

Edith C. Baker Handbook 2017-2018



The Public Schools of Brookline do not discriminate on the basis of age, race, color, sex, religion, disability, national origin, gender identity, or sexual orientation.

Welcome to Baker School

The Edith C. Baker School serves a kindergarten through grade eight population in the Chestnut Hill neighborhood of Brookline. It is one of the largest elementary schools in the town, with almost eight hundred students in attendance. Our dedicated staff is committed to providing challenging, developmentally appropriate learning experiences that facilitate each child's cognitive, social, emotional, and physical growth. Baker also offers programs that include a Comprehensive Learning Center and the district's Korean English Language Learner program.

Baker School was renovated in 2000. Two new wings were added, creating a new library and cafeteria as well as more classroom space. In addition, a lovely sculptured garden, which is used as an instructional space during warm weather was given as a gift at about the same time. Behind the school, a thirty-five acre woodland sanctuary with trails, marshes and rock formations provides students and residents with an instantaneous retreat from suburban living.

Baker School is an "international" school, where fully one-third of the student population speaks English as a second language at home. Utilizing the resources of the PreK-8 structure, Baker encourages cross-grade level partnerships. This strengthens collegial relations among the faculty and creates ties between students at various grade levels.

This handbook contains information about school programs, practices, and procedures, which we hope will serve as a useful reference throughout the year. Please read this handbook with your child(ren). A Student Contract is located at the end of the Handbook and this contract should be signed (by both the student and the parent/guardian) once a parent or guardian has reviewed the content of the Handbook.

Have a great school year!

Mary L. Brown, Ed.D
Baker School Principal

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District Contact Information

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Ms. Nicole Gittens	Deputy Superintendent for Teaching and Learning.....	617-730-2432
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Ms. Vicki Millstein	Principal, Early Childhood.....	617-713-5472
Dr. Suzie Talukdar	Principal, Driscoll School.....	617-879-4250
Mr. Brian Denitzio	Principal, Lincoln School.....	617-879-4600
Ms. Monica Crowley	Principal, Upper Devotion School.....	617-879-4400
Ms. Jennifer Bueller	Principal, Lower Devotion	
Mr. Dave O'Hara	Principal, Lower Devotion	
Mr. Anthony Meyers	Headmaster, Brookline High School.....	617-715-5000

Baker School Day

School Hours

8:00 a.m. to 2:30 p.m. except on Fridays when students are dismissed at 1:40pm.

Hallways open at 7:50am and students may enter the classrooms at 7:55am.

Students arriving between 7:30-7:50am should report to the cafeteria. **Instruction begins at 8:00am.**

Early Dismissal Days

There are eight (8) Early Dismissal Days in which the school day ends at 12:40pm. (four days in November/December and four days 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 days with a 12:40pm. dismissal.

In addition, there are two (2) Early Dismissal days at noon (the Wednesday before Thanksgiving and the last day of school). Lunch ***is not*** served on 12:00pm dismissal days.

Absences

School attendance is required by law. **Children who attend school regularly and arrive on time establish routines and habits that give them a good start to the school day.** Students should be in school every day - unless they are ill. In the event of an absence, a parent/guardian should notify the school's main office (617-879-4308) by 8:15am. Students who are absent due to illness should bring a note to the classroom teacher when returning to school. *Students who are absent from school, are NOT permitted to participate in after school activities (which includes school sports events).*

Extended Family Vacations Discouraged

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. There are certainly times when some students may need to be absent from school for an extended period due to major life events or family emergencies. ***If a student will be out of school for an extended period of time, the parent or guardian should send a written note to the principal as soon as possible.***

Work will not be provided to the student in advance as classroom instruction from one day informs the instruction for the next day. 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. Some missed assignments may be provided when the student returns.

Tardy to School

School begins promptly at 8:00am Hallways open at 7:50am. The front door (by the main office) opens for students going to the cafeteria at 7:30 a.m. Students arriving between 8:01am and 8:05am are marked tardy in the classroom. After 8:05am, students must use the front door and get a late slip in the office before going to class. Please help your child develop good habits and arrive on time.

It is important that all our students arrive at school on time and ready to learn. Students who are consistently late often miss important instruction or disrupt the learning of other students when entering the class while the lesson is in progress. Therefore, please ensure that your child arrives at school on time.

Students who arrive late to school due to a medical appointment should obtain a medical note from the doctor's office personnel. These forms are readily available from all dentists and doctors.

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. In order to be dismissed early, the student must be picked up in the office by an adult named on his/her emergency card.

Parent/Visitor Sign-In

During the school day, parents and visitors must sign in at the office. This helps us maintain school safety and reduce interruptions to class. The office will arrange delivery or pick-up of forgotten lunches or materials.

Snack, Recess & Lunch

- **Snack:** Students in Gr. K-5 have a snack time. Healthy snacks are encouraged and are provided by the family.
- **Recess:** Students in K-5 have a 20 or 25-minute recess before or after lunch. Children go outside for recess unless it is raining, icy or extremely cold. Please be sure that your child wears appropriate clothing for cold and snowy days. Children may not eat outside at recess.
- **Lunch:** Students in grades K-5 have a 25 minutes lunch period. Students in grades 6-8 have a 30-minute lunch period with an option to go outside for ten minutes of their lunchtime. 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

School ends at 2:30pm, except on Fridays when school ends at 1:40pm 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.

Bus Students

Students who take a bus, should wait quietly in front of the school for their bus to arrive. Students should follow the instructions of the adult on duty and the bus driver and monitor at all times.

Parking and Drop-off

Parking is **NOT** permitted in the circle in front of the school. This will facilitate a safer arrival and dismissal for all students and provide safety vehicles easier access to Baker in the event of an emergency. The only vehicles permitted are those that have a sticker denoting access to handicapped parking.

During the winter months (Late December through mid-March), Beverly Road becomes one-way at arrival and dismissal. Watch for updates sent from the school in early December.

HOME - SCHOOL COMMUNICATION

“Back to School” Dates: In September and October, “Back to School” breakfasts and evenings provide an opportunity for parents/guardians to meet their child’s teacher and get an overview of the school year. Classroom teachers will share this information with parents at the start of the school year. Moreover, the Principal hosts an “all-school” welcome back to school event in early September.

Communication with Teachers

Teachers will inform you as to their preferred means of communication. **For time sensitive issues** (e.g. unexpected change of plans after school), it is best to speak with someone directly in the main office.

- **Phone Calls:** Teachers cannot accept phone calls during the school day as they are 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.
- **E-mail:** All staff can be contacted via e-mail: *firstname_lastname@brookline.k12.ma.us*. Please remember teachers are generally not able to respond to email messages during the school day. E-mail is best used for short messages and to set up and confirm times for phone calls or meetings. We highly recommend avoiding e-mail as a tool 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) 879-4500, **not your child’s cell phone**. The office will promptly relay the message to the student. *Student cell phones are not permitted to be used during the school day.*

Parent Conferences & Report Cards

- **Grades K-5:** Parent conferences are held twice a year (November/December and April/May). Teachers prepare written Conference Reports twice per year.
- **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. Parents may request a conference with the entire team at other times through the homeroom teacher or the guidance counselor.

Parent Involvement

There are several ways to stay informed and be involved:

- **Read the Baker emails** sent home regularly by the Baker Administrative Team.
- **Visit the Baker website (www.bakerschool.org)**
- **Attend PTO Meetings** held throughout the school year and focused on a topic of interest to parents.
- **Attend Principal’s Coffees/Community Chats** held throughout the year. These usually begin with a focus topic, but always include time for informal questions and answers.
- **Volunteer Opportunities:** Refer to the PTO website for volunteer opportunities.
- **Support the PTO:** Parents enhance the school by providing resources, programs, and other opportunities for students, staff and parents that would not otherwise exist.
- **Serve on School Site Council:** The School Council meets a minimum of four times per year and is comprised of parents, teachers, a community representative, and school administration. The Council works with the principal to develop the school improvement plan and school identified initiatives. 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.

STUDENT BEHAVIOR GUIDELINES

This section of the handbook contains important information about our expectations for student behavior and student rules. Please be sure to review this information. The parent/student contract at the back of the handbook must be signed and returned to school. **The rules that follow do not cover each and every possible situation. The administration has the discretion to apply appropriate and fair consequences in all situations.**

School-wide Rules for a Safe Community

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

Hallways & Public Areas (K-8)

- Walk, don't run!
- Use a quiet voice that won't disturb classes.
- Stay on the right-hand side, especially on the stairs.
- Hold and pass the door to those behind you.
- Personal items, such as balls, skateboards and (folded) scooters must be carried.
- 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 (K-5)

- Stay in the right place.
- Students must be able to see an adult at all times.
- Students may not leave the playground without permission from an adult. The student must inform one of the adults on duty when they return.
- Respect the rights of others.
- Use a kind voice and kind words.
- Play by the rules
- Be inclusive! Let others play😊

Recess Consequences

1. Students may receive a 5-10 minute break/time-out for:
 - Not following playground rules
 - Teasing or name calling
 - "Cooling off" as needed
2. Students may be sent to the office and be required to complete a Reflection Sheet for:
 - Any action which hurts another student (hit, kick, push, punch, etc.)
 - Inappropriate language
 - Disrespectful Behavior (For example: talking back to the adults in charge)
3. Parents will be called if the student is involved in:
 - Fighting
 - Harassing another student
 - Repeated difficulties

Lunch Rules (Students in Grades K-5)

- Sit at the lunch table and stay in one seat during lunch.
- Raise your hand to ask an adult for permission to leave your seat.

- Use an indoor quiet voice. Stop talking when an adult gives the signal for quiet.
- Clean up after yourself and help keep the whole cafeteria clean. Wipe your place clean.
- Put trash and recyclables in appropriate barrels.
- Respect others. Use a kind voice (no put-downs, name-calling, or teasing)
- Use appropriate manners (Say "Please" and "Thank you")
- Lining Up: When your table is dismissed, walk and line up single file in the designated place until you are dismissed.

Lunch Consequences

1. Student may be required to remain in the cafeteria until everyone else has lined up for:
 - Getting out of his/her seat without permission
 - Making too much noise
2. Student may be required to stay and help clean up for:
 - Throwing food
 - Not cleaning up after himself/herself
3. Student may be sent to the office and be required to complete a Reflection Sheet for:
 - Disrespectful behavior (For example: Talking back to adults in charge)
 - Using inappropriate language
 - Repeated difficulties in the cafeteria
4. Parents will be called if a student is involved in:
 - Fighting
 - Repeated difficulties in the cafeteria

Appearance/Dress Code for Grades 6-8

The 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 (violent, sexual or alcohol/drug-related) graphics or writing.

Hats, 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 hood, the garment will be collected 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 are not permitted. **Sneakers** are required for all physical education classes.

Consequences for Dress Code Violations

A student may be asked to remove or cover clothing that is deemed inappropriate by the principal or designee. A student will be directed to turn clothing with inappropriate graphics or writing inside out each time it is worn. Possible responses to dress code violations:

- Student will be informed and made aware of inappropriate clothing.
- Student may be given a T-Shirt and/or shorts to wear for the remainder of the school day.
- Student may be asked to 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 may 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 corresponding teacher.
3. The fourth offense will be referred to an administrator for consequences such as detention.

Consequence for "Skipping" Class: If a student "cuts" a class, he/she will serve a 60-minute detention after school and a parent or guardian will be notified.

School Absences

In the event of an absence, a parent or guardian should notify the school's main office (617-879- 4308). Students are responsible for checking in with each of his/her teachers upon his/her return to make up any and all missed work.

Attendance Warnings

1. If a student reaches five (5) or more absences or late arrivals in a term, an attendance/tardy warning letter may be mailed home.
2. Should the pattern continue, an administrator will call a parent or guardian to discuss possible positive interventions.
3. The administrative team will determine if additional action is required.

A Note to Parents: If you are struggling with getting your child to school, we encourage you to contact the school nurse, guidance counselor or administrators for advice and assistance.

Academic Honesty

Students should uphold academic honesty and integrity when completing class work, homework assignments and tests/exams. Cheating and plagiarism are NOT permitted at Baker School. Cheating is the giving or receiving of unauthorized aid on individual assignments, including class work, 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 (Grades 6-8)

First Offense: Student receives a zero for the assignment. Student must complete the assignment. Teacher will notify a parent or guardian and an administrator.

Second and Subsequent Offenses: Student may receive a failing grade for the term. Student must complete the assignment. A conference will 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 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.

Personal Electronics

The following items must be turned off during school hours (8:00-2:30) and will be confiscated if used without permission from the teacher:

- Cell phones
- MP3 music players, such as iPods, etc.
- Handheld video games
- Cameras
- Video & Audio Recorders

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.

Note to Parents on Cell Phones: If you need to contact your child during the school day, please call the main office (617) 879-4500, not your child's cell phone. The office will promptly relay the message to the student.

ENSURING A SAFE COMMUNITY

Every community member should feel physically and emotionally safe at school.

1. Disruption to Class

Behavior that interferes with the learning of others is unacceptable. In general, students and teachers work together to establish classroom rules. While some students may have a specific behavior plan or an individual education plan (IEP) for support, the response to disruptive behavior will gradually increase as follows:

- First Time: Verbal reminder and redirection by the teacher.
- Second Time: Teacher speaks individually to student (and student may complete an age appropriate reflection sheet).
- Third Time: Student may lose a classroom privilege. The teacher contacts the parent or guardian.
- Fourth Time: Student may be referred to the Office and will complete a Reflection Sheet. An administrator may contact parent/guardian and/or send home the Reflection Sheet, which requires a parent/guardian signature.

2. Swearing/Inappropriate Language

Swearing and other inappropriate language is not permitted at Baker School. A student engaging in this type of behavior will complete a Reflection Sheet and will be referred to the Office. An administrator may contact parent/guardian and/or send home the Reflection Sheet, which requires a parent/guardian signature.

3. Fighting and/or Invasion of Personal Space

Unwarranted physical contact between two or more people is not acceptable. Consequences may include:

1. Parent/Guardian will be notified.
2. If a suspension is being considered, parent/guardian will be notified of and included in a suspension hearing. If a suspension is given, a re-entry meeting will be held with the student, parent/guardian and administrator.
3. If deemed appropriate, 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 does 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 for Non-Discrimination.

Consequences For Harassment

1. Parent or guardian will be notified.
2. If a suspension is being considered, parent/guardian will be notified of and included in a suspension hearing. If a suspension is warranted, a reentry conference held with student, a parent or guardian, 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.

5. 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/guardians, or others, and may be oral or written.

Responding to a Report of Bullying or Retaliation

1. Safety: The Principal or Vice Principal with the assistance of appropriate suggest 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 parents/guardians of the target(s) and aggressor(s) of the determination.

5. Responses to Bullying

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

NOTE: For a more detailed explanation of the above, please refer to the Public Schools of **Brookline's Bullying Prevention and Intervention Plan** at:

http://www.brookline.k12.ma.us/index.php?option=com_content&view=article&id=403:publicschools-of-brookline-bullying-prevention-and-intervention-plan&catid=64:news&Itemid=181

Consequences For Bullying

1. Parent or guardian will be notified.
2. Education will be provided and there could be a suspension hearing. Should a student be suspended, a reentry conference held with student, a parent or guardian, 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.

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 or guardian will be notified.
2. Education will be provided and there could be a suspension hearing. Should a student be suspended, a reentry conference held with student, a parent or guardian, 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

Classes in grades K-3 are self-contained with one classroom teacher. Students in grades four and five may study some content areas with another grade level teacher other than the primary teacher. In grade six, students are assigned to a homeroom and then rotate among other teachers for the content areas (English Language Arts, Mathematics, Science, Social Studies, World Language) as well as specials (physical education, art, music and humanities). Students in grades seven and eight have a variety of teachers for each of the different subject areas. Unlike students in grade six, in general, seventh and eighth graders do not travel with a homeroom cohort.

Class Placement

Classroom placement takes place in late April through June in a series of meetings held with classroom teachers, the guidance counselor, student services staff, the vice principals 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 a parent placement letter is sent. Requests for specific teachers either in conversation or in writing will not be considered as part of this process.

Curriculum

Teachers may provide an overview of the curriculum as part of the Back to School Coffees or Evenings. Grade level curriculum overviews and more detailed Learning Expectations are available on the Public Schools of Brookline's website at www.brookline.k12.ma.us.

School Improvement Plan: A culture of continuous improvement is one hallmark of a good school. The Baker School Council, comprised of parents, teachers, a community representative, vice principals 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 SERVICES

Guidance Counselors

Three guidance counselors are available to assist and support children with their social, emotional and behavioral development. Parents should contact the guidance counselor if they have concerns about their child's adjustment to school, social-emotional functioning, behavior, or suspected learning needs. The guidance counselors interview incoming new families and help with key transition points from Kindergarten screening to assisting eighth graders with course selection and scheduling at the high school. Currently, guidance counselor responsibilities are divided in the following manner, which is determined on a yearly basis: a primary counselor serving grades K-3 and an intermediate counselor serving grades 4-8.

School Nurse

The school nurse works to promote health and wellness in the school community. The nurse monitors health status 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.

English Language Learners (ELL)

Baker School has four teachers who work with our many English Language Learners, representing many different language groups. Baker is also home to the district's Korean ELL program and has a full-time teacher who speak Korean.

Enrichment, Challenge, and Support

The Enrichment and Challenge Support Program (formerly the Gifted and Talented Program) is a K-8 system-wide framework 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. A consulting teacher model is used, 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. Baker has a part-time specialist in this role.

Literacy & Mathematics Specialists

These specialists work with grades K-8, providing intervention for struggling students and serving as a key curriculum resource for teachers. They provide some coaching and co-teaching in the classrooms.

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.

Special Education

Students who are not making effective progress after receiving support from the classroom teacher and/or intervention from general education specialists, may be recommended for a special education evaluation.

Parent/guardian consent is required for any special education testing.

Once testing is completed, a TEAM meeting, facilitated by the Educational Team Facilitator, is held. If a student

is found eligible for special education, an Individualized Education Plan (IEP) is written that includes goals and objectives, classroom and testing accommodations, and support services.

TEAM members may include (in addition to parent/guardian and classroom teacher):

- The *Education Team Facilitator* (ETF) coordinates the evaluation process, facilitates TEAM meetings, consults with staff, and assists the principal with ensuring special education services are implemented. Parents should contact the ETF if they have questions about the special education process.
- *Special Education Teachers* provide specialized instruction to students in the classroom and in the Learning Center. They work with teachers and aides to provide students with appropriate curriculum accommodations and modifications. They conduct the educational testing that is part of the TEAM evaluation process.
- *School Psychologist* may provide psychological assessments as part of the TEAM evaluation process, observes students, and consults with staff.
- *Speech and Language Pathologists* (SLPs) provide intervention services for students who have specific language needs, such as social pragmatics, language processing, writing and organization, oral communication, and articulation. Services are generally provided in small groups in the classroom or the specialist's office. Speech and Language Pathologists 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.
- *Occupational Therapists* (OTs) 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.
- *Behavior Specialists* consult with teachers and special education staff around student behavior. When needed, the Behavior Specialist will conduct a functional behavior assessment (FBA), develop student behavior plans, and support the staff with implementation of the plan.
- *Adaptive Physical Education, Vision and Hearing Specialists, and Physical Therapist and other specialists* are also available as needed.

SPECIALISTS

Library

Baker is fortunate to have a beautifully renovated library stocked with a rich collection and staffed by a full-time librarian. The library procures and processes print and non-print materials, maintains audio-visual equipment, subscribes to on-line 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 life-long learning.

Children in grade K-5 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.

The Library is open as follows:

Monday and Tuesday: 7:45am-2:45pm

Wednesday and Thursday: 7:45am-3:00pm

Friday: 7:45am- 1:40pm

Both parents and children are welcome to use the facilities to check out materials.

Performing Arts

Students at Baker School enjoy a variety of opportunities in Performing Arts. Learning in grades K-8 focuses on the development of those skills and concepts that are central to making music and performing, as well as experiencing music productions. Students in grades K-8 participate in two music classes a week. Baker students in third grade receive instruction in the recorder. In fourth grade, Baker students begin instrumental instruction. Baker students may choose to participate in band, orchestra or choral ensembles beginning in grade five. Students in grades seven and eight have the option to participate in chorus, guitar/ukulele, general music or music production, which utilizes technology applications to create music.

There are optional town-wide ensembles beginning in grades 7 and 8, which 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. Students are presented with activities that are appropriate for their level of maturity and development. They follow the developmental sequence from body management competence to fundamental skills to specialized skills, while simultaneously addressing physical fitness and social skills.

Technology

Baker has a full-time Educational Technology Specialist who supports and advises classroom teachers and students regarding technology and on-line information resources. Baker School enjoys a robust wireless network and students have the ability to utilize technology throughout their day. Laptop carts and chrome book carts provide students and staff the opportunity to utilize and/or integrate technology into both teaching and learning.

Visual Arts

All K-8 students participate in one art class per week. The Visual Arts curriculum provides experiences in the art

studios that are an essential element in the education of every student. 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

Brookline began to offer an elementary World Language program in January 2009. The Program model is a Content Enriched FLES (Foreign Language in the Elementary School). The Program provides a sequential language learning experience that aims to acquire language proficiency, appropriate to each grade level. Content-Enriched FLES programs are those in which language lessons include concepts from other subject areas (social studies, science, and math) to reinforce the subject area knowledge and present material in meaningful contexts. 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 Baker in grades K-6.

Beginning in grades seven and eight, students may opt to study French or continue with Spanish. At the seventh and eighth grade level, language instruction is four times per week with each class running for sixty minutes (240 minutes per week).

SPECIAL PROGRAMS

AFTER SCHOOL PROGRAMS

Baker Extended Day Program is a private, non-profit parent-run program located in Baker School. For questions regarding enrollment and wait lists, contact Sharon Corliss at 617-323-6661.

Homework Center (Gr. 3-5 and 6-8): Homework Center is available on Monday, Wednesday and Thursday from 2:30-3:30 pm. The Homework Center is free for students and is funded through the district.

Intramural Sports are provided before or after school on a seasonal basis. Watch for updates on the Baker or PTO websites as participation may require a fee. Students for whom this fee represents a hardship, should contact the Baker School Principal or Vice Principals.

Extramural Sports are offered for students in grades seven and eight. 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 five and six who like to have fun with math. There is weekly practice and regular meets with teams from other Brookline schools. Information about Math League is sent home with all fifth and sixth graders at the beginning of the school year. The Math League coach is grades six math teacher, Mr. Goldstein.

Public Schools of Brookline

REQUIRED STUDENT HANDBOOK INFORMATION

Parent and Volunteer Mandatory Criminal Record Checks

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]

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 unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations after other less intrusive alternatives, (including de-escalation techniques), have failed or been deemed inappropriate, and with extreme caution.

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 J(5)(k)]

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 or Headmaster'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

School Health fosters the growth, development and educational achievement of all students by promoting health and wellness. School nurses monitor health status, and they identify and address the unmet needs of

students and families. Health Services is committed to building collaborative relationships within the school and to outside agencies that will ensure effective services that are culturally appropriate and responsive to the diverse, changing needs of students in the Brookline Community.

Mandates

Vision- K,1,2,3,4,5,6,9

Hearing-K,1,2,3,6,9

Scoliosis- 5,6,7,8,9

Heights and Weights/BMI gr. 1, 4,7,10

Immunization review at PK/K or entry and grs. 4, 7, 10

Physical Exam required at PK/K or entry and grs. 4, 7, 10 and early for all students participating in HS athletics

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

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 individual child will be identified. The nurse will monitor the treatment of an affected child to insure that appropriate and timely treatment has occurred.

1) Children with an active lice infestation will be sent home by the end of the day for treatment before they return to school the next day. They must be checked before reentry by the nurse/designee to ensure that treatment/lice removal has occurred.

2) When a child with untreated head lice is reported to the nurse by a parent, or detected at school, a note requesting parents to check their child's head will be sent home to the class.

3) Each parent/guardian of each child in the class must check their child before they return to school the next day to make sure their child is free from lice or nits (eggs). If your child has head lice, treat your child with a pediculocidal shampoo, notify the nurse and bring your child to the nurse for reentry clearance. All live lice and most nits should be removed before your child returns to school. The nurse may deny reentry to a child who has not been treated.

4) The nurse may follow -up with periodic checks of individual children who had lice to make sure they have not been reinvested.

Guidelines for the Administration of Medications in School

Parent/guardian and physician consent are required for the administration of all medications, both prescription and non-prescription. The only exceptions to this practice 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:
 - a. Tylenol/acetaminophen for fever or discomfort (for grades pre-kindergarten through 8)

- b. Benadryl/diphenhydramine for treatment of an allergic reaction
- c. Hydrocortisone ointment to the skin for itching
- d. Bacitracin ointment to the skin for scrapes or cuts
- e. Cough Drops for minor cough or throat irritation
- f. Silver Sulfadiazine cream 1% to skins for burns

- 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.

Non-prescription Medications

Over the counter medications require written consent by both the parent/guardian and the physician. The school nurse can supply parents with the appropriate medication administration forms. All medications must be in the original container. Nurses may only administer medications ordered by MDs.

Prescription Medications

A. Daily Medications: Short Term

All medications must be in a prescription/pharmacy labeled container and should be brought to the clinic by the parent. The parent/guardian must include either: 1.) a note which grants permission to the school nurse for the administration of the medication or 2.) a parent medication administration form to be completed by a parent/guardian. 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 there. If a student has a contagious illness, he/she should not attend school for at least 24 hours after the administration of an initial medication dose.

B. Daily Medications: Long Term

All 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 include information such as the name, dose, and timing of the medication, the indications for its use, any side effects to be aware of, and parent and physician contact information. Emergency medications and/or those for the treatment of medical conditions such as asthma, diabetes mellitus, severe allergies, etc. have the same medication administration requirements as the above. There is a specific parent/guardian and physician form for EpiPen administration which is available from the school nurses.

C. Students Carrying Their Own Medications

Students in grades K-12 may carry their own inhalers for the treatment of asthma, with approval of the parent, physician, and school nurse. Parent and physician medication forms, as described in section B, are required to be completed and submitted to the school nurse. At the nurse's discretion, students at the High School may carry their own medications in addition to inhalers for various medical conditions. Yearly permission updates are required, and no other medications should be carried by students in grades k-8.

D. Aspirin and Ibuprofen

These medications, like all others, will be administered only with both written physician and parent consent. The physician's request must state that the child is not allergic to aspirin. The major indications for the administration of aspirin are usually orthopedic, rheumatoid, or other musculoskeletal diseases. Because there is an association with the use of aspirin and Reye's syndrome, it is administered only with explicit physician and parent consent.

Field Trips

School nurses are rarely present on field trips. When no nurse is 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. Exemptions include non-emergency medications for which an assessment is needed. ie, neither Tylenol nor Benedryl can be delegated to unlicensed staff.

OR

- A student may take the medication from envelopes which the parent/guardian has prepared. Each envelope will contain individual doses of medication. 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. Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in the student's family; weather so inclement as to endanger the health or safety of the child; and observance of major religious holidays. A student may also be excused for other exceptional reasons with approval of the Principal or designee. A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his or her character. Parents can help their children by not allowing them to miss school needlessly.

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.

**Baker School Handbook
Student and Parent/Guardian Responsibility Contract 2014-2015**

Student Name: _____

Grade: _____

Homeroom Teacher: _____

Parent/Guardian Sign-off:

____ I have reviewed the Baker School Handbook on-line.

____ I have discussed the Student Behavior Guidelines (pp. 8-13) in an age-appropriate manner with my child.

Parent/Guardian Signature

Date

Student Sign-off (for Grades 4-8)

____ I have read the Student Behavior Guidelines (pp. 8-13) in the Baker School Handbook.

____ I have discussed the rules and consequences with a parent or guardian and I understand them.

Student Signature

Date

Please contact the Baker School Office if you require a printed copy of the Handbook.