



THE PIERCE SCHOOL HANDBOOK A GUIDE FOR STUDENTS AND FAMILIES

**The John Pierce School
50 School Street
Brookline, Massachusetts
02445
617-730-2580 main office**

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Pierce School Phone Numbers

To contact teachers or other staff members, please call or leave a written message in the Main Office. Below are some direct numbers.

Main Office	617-730-2580
Absence Line	617-730-2572
Health/Clinic	617-730-2584
Guidance (K-2)	617-730-2487
Guidance (3-5)	617-264-2338
Guidance (6-8)	617-730-2587
Main Office FAX	617-264-6468
PSED	617-730-2589
Vice Principal, Grades K-1, 7-8, John Badger	617-730-2582
Vice Principal, Grades 2-6, Jim Stoddard	617-730-2797
Principal, Jamie Yadoff	617-730-2580

The Public Schools of Brookline School Calendar can be found at <https://www.brookline.k12.ma.us/Page/2>

Dear Pierce Families,

It is a pleasure to welcome you to the Pierce School community. The Pierce School is a K-8 public elementary and middle school located in the heart of Brookline. Housed in three adjacent yet truly unique spaces, the Pierce School educates nearly 700 students who collectively speak myriad languages. At Pierce, we value the diverse backgrounds from which all of our students hail and pride ourselves on the fact that, “Everyone is welcome at the Pierce School.” Our teaching and learning is grounded in equity, differentiation, collaboration, and inquiry-based activities that promote academic achievement and social-emotional well-being for all. We pride ourselves in being a “teaching and learning community.”

This handbook is designed to familiarize you and your child with Pierce’s structure, programs, policies, and procedures. You will find helpful information about daily life at Pierce, academic programming, out-of-school opportunities, and guidelines for behavior and conduct that will help ensure that your student is safe, comfortable, and has a successful year. In addition to the information here, a plethora of useful information can be found on the school website at www.brookline.k12.ma.us/pierce.

Our experience tells us that children are most likely to succeed when there is strong collaboration between home and school. It is the essence of what makes our students feel safe, confident, and ready to learn. Clear and consistent communication and cooperation create an environment that fosters the greatest possible academic, social, and emotional growth for our children. We hope you find many opportunities to participate as active members of our school community. The PTO offers many avenues throughout the year for you to stay informed and involved.

Please feel free to contact your child’s teacher or a member of the Administrative Team if you have any comments, questions, and/or concerns. Again, I am excited to welcome you to Pierce. I look forward to your support and participation as together we continue the tradition of excellence at the John R. Pierce School.

Sincerely,

Jamie Yadoff

Principal

PSB MISSION STATEMENT

Pierce School is an educational and social community based on the collaboration of students, faculty, staff, and families. We promote and strongly adhere to the **five core values** of the Public Schools of Brookline. These include:

- High Achievement for All
- Excellence in Teaching
- Collaboration
- Respect for Human Difference
- Educational Equity

Brookline provides an extraordinary education for every child. Each child's unique path to achievement is supported in academically exciting and programmatically rich environments. A dynamic, diverse community of teaching professionals works collaboratively, innovating and inspiring each other and their students. Staff gets to know students intellectually, developmentally and culturally. Students are encouraged to question and challenge ideas and participate as active citizens. Schools use a variety of assessments to get the fullest picture of student learning and growth over time. These data are shared regularly with the community, and they form the basis of how we understand and improve student, teacher and administrator performance. Parents are partners with the schools in supporting their children's education, and schools communicate effectively so that parents are confident of the response to their child's circumstances and needs. The community, well informed and involved in the schools, supports these efforts that continue a tradition of challenging ourselves to do better, efforts that ensure the enduring value of a Brookline education.

Goal 1: Every Student Achieving

Ensure that every student meets or exceeds Brookline's high standards and eliminate persistent gaps in student achievement by establishing educational equity across all classrooms, schools, and programs.

Goal 2: Every Student Invested in Learning

Increase every student's ownership of his/her learning and achievement by using rigor, relevance, and relationships to foster a spirit of inquiry and the joy of learning.

Goal 3: Every Student Prepared for Change and Challenge

Instill in every student the habits of mind and life strategies critical for success in meeting the intellectual, civic, and social demands of life in a diverse, ever-changing, global environment.

Goal 4: Every Educator Growing Professionally

Foster dynamic professional learning communities that inspire inquiry, reflection, collaboration, and innovation, and use data to improve teaching, advance student learning, and refine the programs and practices of the Public Schools of Brookline.

THE SCHOOL DAY

School hours are Monday – Thursday 8:00 a.m. – 2:30 p.m., Friday 8:00 a.m. – 1:40 p.m.

ABSENCES/TARDINESS/LEAVING SCHOOL EARLY

All students enrolled in the PSB are required to attend school, including all scheduled classes, on each school day, and to arrive on time to school and to all scheduled classes. Students will be excused from attending school or class or from arriving late to school or class on a particular day only if one or more of the attendance exceptions set forth in the Brookline School Committee Policy manual applies. In all other cases, students who are absent from school or from class or who are consistently late to school or to class may be subject to disciplinary action. The [complete policy](#) can be found at the School Committee tab of the [Public Schools of Brookline website](#).

Absences, tardies, and early dismissals will be marked as Excused under the following circumstances:

- Illness
- Medical appointment (although making such appointments during the school day is discouraged)
- Religious observations
- Government/passport appointments
- Family emergency

Absences, tardies, and early dismissals will be marked as Unexcused under the following circumstances:

- Vacation/travel
- Non-emergency family situations
- No reason given

A parent or guardian must notify the school office by 8:00 a.m. to report an absence, later arrival, or early dismissal for that day. The absence line telephone number is 617-730-2572.

Students who arrive tardy to school (and parents of our younger students) must sign in at the Main Office kiosk. Students may sign themselves in.

If your child needs to be dismissed early, please contact the office or your child's teacher. All students must sign out at the Main Office before being dismissed and parents/guardians must provide us with specific instructions for how, and with whom, your child will be leaving.

Due to the increasing frequency of vacations taken by families during the school year we would like to advise parents/guardians of the following: When families take additional and/or extended vacation children miss important instruction, discussion, and activities. Instructional time that is missed cannot be replaced. Since written assignments are directly related to classroom instruction it is not always possible to send class work. Reading and journal writing are two activities that parents/guardians may provide for their children while on vacation.

BIKING TO SCHOOL

Pierce School is located in the heart of an urban area. We ask that parents use discretion about when, or if, their child is ready to ride their bike unaccompanied. Note that bikes, scooters, skates, and skateboards are not allowed in any school building. These items should be locked at the bike rack or brought home by an adult.

COMING TO SCHOOL

Please use the Pierce Street circle near the Pierce Historical Building for drop off. There is no parking in the front circle for any reason. Violators will be towed as it limits access for student drop off. Students should exit on the right side of the vehicle on the curbside (do not drop off students in the left hand lane). Parents should pull all the way up. Parking is only allowed in a metered spot. **Do not** park in the traffic circle or in the staff parking garage. Live parking in circle only. Dropping off or picking up your children in the circle by the underground parking garage is not allowed as it blocks access to the garage and backs up traffic on School Street.

Students may enter the cafeteria via the Amphitheatre or School Street doors, at 7:30 a.m if they are eating breakfast. Otherwise they should report to their grade level entry door at 7:55am. Once students have arrived at school they cannot leave the school grounds. If morning programs are offered, students should report to them directly per the instructions of the supervising adult.

All students should be in their classroom by 8:00, but not before unless instructed to do so by a teacher or school administrator.

DISMISSAL

At the close of school, students are expected to leave school grounds promptly unless in a supervised activity. Students should cross streets with the crossing guard, who is on duty until 3:05 p.m. (2:15 on Fridays), otherwise use the bridge and do not cross School Street except at the traffic light. If you take a bus, report directly to the Historical Building circle and wait for the bus to arrive. Follow the instructions of the bus driver and/or monitor at all times. Should students miss their bus they are expected to go directly to the Main Office to contact a parent or guardian.

LUNCHROOM PROCEDURES AND CAFETERIA SERVICE

Every Pierce student has a lunch card assigned to them and our cafeteria is a cash-free facility. For the 2022-23 school year, all students will receive one free lunch. Additional food can be purchased by students and you will be charged for that. Payments can be made via [Titan Family Portal](#). Families needing financial assistance may apply [here](#). Brookline Thrives also offers a take home food program for those who wish to participate. Reach out to your child's guidance counselor for more information.

Breakfast and lunch are served each school day. Weekly menus and other important information can be found on the Public Schools of Brookline [Food Service website](#). Breakfast is served from 7:30 to 7:50 a.m. Children may bring bag lunches from home or may buy a complete lunch. Milk and some snacks may be purchased separately. For more information contact the Brookline Food Services Department, 617-730-2415.

Students are responsible for maintaining a clean, respectful, and safe cafeteria environment. Students are expected to exhibit appropriate school behavior at all times while in the cafeteria and to clean up their space before leaving the cafeteria.

PLAYGROUND AND OUTDOOR RECESS PROCEDURES

All students K-8 have a designated recess period. Children should always come to school prepared for outdoor recess with appropriate clothing (i.e., closed-toe shoes, jackets, gloves, boots, etc.).

Any activity that an adult feels poses a danger to you or to others is not allowed. Appropriate school behavior is expected. For example:

- No throwing of any objects such as snow, ice, sticks, or any objects which could harm someone.
- Remain within the playground area for the entire recess period unless you are dismissed by an adult on duty.
- Students must alert staff if a ball has left the playground area, and the adult (never the student) will retrieve the ball.
- Play in areas that can be easily seen by adults on duty.
- When the whistle blows, line up in your designated space and wait for adult directions.
- **Occasional meetings (especially as the seasons change) are held to remind students of safe and fair play during recess.**

More information regarding lunch and recess can be found in the Public Schools of Brookline [Wellness Policy](#) effective July 1, 2018.

BEHAVIOR GUIDELINES

APPEARANCE/DISTRICT DRESS CODE

Student Expression:

Students have a right to freedom of expression in public schools. Administration will not interfere with a student's freedom of expression, unless the student's expression causes disruption or disorder within the school. Student expressions that may cause disruption or disorder in a school include, but are not limited to:

- Any words, symbols or images that are vulgar, offensive, and/or violent;
- Any words, symbols or images that depict drugs, alcohol or sexual activity in any capacity;
- Any words, symbols or images that depict an illegal item or activity;
- Any words, symbols or images that constitute hate speech, profanity, nudity or pornography;
- Any words, symbols or images that create a hostile or intimidating environment for an individual student/staff member or group of students/staff members

The school encourages students to refrain from any expression that may cause a disruption or disorder in the school day. If a school official finds any of the above (or other types of student expression not listed) causes disruption or disorder in the school day, then a student may face disciplinary consequences, up to and including suspension.

Student Dress Code:

Students have a right to choose their own personal dress and appearance. Administration will not interfere with a student's personal dress and/or appearance, unless a school official determines that such personal dress and appearance violates reasonable standards of health, safety and cleanliness. School officials have determined the following violate reasonable standards of health, safety and cleanliness and are NOT permitted by students during the school day:

- Having bare feet or stocking feet (socks only);
- Wearing clothing that does not appropriately cover a student's body;
- Wearing or possessing any clothing item or accessory that could be considered dangerous and/or used as a weapon;

This list is not exhaustive. School officials reserve the right to find non-listed personal dress and appearance items violations of reasonable standards of health, safety and cleanliness. If a student is found in violation of the dress code, a school official may issue disciplinary consequences.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices may not be used anywhere in school from 7:30 a.m. to 2:30 p.m. for grades K-5. If in use during the school day, for a first offense, electronic devices will be confiscated and sent to the office where they may be picked up by the student at 2:30. Subsequent offenses will be referred to school administrators and parents/guardians will be contacted. Students who bring a personal electronic device to school are responsible for ensuring that it is fully turned off (not just on silent or vibrate) and out of sight and in their bag during the school day. Smartwatches must be in “watch only” mode during school hours. If a student is found to be using their watch for any other purpose during the school day, the watch will be confiscated. In the upper grades (6-8) there may be occasions when teachers would allow use of an electronic device such as a Kindle, iPad or smartphone as a tool for classroom work. This usage may only be allowed under the teacher’s direction.

Please expect that any message you wish to leave for your child on a cell phone will be received after 2:30. If you need to communicate with your child during the school day, please contact the Main Office.

CONDUCT

Pierce is committed to providing every student with a safe, secure learning environment in which they can thrive. Along with all of the schools in the Public Schools of Brookline, Pierce has adopted the [PSB Student Code of Conduct](#). Consistent with the PSB core values of High Achievement for All, Educational Equity, and Respect for Human Differences, this policy is designed to guide a general code of discipline and expected student behavior based upon respect for others, respect for self, and respect for property.

All staff at Pierce School work collaboratively to support student growth and learning. Pierce has defined the “Keys to Success” to include the following three formal Keys to Success:

- Be Ready to Learn
- Be Responsible
- Be Respectful

When necessary, the administrative team will contact parents to enlist their support in addressing more significant areas of concern. We ask that parents/guardians work with us to support their children as ever growing and changing learners.

In keeping with the Public Schools of Brookline policy and our emphasis to grow a strong and safe school community, Pierce prohibits bullying as defined by the district and the commonwealth of Massachusetts.

The Public Schools of Brookline (PSB), in partnership with parents, guardians, and the community, and in keeping with the PSB core value of respect for human differences, believes that a positive, safe, and civil environment in school is necessary for students to learn and achieve. Bullying disrupts a student's ability to learn by preventing that student's full engagement with his or her education. Moreover, bullying compromises a school's ability to educate its students in a safe environment. The Brookline School Committee, therefore, prohibits bullying throughout the Public Schools of Brookline. The purpose of this policy is to stop bullying and to provide guidance to the school community for a comprehensive and caring response to all those affected by bullying. This Policy operates in tandem with the PSB's Bullying Prevention Plan (Plan). All PSB community members are required to comply with the requirements of both this Policy and the Plan. Bullying and retaliation, as defined herein, are prohibited:

On school grounds and 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 vehicle owned, leased, or used by the PSB; or through the use of technology or an electronic device owned, leased, or used by the PSB; and

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 the PSB, if the bullying creates a hostile environment at school for the target, infringes on the target's rights at school, or materially and substantially disrupts the education process or the orderly operation of a school-sponsored or school related activity, function or program.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. Bullying that is based on a student's protected class (race, ethnicity, color, religion, national origin, sex, sexual orientation, gender identity or expression, disability) is also addressed in the PSB's Policies Against Discrimination, Sexual Harassment and Retaliation (Sections G(6) [Personnel] and J(6) [Students], PSB Policy Manual.

ACADEMIC LIFE

COMPUTER ETHICS

The purpose of student use of school technology is academic. When students use school technology, they are expected to use such technology in an ethical, respectful, and responsible manner.

Chromebooks are shared on carts located throughout the Pierce campus. The following guidelines must be followed:

- Only grade-level appropriate material may be accessed or transmitted.
- Safe handling of all materials is essential.
- Technology tools (discs/flash sticks) belong to one owner. If you find one, turn it into the Computer Lab or a classroom teacher.
- All information being copied, altered, or moved must have teacher approval.
- E-mail and internet services must be used for educational purposes only.
- Students should be accessing websites as directed by teachers. Students who are playing games on the computer without teacher permission, or accessing web pages that are not pre-approved, or within a specific assignment, could be subject to consequences that may include short- or long-term loss of access to school technology.

Students are prohibited from using school technology for:

- Inappropriate communications including all activities defined as Cyber-bullying as defined in section J of the [policy manual of the Public Schools of Brookline](#)
- Intentionally viewing and/or downloading inappropriate material
- The unauthorized duplication, distribution or use of software, also known as “pirating,” and any other unauthorized or illegal use
- Playing games, unless directed to by a teacher [for educational purposes](#), including Internet-based games

Please read and discuss with your child our Technology Values for grades 1-5 (Appendix A) and Student Responsible Use Policy for grades 6-8 (Appendix B).

HOMEWORK

Grade-level, specific homework expectations will be shared by classroom teachers during open house. Please contact your child's teacher if you feel they require more assistance.

- Homework is to be done by the student. Please contact your student's teacher if your student is having difficulty completing the work in an appropriate amount of time and independently. Any time a parent is providing help on an assignment, please let the teacher know.
- Copying someone else's homework at any time, before, during, or after school is considered cheating.

MEASURING ACADEMIC AND INTELLECTUAL GROWTH

Grades K-5

A parent/teacher conference will be held twice a year. You will receive two conference reports each year as well, which review areas of academic and social development for that grade. Other parent conferences can be arranged as needed.

Grades 6-8

Students will receive report cards four times a year and interim progress reports (IPRs) four times a year. Teachers give students more flexibility in grading at the beginning of the year as students adjust to new and different teacher styles and classroom routines.

FIELD TRIPS

- Parent/guardian chaperones must have a valid updated (every 3 years) CORI on file with the school system.
- Field trips are viewed as one component of teaching and learning.
- All Keys to Success are in effect during field trips.
- Permission slips must be received in a timely manner.
- A first aid kit and proper medication for individual children will be made available by the school nurse for each trip.

HEALTH/CLINIC SERVICES

The Pierce School nurse maintains an office next to the main office to provide emergency first aid, state mandated screening programs, and preventative and continuing care to children. The nurse is available five days a week. Under most circumstances, students should notify an

adult before going to the nurse's office. Students should be accompanied by an adult or designated classmate whenever possible and must always wear a face covering (mask) when in the clinic.

Please contact the nurse regarding any health concerns. If your child takes daily or emergency medication, needs a daily procedure, or is allergic to insects or foods, please meet with the nurse. With few exceptions, all medications must be kept in the office.

Please refer to the Public Schools of Brookline policy on the administration of medications for further information.

LIBRARY SERVICES

The Pierce School Library is a major resource for the educational programs of the school. It houses an extensive collection of materials and equipment to support, enrich, and expand curriculum. The librarian is available to help you with your questions during regular school hours, and by appointment. All materials need to be returned on time and replaced if lost.

BEFORE-SCHOOL AND AFTER-SCHOOL PROGRAMS

Post-Covid we are working to return to programs, activities, and events which take place before and after school and in the evening. Specifics regarding these programs and how to register will be communicated to families when available.

After-school Sports

Please stay tuned for information from our PE team about all school sports offerings.

Homework Clubs

Two homework clubs are offered for students, one serving grades 5 and 6 and one for students in grade 7 and 8. Students must sign up.

Math League/MathCounts

Please stay tuned for information about Math League from our math team.

Math Counts will be offered to students in grades 6-8 starting in the winter.

Pierce School Extended Day Program (PSED)

This program operates as a parent-run, parent-funded, non-profit organization to provide after-school care for Pierce students in grades K-6. The program runs from the close of the school day until 5:30 p.m. daily on all school days, and is open during certain school vacations. Activities include organized sports and games, arts and crafts, drama, cooking, and age-appropriate field trips.

3-6 Grade Play

This dramatic opportunity is open to all 3rd through 6th grade students and is a parent-run production performed for the whole school. Rehearsals are held after school.

7/8 Musical

Each fall the students in 7th and 8th grade have an opportunity to work together with our music, drama, dance, and art teachers to present a play performed for the whole school community. Rehearsals are held after school.

Girls On The Run and Heart and Sole

Girls On The Run (grades 3-5, fall and spring) and Heart and Sole (grades 6-8, staffing dependent, spring only) aim to inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum which creatively integrates running. Over the course of the program, girls will develop and improve competence, feel confidence in who they are, develop strength of character, respond to others and oneself with care and compassion, create positive connections with peers and adults, and make a meaningful contribution to community and society. The fall season will run from mid September through early December and will meet twice a week for 10 weeks. An email with more information, including practice dates and times, as well as the registration link, will be sent to families in early September.

CURRICULUM INFORMATION

System-wide elementary curriculum overviews are available in every school and at the town library. More details will be provided at Open House and can be found on the Public Schools of Brookline's [Office of Teaching & Learning page](#).

EARLY DISMISSAL DAYS

There are several early dismissal (12:40 p.m.) days for parent/teacher conferences. The day before the Thanksgiving break, the day before December break, and the last day of school, all students are dismissed at 12 NOON. No lunch is served. Please check the school and district calendar and mark your personal calendar appropriately.

ENGLISH LANGUAGE LEARNERS (EL)

The EL program at Pierce teaches English to students whose first language is not English. EL students at Pierce come from all over the world. Pierce School also houses the Chinese EL program for the district, which provides English instruction to those students whose native language is Chinese.

GUIDANCE SERVICES

Elementary guidance services are designed to assist youngsters in their social, emotional, and intellectual development. A major portion of the counselors' work involves the coordination of any service (e.g., enrichment, academic, remedial, psychological) that will guide a child towards becoming a more successful student. Pierce's three guidance counselors can be reached at:

- Tim Hintz 617-730-2487 (Grades K-2)
- Chloe Wheaton 617- 730-2587 (Grades 3-5)
- Rachel Nenner-Payton 617-730- (Grades 6-8)
- Amy Reed 617-730-2339 (School Adjustment Counselor)

SPECIALIZED EDUCATIONAL SERVICES

Students who have been evaluated by a group of professionals and have Individualized Education Plans (IEPs) receive specialized services. The Learning Center is a resource room funded by the State Law Chapter 71B and National Special Needs legislation, IDEA. The center is staffed by teaching specialists for students in grades K-8. The staff provides students with support in the general education and small group instruction in academic, organizational, and behavioral skill development as outlined in each IEP.

Within Special Education, students receive academic and therapeutic interventions at all levels K-8 at Pierce. For additional resources and a more comprehensive understanding of services, please visit the Special Education webpage.

METCO

The Metropolitan Council for Educational Opportunity, Inc., METCO, originated in 1966 to promote opportunities and ethnic diversity between Boston African American, Latino, and Asian students and is now in 36 participating metropolitan area school systems. The METCO liaison provides academic and social/emotional support to METCO students and works with METCO parents as school liaisons.

Contact Cece Huggins (METCO Liaison) at felicia_huggins@psbma.org.

STEPS TO SUCCESS

Steps to Success (STS) is a comprehensive school success and college readiness program, serving approximately 300 youth in Brookline. The Steps to Success mission is to work to close the achievement gap, helping students make the goal of post-secondary education an achievable reality.

Contact Dashawn Richardson (Steps to Success Program Advisor) at dashawn_richardson@psbma.org.

PARENT/TEACHER ORGANIZATION (PTO)

The Pierce School PTO involves families and staff in efforts to support and extend Pierce programs, strengthen the home and school partnership, and build a sense of community at the school. The PTO organizes a variety of fundraisers and special events throughout the school year. Our success depends on your involvement! The following are some of the PTO volunteer opportunities:

- **The Pierce School Council** are elected by parents and staff to advise the Principal on many aspects of school operation. In past years, the Council has developed plans for improvements in areas such as safety, behavior guidelines, science and technology, and in the facilities' repair, maintenance, and upgrade. Elections are held in the fall. This is a two-year commitment.
- **The Bridge** is a weekly source of information about upcoming events and school developments. It is sent home electronically to every family. **The Bridge** is edited and collated by parent volunteers. Please consider volunteering when Room Parents call for this task.
- **Room Parents** provide a steady and reliable link between the school and the classroom. Room Parents may be asked to contact the other parents from their class to inform, advise, or request services and needs. If you are interested in volunteering as a Room Parent, please speak with your child's teacher early in the fall.

TEACHING AND LEARNING TIME

In an effort to maintain an environment conducive to learning with minimal distractions, we respectfully request that parents/guardians not enter the school buildings unless previous arrangements have been made. If you need to bring an item to your child, please leave it on the table labeled "Drop Off Table" in front of the Main Building. As phone calls to classrooms are extremely disruptive to teaching and learning, we will not call the rooms to alert the child. (Kindergarten and 1st grade are exempted from this policy.) Please be sure that your child knows to check the drop-off table if they have forgotten to bring anything to school. Please call the Main Office if you need to leave a message for your child.

WEATHER RELATED SCHOOL CLOSINGS

"No School" and "Delayed Opening" announcements are made over the radio stations and on many local TV channels. In addition, you may be informed by an automated call, text, or email from the central office. Please do not call the school, police, or fire departments. In the event of a delayed opening, keep your child(ren) home until very close to the hour of school opening. Staff will be arriving later due to weather conditions. The BSC has published a District Wide policy manual. This can be found at the [Public Schools of Brookline website](#).

NOTICE OF NON-DISCRIMINATION AND CIVIL RIGHTS

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act, the Public Schools of Brookline (PSB) does not discriminate on the basis of race, color, and national origin (Title VI), sex (Title IX), disability (Section 504/Title II), and/or age in its educational programs or activities. The requirement not to discriminate extends to employment.

The PSB has designated and authorized the following employees to handle inquiries or complaints regarding the non-discrimination policies:

Maria Letasz, Ed.D., LMHC

Director of Guidance and Clinical Services, PreK-12

District Title IX and Title VI Coordinator (students) and Section 504/Title II Coordinator

Physical Address: 2 Clark Road, Brookline, MA 02445

Email: maria_letasz@psbma.org

Telephone: 617-308-6400 (text enabled)

Tye'sha Fluker, PHR

Director of Human Resources

Title IX Coordinator (Staff)

Physical Address: 333 Washington Street, 5th Floor, Brookline, MA 02445

Email: tyesha_fluker@psbma.org

Telephone: 617-730-2410

Any individual may report discrimination or harassment at any time, including during non-business hours, by mail, phone, or email. Reports can also be made to any school building or school administrator.

A copy of the District's Non-discrimination Policy, grievance process, and Title IX procedures can be found on the PSB District Website. Please go to: www.brookline.k12.ma.us On the main District Website page click on Civil Rights/Nondiscrimination, this is conveniently located in the QUICK LINKS Section.

Upon receiving notice of Civil Rights-based harassment or discrimination, the Coordinator will promptly respond in accordance with PSB policies and procedures.

Inquiries about the compliance with Civil Rights and application of Title IX and may be referred to the District's Title IX/Civil Rights Coordinators, to the Office for Civil Rights (OCR), or both.

Office for Civil Rights (OCR), Boston Office
US Department of Education
Physical Address: 5 Post Office Square, 8th Fl, Boston, MA 02109-3921
Email: OCR.Boston@ed.gov
Telephone: 617-289-0111
TDD: 800-877-8339
FAX: 617-289-0150

Appendix A: Pierce School Technology Values (K-5)

Values	Responsibilities
We value communication; therefore, I will	<ul style="list-style-type: none"> ● use language that is relevant and appropriate when submitting academic work. ● participate in online forums and work collaboratively. ● use thoughtful and appropriate language for social postings. ● be mindful of how my words are interpreted by others.
We value privacy; therefore, I will	<ul style="list-style-type: none"> ● be aware of the privacy settings on any website to I which subscribe. ● understand that anything I do online or electronically is not private and can be monitored. ● not share personal information about myself, family, friends, or faculty.
We value honesty and safety; therefore, I will	<ul style="list-style-type: none"> ● not engage in behavior that puts myself or others at risk. ● represent myself honestly. ● seek help if I feel unsafe, bullied, or witness unkind behavior. ● communicate only with people I know. ● follow safety guidelines posted by sites to which I subscribe.
We value learning; therefore, I will	<ul style="list-style-type: none"> ● apply existing knowledge to generate new ideas, products, or processes. ● evaluate the validity of information presented online. ● ask questions and seek help when using school technology. ● have a positive attitude and be willing to explore different or new technologies.
We value respect for self and others; therefore, I will	<ul style="list-style-type: none"> ● not upload or post personal information, private communications, or photos of other people without permission. ● respond thoughtfully to the opinions, ideas, and values of others. ● not send or share mean or inappropriate emails or texts.
We value respect for school and personal property; therefore I will	<ul style="list-style-type: none"> ● take proper care of all equipment. ● report misuse and/or inappropriate content to my teachers or adults.

Appendix B: Student Responsible Use Policy (6-8)

Purpose

The purpose of the Pierce School Student Responsible Use Policy (RUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of district technology.

Public Schools of Brookline uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. PSB will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to websites, applications, including, but not limited to, email, data management and reporting tools, and other web applications. The District can and will monitor students' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. ***Students should have no expectation of privacy regarding their use of PSB equipment, network, and/or Internet access or files, including email.***

Summary

Pierce School believes in a Digital Citizenship model for supporting safe and responsible use of all Online and Digital Technologies (ODT) in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like. Because we know this is important for us all, we ask everyone: the staff, students, and volunteers working at our schools to agree to use the internet and other ODT technologies in a safe and responsible way. We utilize resources from Common Sense Education for our Digital Citizenship curriculum.

This policy is in effect:

- When school-provided equipment (laptops, tablets, etc.) is used;
- When devices brought from home access the district network or district resources; or, at home, or other locations, if the improper use creates a hostile environment at school for any student and/or causes disruption or disorder within the school.

Student Responsible Use Guidelines

When using Pierce School Online and Digital technologies (ODT); I will always be a good digital citizen. I acknowledge that I understand the following:

I am responsible for practicing positive digital citizenship.

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

I am responsible for keeping personal information private.

- I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, this Responsible Use Policy and all District security policies.

I am responsible for my passwords and my actions when using District accounts.

- I will not share any school or district usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression.

- I will use school appropriate language and images in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

I am responsible for treating others with respect and dignity.

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications.
- I understand that bullying in any form, including cyber bullying, is unacceptable.

I am responsible for accessing only educational content when using PSB technology.

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent. I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

I am responsible for respecting and maintaining the security of PSB digital resources and networks.

- I will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the district.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any PSB computers, tablets, smartphones, or other internet devices.
- I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on PSB equipment.
- I will not use the PSB network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

I am responsible for taking all reasonable care when handling PSB equipment.

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate adult.
- I will respect my and others' use and access to PSB equipment.
- I am responsible for respecting the works of others.
- I will follow all copyright guidelines.
- I will not copy the work of another person and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.
- I understand all PSB trademarks, logos, and symbols are for school district use only.

I am responsible for the data I create and for protecting it.

- I understand the school district provides me with a Google account to save and store all my data and files.
- I understand it is my responsibility to backup and protect any data or files that I create.

- I understand I should not save or store personal data or files on any device.
- I understand that the school district may re-image any computer at anytime to maintain the equipment in good working order.

Consequences for Irresponsible Use

Failure to uphold the responsibilities listed above is misuse. Misuse of PSB online and digital technologies may result in restricted access. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities.