced and equitable classes that provide the optimal learning environment for both the individual child and the group of children as a whole. We strive to create groupings that are workable for classroom teachers and that make it possible to provide the most effective student services.

Our placement process includes an opportunity for parents to provide information or share unusual circumstances that they feel are important or which they believe we may not know. All information must be submitted in writing to the principal by mid-April to be considered as part of the process. Submitting information is completely optional. The same consideration and care will be given to every child during the placement process, whether or not the placement form is used. Requests for specific teachers either in conversation or in writing will not be considered as part of this process.

Curriculum

Teachers will provide an overview of the curriculum at the fall Open House. Grade level curriculum overviews and more detailed Learning Expectations are available on the Public Schools of Brookline's website at:

<https://www.brookline.k12.ma.us/domain/58>

School Improvement Plan

A culture of continuous improvement is one hallmark of a good school. The Lawrence School Council, comprised of parents, teachers, a community representative and the principal develop a school improvement plan annually. The plan identifies specific goals intended to enhance or improve teaching, learning and school climate. The School Improvement Plan is posted on our website.

Student Support Services

Guidance Counselors

Three guidance counselors are available to assist and support children in their social, emotional and behavioral development. Parents should contact the respective grade-level guidance counselor if they have concerns about their child's adjustment to school, social-emotional functioning, behavior, or suspected learning needs.

Our guidance counselors meet and interview incoming new families and help with key transitions from Kindergarten screening to assisting eighth graders with course selection and scheduling at the high school.

Chloe Wheaton M-F RM. 230	Alissa Ovadia M, T, TH RM. 235	Shaina Martinez M, W, TH, F RM. 229
Grades K-3	Grades 4 + 5	Grades 6-8

School Nurse

The school nurse works to promote health and wellness in the school community. The nurse monitors student health statuses and identifies and addresses the unmet needs of students and families. Please refer to the "Health Services" section of "Additional Handbook Information" for more information regarding Health Services.

METCO

The Public Schools of Brookline is a charter member of the Metropolitan Council for Educational Opportunity (METCO), a voluntary school integration program. Founded in 1966, the Brookline METCO Program provides K-12 education for over 300 students from Boston. The METCO Program is part of the fabric that makes Brookline an excellent, high-achieving, and diverse school system.

English Language Learners

Lawrence School has four full-time English Language Learner (ELL) teachers who work with our many English Language Learners, representing many diverse language groups. Lawrence is also home to the Japanese ELL program. We have three Japanese speaking staff members (teacher + 2 paraprofessionals) on site everyday to provide native language clarification, while also supporting students in learning English.

Enrichment, Challenge, and Support

The Enrichment and Challenge Support Program is a K-8 system-wide program that supports classroom teachers in providing challenging curriculum and extension opportunities for students who show a capacity for high levels of academic, intellectual and creative achievement. Brookline does not formally identify students as "gifted and talented" for placement in a separate program. We use a consulting teacher model, which means that the program's emphasis is on supporting classroom teachers in extending and enriching the Brookline curriculum in order to provide for academically and intellectually advanced students in the regular classroom.

Literacy & Mathematics Specialists

These specialists work with grades K-8, serving as a key curriculum resource for teachers, offering coaching and co-teaching in the classrooms, and providing small group support to students who need extra help.

Special Education

The Special Education Team Facilitator, Erica Paull, coordinates the student evaluation process, facilitates TEAM meetings, consults with staff, and assists the principal with ensuring special education services are implemented for those students who need this additional level of support. Parents/caregivers should contact the Team Facilitator if they have questions about the special education process.

- The Psychologist - Angela Lo - provides psychological assessments as part of the TEAM evaluation process, observes and works with students, and consults with staff.
- The Speech and Language Pathologists - Russ Morin and Susan Flegenheimer - provide intervention services for students who have specific speech and language needs, such as social pragmatics, language processing, writing and organization, oral communication, and articulation. Services are provided in small groups in the classroom or the specialist's office. They also consult regularly with classroom teachers around students' needs. They conduct speech and language testing if it is needed as part of a special education evaluation.
- The Occupational Therapist - Debbie Caruso - provide support to students whose functional school-based abilities are affected by identified sensory and/or motor needs. Services may be provided in the classroom or in the OT office. They also consult regularly with classroom teachers around students' needs. They conduct testing if it is needed as part of the special education evaluation.
- A district Behavior Specialist consults with teachers and special education staff around student behavior. When needed, she will conduct a functional behavior assessment, develop student behavior plans, and support the staff with implementation of the plan.
- Adaptive Physical Education, Vision & Hearing Specialists, and Physical Therapy are also available as needed.

Specialists

Library

Lawrence has a library stocked with a rich collection, staffed by our full-time librarian, Kathleen Moriarty. The library procures and processes print and non-print materials, maintains audio-visual equipment, subscribes to online databases, and functions as the school based information center. Library collections and instruction are integrated into the curriculum and teaches students strategies to access and evaluate information sources and technologies. Librarians organize school-based reading events, author visits, public library orientation, student and parent book groups and media literacy classes. Librarians and instructional staff collaborate on collection development that supports the curriculum, enriches instruction for all learners, and develops an appreciation for lifelong learning.

Children in grade K-6 make regular visits to the library to hear book talks and read alouds, learn library and information technology research skills and select books for pleasure reading. Children are responsible for books they borrow and families are asked to pay for replacements if materials are lost.

Library Hours:

- 7:50-2:45 Monday and Tuesday
- 7:50-3:00 Wednesday and Thursday
- 7:50 -1:40 Friday

Both parents/caregivers and children are welcome to use the facilities to check out materials. Parent volunteers play an important role in supporting the library program.

Performing Arts

Students in grades K-5 participate in two music classes a week. In grades 4 & 5, one of those classes (conservatory) focuses on instrumental music. Students in Grades 6-8 participate in two conservatory classes a week, choosing among Chorus, Band, Orchestra, Guitar/Ukulele and Music Production. Elective band, orchestra and choral ensembles begin in grade 5. Town-wide ensembles begin in grades 7/8 and meet after school.

Physical Education

All students in grades K-8 participate in two physical education classes per week. Students must wear sneakers on these days. Physical Education is a part of the total education program that contributes, primarily through movement experiences, to the total growth and development of all children.

Technology

Lawrence has a full-time Educational Technology Specialist, Kirsten Alper, who supports and advises classroom teachers and students on using technology and online information resources to enhance their teaching and learning in ways that are integrated into academic subject areas. We rely on mobile computers labs of chromebooks/laptops.

Visual Arts

All students attend an art class one period per week. The Visual Arts curriculum provides experiences in the art studios that are an essential element in the education of every student. The visual arts classes are charged with thoughtfulness, genuine understanding, and reflection as students awaken to the meaning of their world and the power they possess to express themselves through art.

World Languages

The World Languages program provides a sequential language learning experience that aims to acquire language proficiency, appropriate to each grade level.

The schedule for world language instruction, by grade, is:

Grades K-2:	3 sessions x 20 minutes = 60 minutes/week
Grades 3-5:	3 sessions x 30 minutes = 90 minutes/week
Grade 6:	3 sessions x 45 minutes = 135 minutes/week

Spanish is the language offered at Lawrence in grades K-5. Beginning in grades 6-8, students may opt to study French or continue with Spanish.

Special Programs

Lawrence Community Meeting is a gathering of the school community. K-5 meets biweekly. The purpose is to maintain a sense of community and help students and staff to develop and nurture a feeling of connectedness to the rest of the school and to provide a forum for celebrating learning as students or classes share their work.

AFTER SCHOOL PROGRAMS

Lawrence Extended Day Program (LEDP) is a private, non-profit parent-run program located in Lawrence School. For questions regarding enrollment and wait lists, contact Mary Gardiner (617-879-4379 or elawrence@brookline.k12.ma.us).

Lawrence Special Activities (LSA) is a self-supporting, parent-run program that offers an ever-changing menu of after school classes and activities (usually one hour in length).

Registration occurs three times a year. For information, go to:

<http://lawrenceschoolbrookline.org/pto/lisa/>.

After Hours University is an academic enrichment after school program for students in grades 4-6. AHU meets three days a week immediately following Homework Center until 5:00 pm. Students work on their homework, take a recess time, and then engage in activities developed around a theme. For more information, go to

<http://www.stepstosuccessbrookline.org/>.

Homework Center (Gr. 4-8): Homework Center is available free of charge on a drop-in basis on Mondays, Wednesday and Thursdays from 2:30-3:30 pm.

Intramural Sports are provided before or after school on a seasonal basis. Contact Jake Woodarek, physical education teacher, for more information. Extramural Sports are offered for students in grades 7/8. Teams practice after school and compete in one game a week against other schools in Brookline.

Math League is an after school activity for students in grades 5 and 6. There is weekly practice and regular meets with teams from other Brookline schools. Information about Math League is sent home with all 5th and 6th graders at the beginning of the school year.

Public Schools of Brookline REQUIRED STUDENT HANDBOOK INFORMATION

Parent and Volunteer Mandatory Criminal Record Checks - CORI

Under Massachusetts law, the Brookline Public Schools is required to obtain Criminal Offender Record Information on any current or prospective employee or volunteer of the School Department who may have direct and unmonitored contact with children. In order to comply with this law, a Criminal Offender Record Information (CORI) check shall be performed on all present and prospective employees and volunteers of the Brookline Public Schools. Please understand that information derived through the submission of CORI's will be strictly confidential and provided only to the Director of Human Resources, the authorized agent for the district. If you have a concern based on the outcome of a CORI decision, you may request to review your state-issued report. It is the policy of the Brookline School Committee that convictions of certain crimes pose an unacceptable risk to the children who are served by the Brookline Public Schools.

Please contact the school office to obtain the necessary form for a CORI check if you intend to volunteer in any capacity during the school year (field trip, etc.). [See, M.G.L. c. 71, section 38R; Brookline Public Schools Policy Section G (6)(m)]

Statement of Non-Discrimination

Individual Procedure for Filing

The Brookline School Committee and the Brookline Public Schools are committed to equal employment and educational opportunities for all employees and applicants, students, and members of the school community without unlawful regard to race, color, religion, sex, national origin, age, sexual orientation or disability in all aspects of employment and education. The members of the school community include the School Committee, administration, faculty, staff, students, volunteers and parties contracted to perform work for the Brookline Public Schools.

We are also committed to maintaining a work and educational environment free from all forms of discrimination and harassing conduct. We expect all employees, students, and other members of the school community to conduct themselves in an appropriate manner with concern and respect for all members of the school community.

Harassment on the basis of race, color, national origin, religion, age, sex, sexual orientation and disability in any form will not be tolerated. Such harassment includes, but is not limited to, unsolicited remarks, gestures, or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or disability.

Sexual harassment is unwanted sexual attention from peers, subordinates, supervisors, clients or anyone the person may interact with in order to fulfill school or job duties, where the individual's responses may be restrained by fear of reprisals. The range of

behaviors include: verbal comments, subtle pressure for sexual activity, leering, pinching, patting and other forms of unwanted touching, as well as rape and attempted rape.

Individuals who believe they are the subject of sexual or other kinds of harassment should report the conduct to appropriate staff and/or supervisors and procedures to resolve the problem should begin as soon as possible. No individual will be subject to any form of coercion, intimidation, retaliation, interference, or discrimination for filing a sexual harassment report.

All reports of harassment will be investigated promptly and in an impartial and as confidential a manner as possible, to ensure prompt and appropriate action. At each school, there is an individual complaint manager serving at the request of the Principal. Any individual who is found, after appropriate investigation, to have engaged in sexual or other forms of harassment of a member of the school community, will be subject to disciplinary action up to and including termination of employment or for students, suspension or expulsion

Sexual harassment may constitute child abuse under Massachusetts law, G.L. c. 119, Sect. 51A. Brookline Public Schools will comply with Massachusetts law in reporting suspected cases of child abuse.

However, if a satisfactory resolution cannot be achieved informally, an employee or student may file a written complaint with the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall respond in writing within 30 days. If the individual is not satisfied with the response, he/she may take the complaint to Massachusetts Department of Education, Program Quality Assurance, 75 Pleasant Street, Malden, MA 02148-5023 or other appropriate Federal or State agencies. The Section 504 and Title IX Coordinator for the Brookline Public Schools is the Assistant Superintendent for Student Services, 333 Washington Street, Brookline, MA 02445 Tel: (617) 730-2444. [See: Section 504 of the Rehabilitation Act of 1973; 20 USC s. 1681 et seq.; M.G.L. c. 151C]

Prevention of Physical Restraint of Students

Providing an orderly, safe environment conducive to learning is an expectation of all staff members of the Brookline Public Schools. Further, students of the district are protected by law from the use of physical restraint, except in very specific emergency situations.

Physical restraint shall be used only in emergency situations after other lawful and less intrusive alternatives, (including de-escalation techniques), have failed or been deemed inappropriate, and with extreme caution. Physical restraint is a last resort, emergency intervention to protect a student or others from a threat of assault or imminent, serious, physical harm. Physical restraints must be administered in compliance with 603 CMR 46.05.

Each building Principal will identify staff members to serve as a school wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of de-escalation techniques and physical restraint.

[See: M.G.L. c. 71, s. 37G; Brookline Public Schools Policy Section E (2) (b); 603 CMR 46.00; 603 CMR 18.00]

No Child Left Behind Notification

Parents have the right to accept or refuse Title One Services. When a child is selected to receive such services, a parent letter is sent home indicating your child has been selected and asking for your permission to begin services.

Under the No Child Left Behind Act of 2001, parents also have the "right to know":

- ♦ If the teachers and tutors working with their children are appropriately certified or qualified according to NCLB guidelines and state regulations for the grade or area they are teaching
- ♦ If any teacher is working under emergency or provisional status or "waiver"
- ♦ The type of degree and subject area of their child's teacher's degree
- ♦ If their child is being taught by paraprofessional/tutors, and what their qualifications are
- ♦ If a child is being taught by a teacher who does not meet these requirements for more than four consecutive weeks
- ♦ The level of achievement of their child in the state's academic assessments
- ♦ The types of materials and programs that are being used with their child

If parents wish to obtain such information, they should make a written request specific to their inquiry to the Principal. [See: PL 107-110]

Destruction of Temporary Student Records

In compliance with Massachusetts law and 603 CMR 23.06(3), Brookline Public Schools will oversee the destruction of all temporary student records five (5) years after those students have left the Brookline school system, due to transfer, graduation or withdrawal. Therefore, please collect your student's temporary record within five years of leaving the system. The student's permanent record (transcript) is maintained by the school system for sixty (60) years. [See: M.G.L. c. 71, s. 34D; 603 CMR 23.00]

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 USC §1232h, requires that the Brookline Public Schools notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom the respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. You will be sent notification prior to any of these activities.

Student Discipline

Students enrolled in the Public Schools of Brookline are expected to be respectful and courteous of others. Certain conduct by students at school or at school related events is prohibited by the Rules of Conduct found in this Handbook, by the policies of the Public Schools of Brookline, and by certain Massachusetts General Laws. The Policy Manual of the Public Schools of Brookline is available in the Principal's office and online at www.brookline.k12.ma.us.

Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect authority and to conform to school rules.

On July 1, 2014, Chapter 222 (An Act Relative to Students' Access to Educational Services and Exclusion from School) became law in Massachusetts. This outlines the responsibility of schools to ensure that students who are excluded from school are able to continue to make academic progress during the period of exclusion.

Any student excluded for more than 10 consecutive school days is entitled to educational services so they are able to make academic progress during that time, within a school-wide educational service plan developed by the principal. Students suspended for 10 or fewer consecutive days will also have the opportunity to make academic progress during suspension. No student shall be excluded for more than 90 school days for non-serious offenses. Due process and appeals will include the student and the parent and/or guardian. The School Principal exercises discretion in imposing consequences for student misbehavior.

For additional information on Massachusetts's student discipline laws and regulations please refer to the Mass DESE student discipline regulations at 603 CMR 53 and the Chapter 222 regulations at <http://www.doe.mass.edu/ssce/discipline/>

Drugs, Weapons, and Assaulting School Staff at School is Prohibited

M.G.L. Chapter 71, Section 37H provides the following:

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon,

including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to suspension or expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

Smoking at School is Prohibited

It is unlawful for any student, enrolled in either primary or secondary public schools in Massachusetts, to use tobacco products of any type on school grounds during normal school hours. In addition, the use of any tobacco products within school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel, is also prohibited.

See: M.G.L. c. 71, s. 2A; M.G.L. c. 71, Section 37H; Policy Manual of the Public Schools of Brookline, Section G(1)(c).

Certain student conduct that occurs outside of school may also result in disciplinary action at school:

Felony conduct outside of school may result in suspension or expulsion, regardless of where the conduct occurs.

Chapter 71: Section 37H½ provides the following:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

Lockers

Lockers are the property of the Brookline Public Schools and are subject to inspection by school personnel at any time.

Access of Non-Custodial Parents to Student Records

Access to student records by a non-custodial parent is governed by the provisions of M.G.L. c. 71, s. 34H and 603 C.M.R. 23.00. Ordinarily, non-custodial parents are entitled to receive copies of their child's student records, unless one or more of the limitations set forth in M.G.L. c. 71, s. 34H applies. In order to gain access to his or her child's records, a non-custodial parent must first make a written request to the principal of his or her child's school. Once this request has been made, the principal or his/her designee must notify the student's custodial parent of the request, who then has 21 days to respond. If the custodial parent's response does not include certain records that are identified in the law and which limit or restrict the non-custodial parent's access to the records, the non-custodial parent will be given access to his or her child's student record in accordance with the law. See: M.G.L. c. 71, s. 34H; 603 CMR 23.00; Policy Manual of the Public Schools of Brookline, Section J(4)(d).

Health Services

The School Health Program fosters the growth, development and educational achievement of all students by promoting health and wellness by:

- Providing first aid, emergency treatment, intervention, and referral for physical, psychological, social-emotional and behavioral issues
- Administering direct care for special medical needs
- Monitoring health status and management of screening programs to identify health concerns
- Building partnerships to ensure referral to quality services that are effective, culturally appropriate and responsive to the diverse and changing needs of our students and their families.

IMPORTANT REMINDERS:

- ❑ Please note that all policies and medical forms are available on line at: <https://www.brookline.k12.ma.us/domain/67> under STUDENTS & FAMILIES >Health Services
- ❑ All medication permissions, doctor's orders, parent medication forms and health care plans must be updated yearly.

Mandates

- Vision screening in grades K-6 and 9
- Hearing in grades K-3, 6, 9
- Height and Weight and BMI measurement in grades 1,4,7,10, in coordination with physical education grades 5-9 fitness requirements.
- Scoliosis screening in grades 5-9 in coordination with physical education teachers

Please meet with the school nurse to discuss any health issues or concern and to authorize medical procedures or the administration of prescription medication. (Please refer to the medication guidelines.)

Pediculosis (Lice) Management Guidelines

- 1) The school nurse is available to educate parents, teachers and children regarding the detection and treatment of head lice. The nurse will notify families when a case of head lice has occurred in their child's class. No child will be identified. The nurse will monitor the treatment of an affected child to insure that appropriate and timely treatment has occurred. There is no scientific evidence that warrants the exclusion of children with head lice. Periodic head checks by parents, resulting in early detection, treatment and removal of live lice and nits, is the most reliable method for controlling pediculosis.
- 2) Please check your children carefully and often. Report findings to your school nurse.

Guidelines for the Administration of Medications in School

Medication given less than 4 times a day and all non-essential medications should be scheduled before and after the school day. Parent/guardian and physician consent are required for the administration of all medications, both prescription and non prescription, including supplements, vitamin, herbal and holistic remedies, and all medications must be in original containers and stored locked in the nurse's office. All prescription medications must be in a pharmacy labeled container and brought to health clinic by a parent/guardian. Faxed orders will be accepted if received directly from the prescriber's office and orders must include name, dose, timing of medication, indication for use, side effects and parent and physician contact information.

Medications will be given within a one hour window of time. Any missed scheduled dose of prescription medication will be reported to a parent/guardian. If a student has a contagious illness, he/she may not attend school or after school sponsored event for 24 hours until after the administration of an initial antibiotic dose. Children may not carry medication without written permission from the school nurse, parent and physician. The school nurse can supply parents with the appropriate medication administration forms for daily, short term and emergency medications or compliant physician forms may be used. *All forms must be updated yearly.

The only exceptions to these practices are the following:

- Epinephrine will be administered, according to standing emergency medication orders, to individuals having severe, life threatening allergic reactions.
- You may elect, by signing permission on the Health and Emergency Information Card, for the nurse to administer the following medications:
 - Tylenol/acetaminophen for fever or discomfort
 - Motrin/ibuprofen for fever or discomfort
 - Benadryl/diphenhydramine for treatment of an allergic reaction. All children given Benadryl will be sent home and must be picked up for parental monitoring.
 - Hydrocortisone ointment to the skin for itching

- ❑ Cough Drops, if available, for minor cough or throat irritation
- On field trips where a nurse is not available students in some situations may self administer medications. See the section pertaining to field trips below.

Field Trips

We rarely have the capacity for a school nurse to attend field trips, with that being said, when there is not a nurse present on the trip, students will receive medications as follows:

- A staff member, delegated by the school nurse, will administer medication if permitted by MDPH regulation. Medications for which an assessment is needed, ie Tylenol or Benadryl cannot be delegated to unlicensed staff.
- A student may take the medication from envelopes which the parent/guardian has prepared. Each envelope will contain individual doses of medication with student's full name and time to give the envelope to the student. The staff member will hold the medication for safe keeping.
- Students may carry and self administer their own medications such as inhalers for asthma and in some cases EpiPens, when appropriate to do so.
- Please be sure to discuss the specific medication practices for the field trip with the school nurse 48 hours before a day trip and two weeks before an overnight trip.
- Please contact the school nurse if you have any questions about the medication administration practices.

Driving Restrictions for Staff Transporting Students

Staff members are reminded that it is never appropriate to transport students for personal reasons; that is, events or activities that are not directly related to schooling or their educational experience. If it becomes necessary for staff to transport a student for a specific school reason, there is a process to be followed: staff must complete the requisite form and a call must notify the Deputy Superintendent for Finance and Administration.

McKinney-Vento Homeless Assistance Act

Children who lack a fixed, regular and adequate nighttime residence, including children who are living in shelters, temporary housing or "doubling up" with other families because their families cannot find or afford housing are considered "homeless," and their rights are protected under the McKinney-Vento Homeless Assistance Act. When a homeless child is living in Brookline, in any of the above conditions, (s) he is entitled to attend the Public Schools of Brookline. If the living situation changes during the course of the school year, and the family relocates to "permanent" housing, the child is entitled to finish out the current school year in Brookline, although, at the point of moving, the family then becomes responsible for any necessary transportation, back and forth to Brookline. If the child is relocated out of Brookline but continues in "temporary" housing, the child is entitled to continue to attend school in Brookline and to receive transportation, if requested.

Homeless children who are protected under McKinney-Vento, are provided full access to our schools and encouraged to participate in all activities, and all considerations are extended to the families in order to assimilate them seamlessly into our community. Families register their children at their neighborhood school, and the Main Office in their respective school, provides this information to the Office of Assistant Superintendent for Student Services.

The Homeless Liaison for the Public Schools of Brookline is the Assistant Superintendent for Student Services, who can be reached at 617.730.2444.

Student Attendance

Regular and punctual school attendance is essential for success in school. The Public Schools of Brookline recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Student Absence Notification Program

The Principal will notify a student's parent/guardian within 3 days of a student's absence in the event the parent/guardian has not informed the school of the absence. The Principal or designee will meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies. Students who have not graduated and have 10 consecutive absences will have an exit interview in order to consider alternative education, additional approaches to school engagement or other placements.