



The Public Schools of Brookline
Town Hall
333 Washington Street, 5th Floor
Brookline, Massachusetts 02445
617.730.2401

Office of the Superintendent
Linus J. Guillory Jr., PhD

Translated versions of this packet are available
on the district website:
www.brookline.k12.ma.us/back-to-school

September 2022

Dear Parents and Guardians,

Welcome back! We hope that you and your family enjoyed a wonderful summer. This annual back-to-school packet contains a lot of important information. We ask that you review this information so that we may best serve you and your student.

Health and Medical Information

- The enclosed letter from the Coordinator of School Health Services contains important information to help you plan for the year ahead, including information about our updated COVID-19 health protocols.
- Please take a moment to familiarize yourself with this important information.
- We ask that you also update and verify the medical information we have on file for your child. You may have already completed this task when we reached out by email in August. If not, the attached document titled “Student and Medical Information Verification Process” will guide you through the process. There is even a link to a helpful video tutorial!
- We have also enclosed a list of school nurses for easy reference.

School Meals/Food Service Program

- Enclosed you will find information about our food service program.
- During the 22-23 school year, all students are eligible for a free breakfast and lunch each day as part of a program funded by the U.S. Department of Agriculture.
- We have also included information from the Brookline Food Pantry about the Brookline Thrives program. Brookline Thrives is a free weekend food program available to any family who could benefit from additional food options for their child.
- Helpful information about our food service program is also posted on our website at: <http://www.brookline.k12.ma.us/foodservice>

Financial Assistance Program

- Attached you will find an application for the district’s Financial Assistance Program. If you already participate in this program, please remember that you must file a new application each year.
- The program enables eligible families to receive financial assistance for certain school-related fees (during the school year) including athletics, instrumental music fees, and other fees such as field trips.
- There is no deadline to submit an application – you may submit an application at any point during the year.
- Additional information about the Financial Assistance Program, including translated versions of the application and a list of required application documents, is posted on our website at this link: <https://www.brookline.k12.ma.us/Page/2210>

Religious Holidays and Cultural Observances: Homework Policy

- Enclosed you will find our annual letter outlining the homework policy around religious holidays and cultural observances.

Student and Medical Information Verification

This year, we have consolidated the student and medical information verification process and made it available on the Aspen Parent Portal (www.brookline.k12.ma.us/aspen). This allows you to electronically verify your contact information, confirm your address, review various permissions and consents, and confirm important student health information. We sent information about this verification process in our August district-wide emails, so you may have already completed these steps. If so, thank you! If not, the attached guide and this video tutorial will help you through the process: <https://www.smore.com/8s410>

We appreciate you taking the time to update this information on the portal. Having the most up-to-date information about your child and your family allows us to better serve you.

District Website:

Our website (<http://www.brookline.k12.ma.us>) continues to be a great source of useful information to help you start the school year and stay informed all year long. This is just some of the helpful information you will find on our site:

- [2022-2023 School Calendar](#) (holidays, vacation periods, early dismissal dates)
- [PSB Bullying Prevention Policy and Reporting Forms](#)
- [Brookline School Committee Meeting Dates and Policies](#)
- [Student and Medical Verification Form](#) (includes the Annual Notification about the Federal Educational Rights and Privacy Act (FERPA))
- [Latest News and Announcements](#)

Thank you for your attention to this important information. We wish you and your student the very best in the 2022-2023 school year!

Office of the Superintendent
617.730.2401



The Public Schools of Brookline
School Health Services
46 Tappan Street
Brookline, Massachusetts 02445
617.713.5127

Tricia Laham, MEd, BSN, RN
Coordinator of
School Health Services

September 2022

Dear Families,

On behalf of the school health services team, I would like to welcome you back to school! We hope that you and your family are healthy and have been able to enjoy some relaxation over the summer. Our school nurses care deeply about our students, staff, and families, and are committed to providing you with the tools and information you need to help keep everyone safe at school. We value a culture of personal responsibility, communication, and collaboration. Our continued commitment to these principles is necessary for a successful school year. Please read the following health updates carefully.

As we prepare to welcome back students and staff safely to our schools, The Public Schools of Brookline would like to share our updated Health Protocols. PSB will follow updated health guidance as outlined by the CDC and DESE.

A list of our school nurses follows this letter.

Return to School Checklist

All students returning to school must complete the following:

1. **Verify that your child's state-required immunizations are current and submit documentation to the school.** (<https://www.mass.gov/info-details/school-immunizations>)
 - o Please note that students entering grades 7 and 11 have additional immunization requirements.
 - o We **strongly encourage** all eligible students to receive the COVID-19 vaccine. All staff, unless with a medical or religious waiver, are required to have the COVID-19 vaccine
2. **Provide an updated medication permission form signed by your child's health care provider to the school nurse (if your child needs medication at school).** Please call or email your school nurse to make an appointment to bring medications and forms to school. Information about the administration of medication to students in school is attached.
3. **Alert your school nurse regarding any chronic or acute medical needs or changes in your child's health, i.e. food allergies, seasonal allergies, etc.** Please call or email your school nurse to make an in-person or virtual appointment to review medical information.
4. **Update your child's emergency contact information on the parent portal and establish a plan to pick up your child within 30 minutes if called by the school nurse.** Our ability to contact you quickly will help us ensure that we keep our school community safe and healthy.
5. **We ask that you remain committed to keeping your children home when ill. Please refer to our updated COVID-19 and Health guidelines that are attached.**

The goal of the school health services team is to support students, families, and staff as we strive to maintain a culture of health and safety in our schools. We look forward to partnering with you to meet any health challenges this year.

Sincerely,
Tricia Laham MEd, BSN, RN
Coordinator of School Health Services

Please visit our website (www.brookline.k12.ma.us/nurses)
to access health documents, important forms, and school nurse contact information.

Public Schools of Brookline
School Nurse Contact Information: 2022-2023

SCHOOL	NURSE	PHONE
Baker School	Ellyn Mulock, BSN, RN Diane Mahoney Purcell, BSN, RN Elizabeth Hendrickson, BSN, RN	617-879-4514
Driscoll School	Marianne Dewing, BSN, RN Elizabeth Hendrickson, BSN, RN	617-879-4257
Heath School	Gail Corcoran, RN, NCSN Victoria Carroll, BSN, RN	617-879-4544
Lawrence School	Hillary Janowski, RN, NCSN Karen Miller, BSN, RN Debra Troderman, RN, MSN, CNM	617-879-4304
Lincoln School	Mary Kilkelly, BSN, RN Kaitlyn Crowley, BSN, RN	617-879-4604
Pierce School	Mary D'Amore, BSN, RN Tara Anyaosah, BSN, RN Victoria Carroll, BSN, RN	617-730-2584
Ridley School	Brianna Cormos, BSN, RN Jana Young, BSN, RN	617-879-4404
Runkle School	Janet Campbell, MSN, APRN, CNS, CEN, NCSN Penney Casey, BSN, RN Elizabeth Hendrickson, BSN, RN	617-879-4682
Brookline High School @ 115 Greenough Street	Jill Seaman-Chandler, BSN, RN Megan Day, BSN, RN Kate Donnelly, MA, BSN, RN	617-713-5151
Brookline High School @ 22 Tappan Street	April Armstrong, BSN, RN	617-713-5433
Brookline Early Education Program (BEEP)	<i>Putterham and Clark Road:</i> Lucy Lukoff, MMHS, BSN, RN	617-264-6496
	<i>Lynch and Beacon:</i> Debra Troderman, RN, MSN, CNM	617-264-6427

**THE PUBLIC SCHOOLS OF BROOKLINE
SCHOOL HEALTH SERVICES
COVID-19 HEALTH PROTOCOLS: SEPTEMBER 2022**

As we welcome back students and staff safely to our schools, The Public Schools of Brookline would like to share our updated Health Protocols. PSB will follow updated health guidance as outlined by the Centers for Disease Control (CDC) and the Department of Elementary and Secondary Education (DESE). With COVID-19 vaccines readily available, treatments accessible to those at higher risk for severe disease, and the availability of self-tests, DESE and the Massachusetts Department of Public Health (DPH) have adjusted their guidelines for schools, which are in line with the most [recent CDC guidance](#) issued on August 11, 2022. Per this guidance, PSB will focus our COVID mitigation strategies towards vulnerable and symptomatic individuals.

Isolation and Exposure Precautions

Individuals who test positive for COVID-19 must isolate for a minimum of 5 days. Individuals must be fever-free (without needing fever-reducing medication) **and** symptoms must be improving to end isolation and return to school. If fever or symptoms persist, continue to isolate until improved. Individuals leaving isolation **must wear a high-quality mask at school, and when around others, for the next 5 days** (days 6-10).

Individuals with moderate to severe illness or who have a weakened immune system should consult a health care provider for advice on treatment and about when to end isolation.

Asymptomatic individuals exposed to someone with COVID-19 do not need to quarantine, nor be excluded from school, regardless of vaccination status or exposure setting, as long as they remain asymptomatic. Those who can mask should do so until Day 10, and it is recommended to test on Day 6 of exposure.

Contact tracing will not be done.

Stay home when sick (and do not participate in extracurricular activities) **and take an at-home test if exhibiting possible symptoms of COVID-19:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a) the at-home test is negative, b) no fever, nausea/vomiting, or diarrhea is present, and c) symptoms are mild, you/your child may come to school, **but should mask until symptoms are resolved**. A second at-home test taken at least 24 hours after the first is recommended. If PCR testing is performed, a single test on a symptomatic individual is sufficient.

Masking

PSB is a Mask Friendly district. Masks are required in all school health offices. Aside from health offices and the scenarios described above, there is no current requirement for masking in schools. Please be sure to send your child to school with a mask in case your child should need it during the course of the day, such as visiting the nurse. PSB will have masks available for those who need them. Any individual who wishes to continue to mask, including those who face higher risk from COVID-19, will be supported in that choice. Please note that masking rules may change if COVID-19 rates rise significantly in the future.

COVID-19 Testing

PSB will not offer COVID screening tests for asymptomatic individuals. We will have rapid antigen tests available for individuals who become ill with symptoms of COVID-19 while at school. We must have a current (this academic year) consent on file in order to perform the rapid antigen test at school.

Vaccine Clinics

Vaccines continue to be the best way to protect individuals against the effects of COVID-19. DESE and DPH strongly recommend that all faculty, staff, and students, including children ages 6 months – 5 years, receive the COVID-19 vaccine primary series and all boosters as they become eligible for them.

Throughout September, DPH is offering [free family-friendly vaccine clinics to prepare teachers, staff, students, and family members](#) for going back to school. No ID, health insurance, or appointment is needed at these clinics, and fliers to promote the clinics to families are available in multiple languages and can be found [here](#). Information about these vaccination clinics, and others across the state, is available online at [VaxFinder](https://vaxfinder.mass.gov/) (<https://vaxfinder.mass.gov/>)

PSB will continue to host COVID-19 vaccine clinics this year. Our next clinic is scheduled for Tuesday, September 21. More details will be shared as soon as they are available. Vaccines will be available for individuals age 3 and older. We will have the Pfizer vaccine for ages 3 and older, and the Moderna vaccine for those 18 and over.

Please note that at this time that second boosters are only approved for those age 50+ and for people with moderate to severe immune-compromise. As updated booster vaccines become available, they will be offered.

We also encourage staff and students to get the flu vaccine this year. The Brookline Department of Public Health will be hosting flu clinics this fall, available for residents, students and staff. We will share details and sign up information soon.

The Public Schools of Brookline will continue with our core set of infectious disease prevention strategies as part of normal operations. In addition to the strategies noted above, we will continue to provide enhanced ventilation and encourage good hand hygiene in our schools.

Our continued health and success are dependent on everyone doing their part. As we have learned over the past two and a half years, we must be prepared to pivot if circumstances change. We will keep you informed and will adjust our practices and guidelines as necessary.

The School Health Services department enthusiastically looks forward to this new school year.

TL 8.22.22

**The Public Schools of Brookline
School Health Services**

GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS IN SCHOOL

Please keep for reference

Parent/guardian consent and original physician orders are required for the administration of all prescription and over the counter medications. Faxed orders will be accepted if received directly from the PCP's office. To ensure the safe and appropriate administration of medications, nurses are required to contact the physician if any medication directive needs clarification.

The only exceptions to this requirement are as follows:

- Epinephrine will be administered by nurses, according to standing emergency medication orders, prescribed by the School Physician Consultant, to individuals having severe, life threatening allergic reactions. Students receiving Epinephrine (Epi-Pen) will be sent by ambulance to the ER for further treatment.

- Standing orders from the school physician are on file for the medications listed below. You may elect to allow your child to receive these medications by signing permission on the new Student and Medical verification in Aspen. These will replace the printed health and emergency cards that were used in prior years.
 - a. acetaminophen/Tylenol for fever or discomfort
 - b. Benadryl/diphenhydramine for emergency treatment of allergic reactions
(due to the sedating effects, students receiving Benadryl will be sent home for observation in the care of a parent/guardian)
 - c. cough drops for minor cough or throat irritation
 - d. hydrocortisone cream to the skin for itching or irritation
 - e. ibuprofen for fever or discomfort
 - f. hand sanitizer

Non-prescription Medications

Other over the counter medications require written consent by both the parent/guardian and the physician. All OTC medications must be in the original labeled container.

Prescription Medications

A. Daily Medications: Short Term

All medications must be in a prescription/pharmacy labeled container and should be brought to the health clinic by a parent. The parent/guardian must complete and sign a medication administration form. Antibiotics or other short-term medications, given less than 4 times per day, should not be given during school hours. If your child goes to an after school program please make arrangements for her/him to receive medication at the prescribed time. *If a student has a contagious illness, he/she may not attend school for at least 24 hours after the administration of an initial antibiotic dose.*

B. Daily Medications: Long Term

All medications, including emergency medications, must be in the prescription/pharmacy labeled container and accompanied by medication administration forms completed by both the parent/guardian and the physician. These forms request the name, dose, and timing of the medication, the indications for its use, any side effects, and parent and physician contact information.

C. Students Carrying Their Own Medications

Students in grades K-12 may carry their own inhalers and their own Epi-Pen prescriptions with approval of their parent/guardian and school nurse. Parent and physician medication forms, as described in section B, are required to be completed and submitted to the school nurse and updated yearly. No other medications should be carried by students in grades K-8. Students at the High School may carry their own medications for self-administration with written parental permission and at the nurse's discretion.

D. Aspirin

This medication will be administered only with a physician's order and parental consent due to the associated risk of Reye's Syndrome. The physician must state that the child is not allergic to aspirin. The major indications for the administration of aspirin are usually for treatment of orthopedic, rheumatoid, or other musculoskeletal diseases.

E. Narcotics

Students who suffer *chronic* pain that require daily or periodic administration of narcotics will have individual health care plans to support their special health care needs. These plans will include a physician's order, including dosage, indication for administration and signed parental permission. The parent/guardian must deliver the medication in the original labeled pharmacy container to the health clinic where the student will receive a dose of their prescribed narcotic from the school nurse. No narcotics can be transported by a student.

Students experiencing pain secondary to an *acute* illness, injury or recent surgery should not return to school until their pain can be managed by a non-narcotic medication, due to the side effects associated with a newly introduced narcotic prescription.

E. Field Trips

School nurses are rarely present on field trips. Please designate on the Medication Plan if your child needs to receive their scheduled medications on field trips. If a student does require medication while on a field trip and no nurse is attending, students will receive medications as follows:

- Delegation to a staff member: The school nurse will educate and delegate the administration of **essential** prescription medications, according to MDPH regulations for day and overnight field trips.
- Self-administration (grades 9-12): If developmentally appropriate, a student may self-administer medication with parental permission at the discretion of the school nurse. A parent/guardian must sign permission for self-administration on the medication administration plan for a day trip. For overnight trips, the Overnight Field Trip Health form must also be completed by the parent to allow students to self-administer. All medications are to be provided in an accurately labeled prescription bottle. *Refer to Medication Guidelines for Overnight Field trips.*

Students may carry and self-administer their own medications such as inhalers for asthma, and Epi-Pens for life threatening allergies, when appropriate. Be sure to discuss the specific medication practices for the field trip with the school nurse at least 72 hours before the trip.

Please contact the school nurse if you have any questions about medication administration.



PSB Food Services

We are excited to announce that the Public Schools of Brookline will continue to provide **free meals** to all students under the USDA's Child Nutrition Programs. All children enrolled in the district are eligible for these free meals, regardless of income, through June 30, 2023.

- All enrolled students are eligible to receive a **FREE breakfast and lunch daily**. Breakfast is served between 7:30am and 8:00am.
- This program, funded by the United States Department of Agriculture (USDA), allows us to provide nourishing and appetizing meals for your children at no cost to you.
- Participation is always encouraged. The more meals we serve, the more funding we receive, allowing us to focus on meal quality, variety and innovative practices (new recipes, local food sourcing, sustainable practices, etc.). If your child has never participated in the school meal program before, encourage them to try the program this year!
- This program saves you time and money. By allowing us to prepare meals for your child, you don't have to plan and shop for your children's breakfast and lunch each school day.

Family Portal for Meals

You now have full control over your child's meal account:

- Create an account at [Titan Family Portal](https://family.titank12.com/) (https://family.titank12.com/) where you will be able to see your child's meal account history, view menus, request refunds, transfer funds, and more, all in one convenient location.
- You can also make payments for *a la carte* items, such as bottled water, seltzer, etc.
- Be sure to have the following information to successfully link your student(s) to your account
 - First and Last Name
 - Grade and School
 - Date of Birth
- If you have questions, please call Sasha Palmer, Director of Food Services, at 617- 730-2499, or call the TITAN School Solutions support line at 916-467-4700, option 2.

Meal Application

Despite free universal meals, income eligibility for the free/reduced meal program **must** be reestablished for all students each year. This annual certification is an important part of the reimbursement process to fund this vital program. Parents and guardians who think their child may be eligible should consider submitting a *Meal Application* to determine their child's meal eligibility status.

- "Meal eligibility status" is important because **it may enable you to access other state and federal benefits**, such as P-EBT.
- The *Meal Application* is available online – it is convenient and easy. Click here: [Online Meal Application](https://family.titank12.com/application/new?identifier=6DERAG) (https://family.titank12.com/application/new?identifier=6DERAG)
- You will need your child's Student Identification Number, which is found in the [Parent Portal](https://www.brookline.k12.ma.us/parentportal) (https://www.brookline.k12.ma.us/parentportal)
- Submit an application as soon as possible this school year to avoid missing any benefits.
- One application per household is sufficient.
- We accept applications year-round, so if there is a change in your family's financial situation be sure to apply.

Questions/Additional Information

- For questions about the Meal Application, please contact Mona Saltalamacchia at 617-730-2415 or by email at mona_saltalamacchia@psbma.org. If you need a paper copy of the meal application, she can mail one to your home.
- You may continue to submit your child's meal orders through the [LINQ ordering system](#). Forms, additional information, and other helpful links are also available on our website at: www.brookline.k12.ma.us/foodservice.
- If you have any other questions, please contact the Assistant Director of Food Services Venessa Mitsis at 617-730-2436 or by email at venessa_mitsis@psbma.org

BROOKLINE THRIVES: FREE WEEKEND FOOD BAGS

Brookline Thrives offers convenient, non-refrigerated, free food bags to local families who could benefit from additional food options for their children. Each child's bag includes two breakfast items, two lunch items, milk and fruit, and snacks for the following week. **No proof of financial need is required.**

Families may take Weekend Food Bags for ALL children in their household.

Receive Bags at Your School

Any child attending BEEP or a Brookline K-8 Public School may receive free food bags at school on Fridays. Register using the form below - or online at <https://tinyurl.com/bdcdmxbn> - if you would like bags delivered to your child at school.

Pick Up Bags at a Local Community Room

Families may also pick up bags in person (no registration required) on Fridays afternoons from the following Community Room locations:

- 226 High Street 5:00 PM - 6:00 PM
- 55R Egmont Street 5:15 PM - 6:15 PM

A BROOKLINE FOOD PANTRY PROGRAM

BROOKLINE



THRIVES

Keeping Kids Fueled for Learning

YES, I WANT MY STUDENT TO RECEIVE FREE WEEKEND FOOD BAGS AT SCHOOL

Student Name: _____ Grade: _____ Teacher or Group: _____

School Your Student Attends:

- Baker (K-8) Beacon (BEEP) Clark Road (BEEP) Driscoll (K-8) Florida Ruffin Ridley (BEEP & K-8) Heath (BEEP & K-8)
 Lawrence (K-8) Lincoln (K-8) Lynch (BEEP) Pierce (K-8) Putterham (BEEP) Runkle (BEEP & K-8)

Food Restrictions, if Any (Brookline Thrives Strives to Provide Foods That Meet Dietary Requirements.)

- Peanut Allergy Tree Nut Allergy Dairy Allergy Gluten Sensitivity Egg Allergy Vegetarian Kosher Other _____

Number of Bags My Student Would Like to Receive: _____ (You can request bags for all children in your household)

Does Your Household Have Access to a Microwave on Weekends? Yes No

Optional Contact for Program Updates: Name: _____ Email or Phone: _____



Return This Form to Your Student's Teacher OR Register at <https://tinyurl.com/bdcdmxbn>

Scan Here for More Information

CONSIDER JOINING THE BROOKLINE FOOD PANTRY

Brookline Thrives is a program of the Brookline Food Pantry. Food Pantry membership is NOT required to take part in Brookline Thrives; but new members are always welcome! The Brookline Food Pantry is open to all Brookline residents in need of food assistance. If you reside in Brookline Housing Authority or low-income properties or receive financial assistance (such as but not limited to SNAP, WIC, Unemployment or Disability benefits), Brookline Food Pantry is here to help. Registered clients may shop once a week at any of our locations:

United Parish Church

210 Harvard St (enter on Marion St)
Wednesdays 2:00 PM - 5:00 PM
Fridays 10:30 AM - 1:00 PM

BHA Egmont Housing

55R Egmont St, Community Room
Thursdays 3:00 PM - 7:00 PM
Saturdays 10:00 AM - 1:00 PM

BHA High Street Vets Housing

226 High St, Community Room
Tuesdays 3:00 PM - 7:00 PM



YES, I WANT TO REGISTER WITH THE BROOKLINE FOOD PANTRY

I am / My family is already registered with the Brookline Food Pantry.

Yes, I would like to register for the Brookline Food Pantry.

Please provide the following details. **Your information is confidential!** Brookline Food Pantry does not share this information with other agencies.

Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Number of Residents in Your Home: Adults (Ages 18-64): _____ Children (Ages 0-17): _____ Seniors (Ages 65+): _____

If you are new to the Brookline Food Pantry, please bring an ID and something that shows your address the first time you shop. You may be asked a few more questions to complete your registration. You will then be issued a Pantry Client Card, to bring each time you shop at the Brookline Food Pantry. For more information, go to www.brooklinefoodpantry.org/need-groceries.html.



THE PUBLIC SCHOOLS OF BROOKLINE
333 WASHINGTON STREET
BROOKLINE, MASSACHUSETTS 02445

Financial Assistance Application
2022-2023 School Year

Annual Financial Assistance Application

Dear Parent(s)/Guardian(s);

This is an annual Family/Household application for multiple program assistance. This single application procedure covers most school fees in the full school year, with the exception of optional field trips or programs and school lunch, which require a separate application for Free/Reduced fees. This form does not sign your child up for programs. No employee, coach, faculty or staff member has the authority to waive any fees or charges without the income determination letter provided by the Finance Office.

The Public Schools of Brookline Financial Assistance Program determination is based on the income of **ALL** household members. Anyone living in your household is required to submit income documentation, including domestic partners, relatives, and any other individuals residing at the address.

From the list accepted documents shown below, please submit all of those that apply to your household:

Income Tax or BHA housing assistance:

1. If you filed 2021 taxes; we require 2021 IRS transcript for all adults residing in the household. We will not accept tax filing documentation from any other source than the IRS (**we do not accept the 10-40 form**). Call 800-908-9946 or visit <https://www.irs.gov/>. On the home page click "Get Your Tax Record". Click "Get Transcript Online". Available for free, 5-10 days after request is submitted.
2. Brookline Housing Authority Income Determination/ Calculation Worksheet (request most recent document from BHA building manager). This is the only document required if student lives in BHA property.

Other Income: Submit a copy of most recent data if you receive:

3. If you are a single parent we require Alimony and Child Support Agreements (to request Child Support documentation, visit <https://www.mass.gov/orgs/child-support-enforcement-division> or call 617-660-1234);
4. Supplemental Security Income (SSI) and Disability Income;
5. Unemployment Compensation and Severance Pay;
6. Transitional Assistance Letters and Benefits (issued every August or upon request by parent);
7. Family support: gifts, donations, money from someone outside of the household– submit affidavit of family support.

Other housing assistance: Submit a copy of letter of determination or affidavit of support:

8. Section 8 Housing Voucher;
 9. Housing support (e.g. rent-free housing, residing w/family or friends) – submit affidavit of family support.
- *Foster Children* are handled as one household and are not included as a member of the family in which they are residing or in the household income of the custodial parent.
 - *Families traveling on a VISA* –
 - Non-Immigrant Visa (for example a B, F, H or J visa) you are not eligible for Financial Assistance.
 - Immigrant Visa and you submitted an Affidavit of Support (i.e. I-864, I-134) along with your Visa application; you are not eligible Financial Assistance.

Completion of all information is necessary in order to make a determination. Incomplete applications will not be processed. Once a determination regarding eligibility is made, you will be notified of that decision by letter. Please allow four weeks for processing.

For more information, please visit the Public Schools of Brookline website: <https://www.brookline.k12.ma.us/>

Sincerely,
Samuel Rippin,
Deputy Superintendent for Administration and Finance

Tel: (617) 730-2425
financialassistance@psbma.org



THE PUBLIC SCHOOLS OF BROOKLINE
 333 WASHINGTON STREET
 BROOKLINE, MASSACHUSETTS 02445

Financial Assistance Application
2022-2023 School Year

Parent/Guardian First Name	Parent/Guardian Last Name	Phone Number	Address (Street, Town, Zip code)
Other Parent/Guardian First Name	Other Parent/Guardian Last Name	Phone Number	Address if different from above
Email Address			

First Name Dependent/Child	Last Name	2022/23 Grade	2022/23 School Name

Family size (total adults + totals dependents)

Required and Accepted Documentation (provide copies of all that apply to your family's yearly income)	Check if Included
1. 2021 IRS Transcript https://www.irs.gov/ (not the 10-40 tax document)	
2. Brookline Housing Authority Income Determination/ Calculation Worksheet. This is the only document required if student lives in BHA property.	
3. Alimony and Child Support Agreements	
4. Supplemental Security Income (SSI) and Disability Income	
5. Unemployment Compensation and Severance Pay	
6. Transitional Assistance Letters and Benefits	
7. Family support: gifts, donations, money from someone outside of the household	
8. Section 8 Housing Voucher	
9. Housing support (e.g. rent-free housing, residing w/family or friends)	
10. Documentation for Foster Child	

**SUBMIT
 APPLICATION
 WITH REQUIRED
 DOCUMENTATION.**

Application will not be processed without required documentation.



THE PUBLIC SCHOOLS OF BROOKLINE
333 WASHINGTON STREET
BROOKLINE, MASSACHUSETTS 02445

Financial Assistance Application
2022-2023 School Year

All documents are scanned and shredded. All documents provided are kept confidential, are not shared with any other offices or departments and are not included in any student file.

An adult household member must sign the application.

I certify (promise) that all information included with this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose benefits, and I may be prosecuted.

Sign here by typing full name: _____ **Date:** _____

EMAIL THIS FILLED OUT FORM AND REQUIRED DOCUMENTATION TO: FINANCIALASSISTANCE@PSBMA.ORG



The Public Schools of Brookline
Brookline Town Hall
333 Washington Street, 5th Floor
Brookline, Massachusetts 02445
617.730.2401

Linus J. Guillory Jr., PhD
Superintendent

September 2022

Dear Families,

I am pleased to be able to share the annual list of religious and cultural observances. For those of you who are returning parents and guardians, this letter and list will be familiar. For those families who are new to the school district, please take a moment to familiarize yourself with the information below to understand the purpose and intent behind this annual message.

The students in the Public Schools of Brookline represent a diverse community of learners. Celebrating this diversity is one of the key characteristics of our district. PSB's core value of "Respect for Human Differences" calls on us to honor Brookline's diversity and value the varied perspectives and experiences that enrich each of our schools.

The assignment of homework over religious/cultural holidays is an issue often raised by parents and students. Following is a set of procedures that guide the practice of assigning homework, as aligned with the School Committee's Homework Policy. By following these procedures, we demonstrate our commitment to providing students with the opportunity to more fully observe religious and cultural holidays and celebrations.

The list of specific holidays and dates for the 2022-2023 school year is attached.

Category 1:

What this means: Absences by staff and students impact the ability to conduct classes on this date or during this time. Designated as "days of low attendance", certain category 1 holidays are often embedded within school vacations.

Instructions: No homework will be assigned in any class for all students on the last day of school before a category 1 holiday. Homework assignments, projects, presentations, or other assignments cannot be due until at least the second school day after the holiday, even in the case of a longer school vacation. The same policy applies for the administration of tests.

Category 2:

What this means: School remains in session because these holidays are not considered to be a "day of low attendance". However, they are still celebrated by a significant portion of our school population.

Instructions: No homework will be assigned in any class for all students on the last day of school before the category 2 holiday. Homework assignments, projects, presentations, or other assignments cannot be due until at least the second school day after the holiday, even in the case of a longer school vacation. The same policy applies for the administration of tests.

Category 3:

What this means: School remains in session because these holidays impact a smaller number of our students than in the prior two categories.

Instructions: Students who are unable to complete a homework assignment due to this type of holiday should inform their teacher, who will arrange with the student an alternative time for completion of work, without loss of credit. The attached list includes the most common category 3 dates, but it is not inclusive of all possible dates.

Thanksgiving Break

In addition to the religious/cultural celebrations outlined above, no homework will be assigned over the Thanksgiving break. Projects, presentations, or other assignments will not be due until at least the second day following the Thanksgiving break. The same policy applies for the administration of tests.

In all of the situations described above, teachers are asked to comply with both the “letter” and the “spirit” of this guidance. For example, please do not “double up” on homework assigned before a holiday.

Athletics

Our athletic programs are another important aspect of a student’s educational experience. Regardless of the category, coaches are advised of and sensitive to the religious and cultural needs of their student-athletes and families. There will be no athletic consequence for missing games and/or practices due to religious observances. Moreover, Brookline High School does not schedule league or non-league contests on any of the category 1 dates. Non-mandatory practices may occur on category 1 dates with prior approval by the Athletic Director.

Providing students with the opportunity to fully observe these religious and cultural holidays is a tangible way to demonstrate our commitment to diversity in Brookline.

Thank you for your attention to this important matter.

Sincerely,

A handwritten signature in blue ink that reads "Linus J. Guillory Jr." The signature is fluid and cursive, with the first name "Linus" being the most prominent.

Linus J. Guillory Jr., PhD
Superintendent

The Public Schools of Brookline
Religious and Cultural Observances
2022-2023

Category 1

Rosh Hashanah (Day 1)	Monday, September 26, 2022
Yom Kippur	Wednesday, October 5, 2022
Christmas	Sunday, December 25, 2022
Lunar New Year	Sunday, January 22, 2023
Good Friday	Friday, April 7, 2023
Easter	Sunday, April 9, 2023

Category 2

Eid al-Adha	Saturday, July 9, 2022*
Passover (Day 1)	Thursday, April 6, 2023
Eid al-Fitr	Saturday, April 22, 2023*

Category 3**

Rosh Hashanah (Day 2)	Tuesday, September 27, 2022
Sukkot (2 Days)	Monday, October 10, 2022 Tuesday, October 11, 2022
Diwali	Monday, October 24, 2022
Hanukkah	Monday, December 19, 2022
Winter Solstice	Wednesday, December 21, 2022
Kwanzaa	Monday, December 26, 2022
Nowruz	Wednesday, March 22, 2023
Passover (other dates)	Friday, April 7, 2023 Wednesday, April 12, 2023 Thursday, April 13, 2023
Good Friday (Eastern Orthodox)	Friday, April 14, 2023
Easter (Eastern Orthodox)	Sunday, April 16, 2023
Shavuot	Friday, May 26, 2023 Saturday, May 27, 2023

Thanksgiving Break

Thursday & Friday, November 24-25, 2022

**Tentative. Holidays on the Islamic calendar are confirmed only after a lunar sighting. Therefore, this date is subject to change following actual astronomical observations closer to the actual holiday.*

***This list is not inclusive of all possible category 3 dates.*

Public Schools of Brookline Student and Medical Information Verification Process

At the start of every school year, we ask families to verify their contact and consent information for their enrolled PK-12 student(s). We also ask families to update health information related to their child/children. Accurate information helps us communicate with you about school information, progress reports and, when necessary, in emergency situations. We also want to ensure that we are taking good care of your student(s) personal information and only sharing it in ways that you approve.

The online Student and Medical Verification Form allows parents and caregivers to do a variety of back-to-school tasks. This reference sheet will help you to review and update important information in the Aspen Portal, including:

- Student Information, including Homeroom and Student ID
- Physical Address, including Affidavit of Residency
- Contact Information, including Emergency Contacts
- Parent/Caregiver(s) Permissions and Consents
- Student and Parent/Caregiver(s) Agreements
- Health Information, including COVID-19 attestation. **Please note that this section of the online form replaces the “Health and Medical Card” that previously was sent home in the back-to-school packet.**

A video tutorial to guide you through these steps, including translations, is available here:

<https://www.smores.com/8s410>

Please follow the steps below in order to access the online form:

1. Log into the [Aspen Parent Portal](#).
2. Click on the [“Initiate” button](#) under the **Student and Medical Verification Form** widget to begin the process.
3. A new window will appear listing all of your students. Select the button next to the student for whom you would like to verify data. Click **OK**.
 - If you have multiple children in the PSB and not all of them appear in this list, please let us know right away at datateam@psbma.org. We will amend your account accordingly.
 - If you do not want to verify the information for the student whose name is showing, click on the magnifying glass again and select a different student in the list that appears
4. You have now begun the Student and Health Verification Process. Please review each section carefully and verify and/or update the information for the student you have selected. You can always click on **Cancel** or **Save & Close** as you are completing the form.

Logging In

Your credentials to the Parent Portal involve your login ID (the email address associated with your PSB account) and the password associated with that account. If you need to reset your password, use the "I Forgot my Password" link on the login page. Follow the directions to reset your password. Please note that your email and the security question are both case-sensitive. If you still can't access the site, please contact datateam@psbma.org. Your school admin team will also help you complete this form if you need additional assistance.

All existing information will pre-populate. You only need to update new items or pieces that need to be changed. **Please note that you must sign, initial, and click “finish” for PSB to confirm you have completed the process.**

Verifying Emergency Contact Information and Protecting Student Privacy

We want to make sure we have accurate contact information for your family so that we can share school information, progress reports, and when necessary, emergency notifications in a timely manner. We also want to ensure that we are protecting your and your child's personal information and only sharing it in ways that you have approved. To do so, we need your current contact and consent information. The permissions and consents we have on file for your student(s) will be reviewed in the **Student and Medical Verification Form** that is accessible through the Parent Portal (see above).

Change of Address

If you recently moved, or the address listed for your student in the Parent Portal is not correct, you must notify us of the change and provide documentation of your new Brookline address. It is very important that your address is correct in our records so that important letters and notices reach you without delay.

To complete a change of address with PSB, complete the following steps:

1. Open the **Student and Medical Verification Form** on the Aspen Parent Portal.
2. [On the "Custodial Parents/Guardians Physical Address only" section, select "No" when asked if the listed address is correct.](#)
3. [Complete the PSB Change of Address Form.](#)
4. Submit supporting documentation of your new address. You may submit these directly through the Student and Medical Verification Form or by emailing the documents directly to enroll@psbma.org.

Residency Verification

To attend the Public Schools of Brookline (PSB), a student must reside in the Town of Brookline. A student's primary residence is the place where they dwell permanently, not temporarily, and is the place that is the center of their daily domestic, social, and civic life.

In the "Student" section, you will complete an affidavit of residency and attest that you and your student(s) meet Public Schools of Brookline residency requirements. Please note that the Office of Registration and Enrollment may request that you provide current proof of residency. Please submit these documents within two weeks of receiving such a request from our office.

Health and Medical Information

Please carefully complete and review all of your student(s) health information in the "Health" section of the form. If you have updated health documentation of your student(s) (e.g. immunization records) please submit them with the form as well.