

# The John D. Runkle School

*Established 1897*

## Family Handbook 2018-2019

Revised March 7, 2019



**50 Druce Street**

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# JOHN D. RUNKLE SCHOOL



Runkle School has a long and illustrious history in Brookline, dating back to its founding in 1897. The school is named for John Daniel Runkle, who was a chairman of the Brookline School Committee and an early advocate of mathematics and technical education. He was also a co-founder of the Massachusetts Institute of Technology, as well as its second president.

The previous Runkle School building was completed in 1963 with several small renovations in 1988 and 1996, with additional projects between 2000 and 2002 to enhance the grounds. The school was then completely renovated and expanded between 2010 and 2012, during which time the school relocated to the Old Lincoln School, where we were known colloquially as “Runkle on Route 9.” Runkle School on Druce Street reopened in October 2012.

Runkle School holds enough classrooms for three sections at each grade level from K through 8 and one Pre-K classroom as well. There are Smart Boards in each learning space and multiple mobile solutions including carts of iPads, Macbooks, and Chromebooks that can be used in classrooms. The building is designed with a core of common spaces such as a media center (computer lab/ library), music room, art studio, multi-purpose room, gymnasium, and cafeteria. In the middle of the building lies the Runkle Outdoor Courtyard Classroom (ROCC), which serves as an outdoor classroom space and learning laboratory for the science curriculum spanning all grades.

Runkle houses the Brookline Public School (BPS) system-wide program for students with autism called Reaching Independence through Structured Education, or RISE. Runkle is also home to the Native Language Support Program for heritage Spanish speakers, which is a part of our English Learners (EL) program. In addition, Runkle collaborates with several area colleges in graduate level internship programs and participates in the BPS Metropolitan Council for Educational Opportunity (METCO) program.

## JOHN D. RUNKLE SCHOOL MISSION STATEMENT

We, the students, teachers, staff, and families of Runkle School, are a community that values a love of learning, academic achievement, and knowledge in a broad range of subjects. Respect, hard work, responsibility, tolerance, empathy, and honesty serve as the basis for our relationship to each other.

The Runkle community has these goals:

- ❖ To promote academic excellence and a love of learning through the development and mastery of basic skills
- ❖ To promote an environment of responsible, respectful, and disciplined behavior
- ❖ To promote a strong and positive sense of self, valuing best effort
- ❖ To promote an attitude of life-long learning built upon curiosity, creativity, and a willingness to explore new ideas
- ❖ To promote a generous, participatory community spirit that respects diversity
- ❖ To promote global awareness.

## LIVING WITHIN THE RUNKLE WAY

We agree that each of us will reflect the following to the best of our ability each day to continue to grow intellectually and interact with one another in a positive and supportive way:

*Respect*

*Unity*

*Nurturing Ideas*

*Kindness*

*Learning from mistakes*

*Effort*

# TABLE OF CONTENTS

<b>SCHOOL HOURS, ARRIVAL &amp; DISMISSAL</b>	<b>9</b>
School Hours	9
Arrival	9
Arrival Procedures Kindergarten	9
Arrival Procedures Grades 1-8	10
Arrival Waiting Areas	10
Dismissal	10
Dismissal Procedures Grades K-8	10
Dismissal Waiting Areas	11
Early Pick-up	11
<b>ATTENDANCE</b>	<b>11</b>
Absences	11
Tardiness	11
Absence Line	12
<b>SCHOOL VISITORS &amp; VOLUNTEERS</b>	<b>12</b>
School Visitors	12
Volunteers and Mandatory Criminal Records Checks	12
<b>ELECTION DAYS</b>	<b>12</b>
<b>EMERGENCIES</b>	<b>13</b>
Emergency Procedures and Evacuation Plan	13
Emergency Contact Forms	13
<b>DISTRICT CALENDAR, EARLY RELEASE &amp; NOON DISMISSAL DAYS</b>	<b>13</b>
District Calendar	13
Early Release Days at 12:40 PM (Lunch served)	13
Noon Dismissal Days (No lunch served)	13
<b>SCHOOL CANCELLATIONS &amp; SNOW DELAY ANNOUNCEMENTS</b>	<b>13</b>
<b>COMMUNICATION</b>	<b>14</b>
Contacting Teachers	14
Email	14
Runkle Family Directory	14
Twitter	14
Newsletters	15

School Website	15
Runkle School Calendar	15
Staff Directory	15
Important Numbers	15
<b>THE SCHOOL DAY</b>	<b>16</b>
Schedule	16
Curriculum	16
Lunch & Snack	17
Recess	17
Field Trips	17
Assemblies	18
<b>COMMUNITY SERVICE (GRADES 7-8)</b>	<b>18</b>
<b>HOMEWORK &amp; MAKE-UP WORK</b>	<b>18</b>
Homework	18
Make-up Work	19
<b>ACADEMIC HONESTY</b>	<b>19</b>
<b>OPEN HOUSES &amp; CLASSROOM SHARES</b>	<b>19</b>
Open House/ Back To School Night	19
Classroom Shares (Grades K-5)	20
<b>PROGRESS REPORTS / REPORT CARDS</b>	<b>20</b>
Progress Reports (Grades K-5)	20
Report Cards and Grading (Grades 6-8)	20
<b>PARENT-TEACHER CONFERENCES</b>	<b>21</b>
Grades K-5	21
Grades 6-8	21
<b>MARTIN SLEEPER LIBRARY</b>	<b>21</b>
<b>TECHNOLOGY RESOURCES</b>	<b>23</b>
<b>SUPPORT SERVICES</b>	<b>24</b>
Guidance	24
English Learner Education	25
Enrichment Challenge and Support (ECS)	25
Literacy & Math Specialists	25
Homework Center	25
<b>SPECIAL EDUCATION</b>	<b>26</b>
Overview	26

Special Education or 504 Process	26
RISE @ Runkle	26
Special Education Parent Advisory Council (SEPAC)	26
<b>HEALTH SERVICES</b>	<b>26</b>
<b>DROP-OFF TABLE</b>	<b>27</b>
<b>LOST &amp; FOUND</b>	<b>27</b>
<b>BREAKFAST AND LUNCH PROGRAMS</b>	<b>28</b>
Free or Reduced Lunch Program	28
Payment	28
<b>RECOMMENDATION REQUESTS</b>	<b>28</b>
<b>SCHOOL RECORDS/TRANSCRIPTS</b>	<b>28</b>
<b>PICTURE DAY AND YEARBOOKS</b>	<b>28</b>
Picture Day	28
School Yearbooks	29
<b>SCHOOL RULES</b>	<b>29</b>
Public Schools of Brookline Code of Conduct	29
Visitors	29
Pets	29
Birthdays	29
Bicycles, Scooters, Skateboards and Rollerblades	29
Lockers	29
Lost or Damaged Materials	30
Bullying	30
Personal Electronics	30
Dress	30
Hallway/Common Area Expectations	31
Tardy to Class (Grades 6-8)	31
Cafeteria Routines and Expectations	31
Recess Expectations	32
Playground Structure Expectations	32
<b>CONSEQUENCES</b>	<b>33</b>
General	33
Detention	33
Suspension	33
<b>PHYSICAL RESTRAINT OF STUDENTS</b>	<b>34</b>

<b>AFTER SCHOOL PROGRAMS</b>	<b>34</b>
Runkle After School Program (R.A.S.P) (Grades K-8)	34
Runkle Extended Day Program (RED) (Grades K-5)	34
<b>EXTRACURRICULAR ACTIVITIES</b>	<b>35</b>
Extracurricular Eligibility (Grades 6-8 Sports and/or Drama)	35
Extracurricular Activities	35
Math League (Grades 5-6)	35
Math Counts (Grades 7-8)	36
Drama Production (Grades 7-8)	36
Young Scholars (Grades 5-8)	36
Town-Wide Intramural and Extramural Sports	36
Intramural Sports (Grades 5-8)	36
Extramural Sports (Grades 7-8)	37
Transportation (Sports Teams)	37
Town-Wide Performing Arts	37
<b>TEACHING INTERN PROGRAM</b>	<b>37</b>
<b>METCO PARTNERSHIP</b>	<b>38</b>
<b>MCKINNEY-VENTO HOMELESS ASSISTANCE ACT</b>	<b>38</b>
<b>DRIVING RESTRICTIONS FOR STAFF TRANSPORTING STUDENTS</b>	<b>38</b>
<b>TITLE IX STATEMENTS OF NON-DISCRIMINATION</b>	<b>39</b>
<b>P.P.R.A. NOTICE &amp; CONSENT / OPT-OUT FOR SPECIFIC ACTIVITIES</b>	<b>40</b>
<b>ABUSE/NEGLECT-FILING A 51A</b>	<b>40</b>
<b>BROOKLINE EDUCATION FOUNDATION</b>	<b>41</b>
<b>SCHOOL COUNCIL</b>	<b>41</b>
<b>THE RUNKLE PARENT-TEACHER ORGANIZATION (PTO)</b>	<b>42</b>
Who We Are and What We Do	42
Fundraising	42
Volunteer Opportunities	42
Annual Events	43
Committees	44
Town-Wide Committee Representatives	45
Classroom Volunteer Opportunities	45
<b>APPENDICES</b>	<b>47</b>

<b>Handbook Review Signature Page</b>	<b>48</b>
<b>Extra-Curricular Agreement</b>	<b>49</b>
<b>Chromebook Use Contract</b>	<b>50</b>



# 1. SCHOOL HOURS, ARRIVAL & DISMISSAL

## 1.1. School Hours

The academic school day begins at 8:00 a.m. School ends at 2:30 p.m. on Mondays - Thursdays. On Fridays school ends at 1:40 p.m.

The cafeteria is open for breakfast beginning at 7:30 a.m.

The school office is open daily from 7:30 a.m. - 3:30 p.m.

Our school doors are unlocked 7:30 am – 8:00 am for arrival and then 2:25 pm - 2:45 pm for dismissal. We ask that families use the rear entrance doors (cafeteria lobby doors) after 3:30 pm to access all after school programs.

Students are expected to be in the building by the 7:55 am bell so that they can be settled in their classrooms in time for the 8:00 am start-of-school bell. Students arriving in their classrooms after 8:00 am must go to the office to sign in and will be marked tardy.

## 1.2. Arrival

There are 3 doors utilized for school entry:

- The main entrance by the upper lobby on Druce Street
- The rear entrance by the lower lobby and cafeteria off Clinton Road
- The Chesham Street door

Students are encouraged to get to school without a car. To ensure pedestrian safety, bikes, scooters, skateboards, and rollerblades may not be used on school grounds. Bicycles and scooters should be walked to and from bike racks and stored there during school hours. Please provide a lock for your child's bike or scooter. Bike racks are located: 1) by the basketball court, 2) by the side of the kindergarten playground, and 3) in the main entrance vestibule. Students may store skateboards or rollerblades in their locker or near one of the bike racks.

Students who arrive by bus will be dropped off at the main entrance on Druce Street. Parents/guardians who choose to drive their student(s) to school should use the parking spots on Clinton or Chesham Streets. Please note that Druce Street is reserved for live-drop off during school drop-off and pick-up times.

### Arrival Procedures Kindergarten

Kindergarten students are encouraged to enter the school via the Chesham Street door. The kindergarten hallway opens at 7:45 am. Students should line up in the hallway by their classroom door and wait until the 7:55 am bell sounds and the classroom doors open; parents/guardians are encouraged to wait with their child during this time.



### **Arrival Procedures Grades 1-8**

The main and rear entrance doors open at 7:30 a.m. Parents/guardians may walk students to their grade's designated waiting area (see below). To avoid tardiness and overcrowding in the hallways, parents/guardians should say goodbye to students in these designated waiting areas. The grade 1-6 hallways open at 7:55 a.m. The grade 7-8 hallways open at 7:52 a.m. Students who arrive prior to hallway opening time may go to the cafeteria or wait in their grade's designated waiting area.

### **Arrival Waiting Areas**

- Grades 3, 7, & 8: upper lobby
- Grades 4, 5 & 6: lobby outside of the gymnasium
- Grades 1 & 2: lower lobby

### **1.3. Dismissal**

All K-8 students are dismissed from their classrooms at:

- 2:30 p.m. on Mondays - Thursdays
- 1:40 p.m. on Fridays

### **Dismissal Procedures Grades K-8**

After dismissal, students will collect their belongings and:

- Kindergarten: Students will be dismissed from the Chesham Street *classroom* doors unless alternate arrangements have been made. Older siblings may meet their kindergarten siblings in the kindergarten classrooms so that they can be dismissed together. Parents should pick up their kindergarten student(s) at the Chesham Street classroom doors.
- Grades 1 and 2: With the support of the classroom teacher, students will be dismissed to the classroom hallways and then meet their parent/guardian in the lower lobby.
- Grades 3-8: Students will be dismissed from the classroom and exit through the upper or lower lobby doors.
- Van Rides: Runkle staff will escort students to the vans and buckle students into their seat belts.
- School Bus: Students will report to the cafeteria where attendance will be taken and then they will be escorted to the buses by a staff member.

**Note:** After dismissal, students may be in the building only with adult supervision or as part of a program such as RED, RASP, or Homework Center. Students who are still waiting for a ride ten minutes after dismissal should go to the main office and the student's parent/guardian will be called. Our doors lock at 2:45 pm. We ask that families use the rear entrance doors (cafeteria/lower lobby doors) after 3:30 pm to access all after school programs.

### **Dismissal Waiting Areas**

At the end of the day, parents/guardians who are picking up their children may wait in the upper or lower lobbies until the students are dismissed. Please note that students are not able to dismiss themselves from school prior to dismissal. In order for students to be dismissed from school early, they must be signed out by a parent/guardian in the office (see below).

### **Early Pick-up**

Any parent/guardian needing to pick up a student early from school (e.g., a doctor's appointment) must check in with the office. The student's classroom will be called, and the child will report to the office. The parent/guardian must sign-out the student in the early release log. If the student is returning to school later in the day, the parent/guardian and/or child must sign-in at the office upon returning.

## **2. ATTENDANCE**

### **2.1. Absences**

School curricula are based on 180 school days. When students have multiple absences in a term, they risk missing vital parts of the curriculum and falling behind. Because of this, Runkle strongly discourages unexcused absences from school.

- When a student is absent 5 times in a term and the absences are unexcused, an attendance warning letter will be sent home and an administrator will work with the student and family to resolve any issues that impede school attendance.
- The administrative team will monitor and determine if additional action is required.

### **2.2. Tardiness**

School begins promptly at 8:00 a.m. After 8:00 a.m, all entrances are locked. Students arriving after 8:00 a.m must ring the bell for entry at the main entrance and should then proceed to office and sign-in.

The Runkle School Tardy Policy is as follows:

- When a student is late 5 times in a term and the tardiness is unexcused, a tardy warning letter will be sent home and an administrator will work with the student and family to help to resolve any issues that impede on-time arrival.
- The administrative team will monitor and determine if additional action is required.

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

### **2.3. Absence Line**

Parents/guardians should call the school's absence line at **617-879-4249** by 7:45 a.m. to report a student's absence or tardiness related to appointments, etc. A letter stating the reason for the absence or tardiness should be submitted to the school office for review in order to determine if the absence or tardiness will be excused.

## **3. SCHOOL VISITORS & VOLUNTEERS**

### **3.1. School Visitors**

School safety is a top priority at Runkle. After 8:00 a.m., all doors are locked and entry to the school can be gained only by buzzing the intercom at the main entrance and identifying oneself. All visitors to Runkle, whether parents/guardians or guests brought in for curricular reasons must enter through the main doors and sign-in at the main office. The exception to this rule is on election days; please see section 4 below.

### **3.2. Volunteers and Mandatory Criminal Records Checks**

Runkle School welcomes volunteers. For information about parent volunteer opportunities, please see the PTO section of the handbook. 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)]

## **4. ELECTION DAYS**

Runkle school is a polling place for precincts 12 and 13 for the Town of Brookline. Voting takes places in the gymnasium. On election days, voters will enter and exit Runkle through the main entrance and the Town of Brookline will provide police detail both inside and outside the school to ensure student safety.

## 5. EMERGENCIES

### 5.1. Emergency Procedures and Evacuation Plan

Fire drills, “shelter in place” drills, and evacuation drills are conducted during the year to acquaint all members of the school with proper emergency procedures. If the school is ever evacuated and re-entry is not allowed for any reason, all students will be escorted by their teachers to the All Saints Church on the corner of Beacon St. and Dean Rd. The school will contact parents so that they may pick up their children from that location.

### 5.2. Emergency Contact Forms

At the opening of the school year, several forms are sent home. These should be filled out and returned promptly. Please pay particular attention to the emergency telephone number form and the medical form, as the school may need to contact you or someone you designate if an emergency arises during the day.

## 6. DISTRICT CALENDAR, EARLY RELEASE & NOON DISMISSAL DAYS

### 6.1. District Calendar

Every year the district calendar is developed by the Superintendent in consultation with the School Committee and the Brookline Educators Union (BEU) and abides by guidelines set in the collective bargaining agreement between the School Committee and the BEU. The district calendar can be found here: <https://www.brookline.k12.ma.us/Page/2>

### 6.2. Early Release Days at 12:40 PM (Lunch served)

The district calendar includes 8 early release days for the purpose of allowing teachers time to prepare for and hold parent-teacher conferences. On these days, school ends at 12:40 p.m. Lunch is served on these days.

### 6.3. Noon Dismissal Days (No lunch served)

The district calendar includes 2 noon dismissal days: the Wednesday before Thanksgiving and on the last day of school; no lunch is served on these days.

## 7. SCHOOL CANCELLATIONS & SNOW DELAY ANNOUNCEMENTS

If school has been cancelled or its opening delayed because of inclement weather, you will receive an automated phone call from Central Administration. Cancellations and delays are also listed that morning on the following AM radio stations: WBZ 1030, WRKO 680 and on television channels 4, 5, 7, and 25, and their websites. Listen carefully to these announcements, so as not to mistake a cancellation for the town of Brookline, New Hampshire for Brookline, Massachusetts!

## 8. COMMUNICATION

We at Runkle value a strong home-school connection and believe that good communication is one of the core pillars of this connection. The Runkle School principal, vice principal, guidance team, teachers, PTO co-chairs, and School Council use email, newsletters, and the school website to notify families of important information, events, and meetings. Parents are welcome to reach out to any of these school community members with questions and/or concerns.

### 8.1. Contacting Teachers

Parents/guardians are welcome to contact teachers directly to discuss any questions they may have throughout the school year. The standard e-mail protocol for all school staff is [firstname\\_lastname@psbma.org](mailto:firstname_lastname@psbma.org). Please check with your child's teacher(s) to see if email is the best communication option. Teachers also have office hours posted outside of their classroom; contact the teacher to set up a meeting during this time or another time that is convenient for the both of you. Parents may also leave paper messages in the main office or a voice message, (call the main number – 617-879-4650), which will be transferred to your child's teacher. Parent phone calls will not be transferred to the classrooms during the school day. If you have an emergency message for your child, you should call the main office prior to 2:00 p.m.

**Note:** *At drop-off and pick-up times, the teachers are extremely busy with the children and often have difficulty speaking privately with parents. Please refrain from using this time for impromptu conferences and instead, arrange a meeting in advance.*

### 8.2. Email

A great deal of school and district information is communicated via email. During the year, the superintendent emails a monthly newsletter and may email other important district information. Important announcements and information specific to Runkle School is emailed to all parents by the principal and vice principal.

### 8.3. Runkle Family Directory

The Runkle PTO maintains an online family directory (<https://runklepto.org/>). The directory is only for use by Runkle School families, students, staff and administrators; it is not be used for any commercial purposes. To be included in the directory and to receive information from the PTO and room parents you must opt-in to the directory. After initial sign-up, families will be asked at the beginning of each school year to update the directory with new classroom assignments.

#### 8.4. Twitter

Runkle School has a Twitter account. The handle is: @RunkleSchool  
Many classrooms also use twitter to share classroom specific information. If relevant, your child's teacher will provide information about the classroom twitter handle.

#### 8.5. Newsletters

**Teacher Newsletters:** Many K-5 teachers email or send home regular newsletter updates about classroom activities and learning.

**The Runkle News:** The PTO produces a weekly newsletter called *The Runkle News*. It is sent to all subscribers via email. *The Runkle News* prints messages from staff and the PTO as well as important information about school and community events. To subscribe to the newsletter, visit the Runkle School website: <http://www.runkle.org/>

To send a submission to the newsletter, email the newsletter editors at: [runkleptonews@gmail.com](mailto:runkleptonews@gmail.com)

#### 8.6. School Website

Runkle School has two websites. One is managed by the district: <https://www.brookline.k12.ma.us/Runkle>. The other is managed by the PTO and is intended solely for members of the Runkle School community. This website is: [www.runkle.org](http://www.runkle.org) and has links to the school directory, calendar, library, PTO, School Council, and other resource links and classroom pages.

#### 8.7. Runkle School Calendar

The PTO produces a Runkle school calendar that lists events and activities specific to Runkle school. The Runkle school calendar can be found here: <http://www.runkle.org/event-calendar/>

#### 8.8. Staff Directory

The standard email protocol for all school staff is:  
firstname\_lastname@psbma.org

The Runkle School Staff Directory can be found online:  
<http://www.runkle.org/contact/faculty-staff/>

#### 8.9. Important Numbers

- **Absence/Tardy Line:** (617) 879-4249
- **Main Office:** (617) 879-4650
- **Fax:** (617) 739-7675

Contact	Name	Number	email
Principal	Genteen Jean-Michel	617-879-4650	genteen_jean_michel@psbma.org
Vice Principal	Donna Finnegan	617-879-4650	donna_finnegan@psbma.org
Secretary	Beatrice Moyer	617-879-4680	beatrice_moyer@psbma.org
School Psychologist	Rachel Rutfield Caitlin McCarthy	617-879-4698	rachel_rutfield@psbma.org caitlin_mccarthy@psbma.org
Guidance K-4	Lauren Vulcano	617-879-4650	lauren_vulcano@psbma.org
Guidance 5-8	Rebecca Sneider	617-879-4242	rebecca_sneider@psbma.org
Special Education	Michiko Hattori Kathryn Coleman Gallahue	617-879-5681	michiko_hattori@psbma.org kathryn_gallahue@psbma.org
ECS	Debbie Mercer	617-879-5028	debbie_mercer@psbma.org
Nurse	Janet Campbell	617-879-4682	janet_campbell@psbma.org
Library	Teresa Gallo-Toth	617-879-4678	teresa_gallototh@psbma.org
METCO	Vina Harvey	617-879-4650	vina_harvey@psbma.org
Extended Day	Toby Greenfield	617-879-4665	redrunkle@psbma.org
PTO Co-Chairs			pto@runkle.org
Runkle Newsletter Editors			runkleptonews@gmail.com

## 9. THE SCHOOL DAY

### 9.1. Schedule

Runkle School is both an elementary school, serving students in grades K-5 and a middle school, serving students in grades 6-8. The Commonwealth of Massachusetts requires that all elementary and middle school students receive a minimum number of hours per year of instructional time over the course of the school year. The Runkle schedule is developed to ensure that all students are meeting state requirements.

### 9.2. Curriculum

The curriculum at Runkle School is based on the Brookline Public Schools "Learning Expectations." The Curriculum Overview expectations are benchmarks by grade level indicating what every child should know, understand, and be able to do by the end of each year. These publications



build a strong bridge between home and school and ensure that everyone has the same key information. Links to the Curriculum Overview documents are accessible on the Brookline Public Schools website:

<https://www.brookline.k12.ma.us/domain/58>. Grade level Curriculum Overviews are shared with each family at the start of each year at grade level open house events. During a school day, children have time on learning that may include time in the following areas:

- Social Emotional Learning
- Bullying Prevention & Intervention
- Educational Technology and Library
- English Language Arts
- English Language Learner (ELL)
- Enrichment and Challenge Support (ECS)
- Mathematics
- Performing Arts
- Physical Education and Health
- Science and Health
- Social Studies
- Special Education
- Visual Arts
- World Language

### **9.3. Lunch & Snack**

All students have a lunch period and either a morning or afternoon snack. Students may buy lunch at school or bring it from home. The vending machine is for adult use only. Please see the “Breakfast and Lunch Program” section of the handbook for information about purchasing lunch. There is no option to buy snacks; parents should pack a healthy, nut-free snack for their children to eat at school. Food should not be shared. For students with allergies: the cafeteria has a dedicated nut-free table. Please notify your child's teacher at the beginning of the school year of any food allergies.

### **9.4. Recess**

All students have at least one recess before or after lunch. Parents should plan to send students with appropriate outdoor clothing (boots, gloves, mittens in winter) so their children may participate in recess, which is held outdoors except during the most inclement weather. Students are expected to go outside with the class unless a letter is written from a parent/guardian, to the nurse, indicating that the child cannot go outside for specific health reasons. (A doctor's note may then be required.) In such an event, arrangements will be made for indoor recess.

For more information about lunch and/or recess, please see the Public Schools of Brookline Wellness Policy:

<https://www.brookline.k12.ma.us/Page/156>

### **9.5. Field Trips**

Classroom teachers periodically schedule field trips to museums and educational sites in the Boston area. These have included day trips to the Arnold Arboretum, Plimoth Plantation, George's Island, and Wolf Hollow as well as overnight trips for the 7th and 8th grades. The PTO underwrites bus transportation for one field trip for each grade yearly. Parents may be asked to contribute to field trip expenses. Financial assistance is available if necessary. There is an application that will determine eligibility for financial assistance. Most trips are local and take place during school hours. Participation on any field trip is at the discretion of school administration. Students who have not demonstrated responsible behaviors consistently throughout the year may be excluded from field trips due to safety concerns. Any such student would be expected to attend school on the day(s) of the field trip.

### **9.6. Assemblies**

At different times throughout the year, students gather for assemblies. These assemblies may include all grades, a few grades, or just one specific grade. The meetings will vary in their structure, but will be connected to the work done through classroom teaching. Some assemblies focus on a theme, like reading and math or Martin Luther King Day. Others assemblies are performance related; the performance could be by Runkle students or by outside musicians, storytellers, or dancers. Performances by non-student artists are often arranged and funded through the PTO by the Performing Arts At Runkle (PAAR) committee. Also, our student council, made up of elected 6<sup>th</sup>, 7<sup>th</sup>, and 8th graders and our Anti-Defamation League (ADL) peer leaders work with school administration to plan and run a few fun-filled experiences that occur during assembly time.

## **10. COMMUNITY SERVICE (GRADES 7-8)**

Each year, 7<sup>th</sup> and 8<sup>th</sup> graders are expected to complete 10 hours of community service. These hours can be fulfilled through activities offered at Runkle School or through participation in community service outside of the school. All hours must be documented and signed by a supervisor.

## **11. HOMEWORK & MAKE-UP WORK**

### **11.1. Homework**

For the Public Schools of Brookline Policy on Homework Guidelines, please visit the PSB website link: [Homework Policy](#)

The purpose of homework is to reinforce skills that are taught in class, and as children move into the upper grades, to develop independent learning. Each teacher determines the amount and type of homework appropriate on any given night, but a typical pattern finds homework gradually

increasing as children move through the year and progress through the grades. Students in grades 2-8 are expected to read an average of 30 minutes every night. Specific homework policies for K-5 are explained during the fall open house. Classroom teachers will notify parents of the date of this open house.

In grades 6-8, students typically receive thirty minutes of homework per subject per day, though specific homework policies vary by content area and are explained by teachers during the fall “back to school” night.

### **11.2. Make-up Work**

**Grades K-5:** Teachers are generally available for make-up work with students who have been absent due to illness. If you expect your child will be absent for more than two days due to illness, please request make-up work one day prior to picking up materials.

**Grades 6-8:** Upon returning to school after an absence, students are expected to meet with each teacher to determine what they have missed and establish appropriate due dates for each of the assignments missed. In the case of absences scheduled in advance for vacations, teachers are not required to give assignments to students ahead of time.

## **12. ACADEMIC HONESTY**

Cheating and plagiarism are inconsistent with Runkle’s values; serious consequences will be enforced.

Cheating is defined as giving or receiving unauthorized aid on individual assignments, including classwork, homework, tests, quizzes, and other written projects.

Plagiarism is defined as copying words, ideas, and opinions of someone else without giving credit to that person in the form of footnotes or citations.

### **Consequences:**

- 1<sup>st</sup> offense: Student must redo the assignment for a grade, if applicable, or else receive no credit for the assignment. Teacher will notify a parent or guardian and an administrator.
- 2<sup>nd</sup> and subsequent offenses: Student receives no credit for the assignment. A conference must be held with the student, a parent/guardian, and an administrator.

## **13. OPEN HOUSES & CLASSROOM SHARES**

### **13.1. Open House/ Back To School Night**

**Grades K-5:** Every fall, each grade level for grades K-5 holds an “open house” during which the curriculum, classroom activities, communication, parent conferences and other important items are shared by the classroom teachers. Teachers will send out a notice to parents/guardians with the open house date.

**Grades 6-8:** Every September an evening “back to school” night is held for grades 6-8. Parents have the opportunity to hear a short presentation by each teacher and to visit the classrooms to experience their child’s learning environment.

**13.2. Classroom Shares (Grades K-5)**

Throughout the school year, teachers in grades K-5 schedule opportunities for parents/guardians to come into the classroom to view students’ work and celebrate their accomplishments. These classroom shares often occur first thing in the morning and the dates and times are disseminated via email.

## **14. PROGRESS REPORTS / REPORT CARDS**

**14.1. Progress Reports (Grades K-5)**

Progress reports for students in grades K-5 are issued twice a year; once in the winter and once in the spring. These progress reports can be accessed via the Parent Portal. Parents/guardians will be sent an email when progress reports are available for viewing.

**14.2. Report Cards and Grading (Grades 6-8)**

Students in grades 6-8 receive report cards quarterly. Interim progress reports are issued for students in grades 6-8 at the midpoint in each marking period. Both the report cards and interim progress reports can be accessed via the Parent Portal. Parents/guardians will be sent an email when these reports are available for viewing.

**Report Card Grading Scale:**

A - Excellent  
B - Good  
C - Fair  
D - Poor  
E - Failing  
P - Pass  
NY - Not Yet

**Effort and Behavior Rating Scale:**

A number score is given for behavior and effort on both report cards and interim progress reports. Specific criteria varies among classes/teachers, but the following guidelines are generally shared:

**Effort:**

Rating Scale:

1 - Excellent

2 - Good

3 - Fair / Inconsistent

4 - Poor

- Do you...complete assigned classwork and homework?
- Do you...arrive to class with the necessary materials?
- Do you...self-advocate when you need help?
- Do you...participate actively in class?

**Behavior:**

1 - Actively

2 - Generally

3 - Irregular Behavior

4 - Unsatisfactory

- Are you...respectful to staff and classmates?
- Are you...on time for class?
- Are you...engaged in class?

## 15. PARENT-TEACHER CONFERENCES

### 15.1. Grades K-5

All K-5 teachers schedule parent conferences twice yearly to discuss each child's progress. Parents are encouraged to make appointments with teachers to discuss their children's progress as needed.

### 15.2. Grades 6-8

All 6th grade teachers schedule a parent conference for the fall. During this time, parents/guardians have an opportunity to meet with 2 out of 4 of their child's core teachers and discuss their child's progress. A spring conference for 6th graders is not scheduled, but parents/guardians may request a conference. No routine conferences are scheduled for 7-8 grade parents, however, at the discretion of the parents and teacher, a conference may be scheduled during an early release day.

At any time, parents of 6-8 graders may make appointments with teachers if they have a concern about their child's progress. Teachers will reach out to parents/guardians to schedule a conference if they believe one is needed. These appointments may be with individual teachers, the principal, the vice principal, or the guidance counselor.

## 16. MARTIN SLEEPER LIBRARY

### 16.1. General Information

**Librarian:** Teresa Gallo-Toth, MLS

**Hours of Operation:**

Monday - Thursday: 7:45 a.m. – 2:45 p.m.

Friday: 7:45 a.m. – 1:40 p.m.

**Telephone:** Circulation Desk 617-879-4677  
**Library Office:** 617-879-4678  
**Website:** [martinsleeperlibrary.weebly.com](http://martinsleeperlibrary.weebly.com)

## **16.2. Mission and Shared Goals**

The mission of Martin Sleeper Library is to ensure that all students become effective users of information and resources. The library program connects with classroom curriculum through collaborative planning with teachers.

Our shared goals are:

- To foster a reading culture that aligns with classroom reading objectives, individual reading needs, and the PSB Literacy Collaborative
- To foster Information Literacy and Research Projects that align with classroom core curriculum studies

## **16.3. Class Time in the Library**

Classes come to the Library with their teacher:

- Grades K-3 have a weekly schedule for class book borrowing
- Grades 4 and 5 sign up to book borrow two times per month
- Grades 6-8 book borrow about every four to six weeks.

Additionally, all teachers are able to collaborate with the Librarian to plan curriculum projects and to reserve library time for this work.

## **16.4. Guidelines for Student Learning**

Sleeper Library follows the guidelines found in the *Massachusetts School Library Association Recommended Standards for PreK-12 Information Literacy Skills*, the *American Association of School Librarians Standards for the 21st Century Learner* and the *Public Schools of Brookline Learning Expectations*.

## **16.5. Student Expectations**

Students who come to the Library with their class or on their own are expected:

- To follow the Runkle Way (outlined in this handbook)
- To be responsible for returning borrowed books on time
- To practice ethical behavior with regard to both information and information technologies
- To recognize that academic learning happens best within a positive social context

## **16.6. Print Resources**

- 18,000 books including a collection of books in Spanish
- Fiction books including classics, award books, and PSB reading list selections

- Nonfiction resources supporting curriculum units and research projects
- An ebook collection
- Books with audio recording (VOX books; Playaway books)
- Audio books (Books on Tape/CD)

#### **16.7. Electronic Resources**

- A computerized Library catalog that can be assessed at home
- Online Reference tools- including Databases and Encyclopedias
- Wireless Chromebooks and iPads
- Six Mac workstations

#### **16.8. Library Learning Community Events**

- Notable Author/Illustrator Visit Series
- Sleeper Library Book Fair
- Brookline District Summer Reading Program: [Summer reading link](#)

#### **16.9. Borrowing & Returning Books**

- Weekly emails remind families of any overdue books
- Overdue books need to be returned before new items are borrowed
- Replacement costs are requested for lost or damaged books

#### **16.10. Before & After School Library Use**

- Times before and after school are for book checkout and reading
- Students in grades K-3 must come with a parent or adult caregiver
- Students in grades 4-8 can come independently

#### **16.11. Library Hours on District Early Dismissal Days**

On a Public Schools of Brookline K-12 or a K-8 Early Dismissal Day, Martin Sleeper Library will close to all grades at 12:40 pm with no after school hours for students.

On K-6 Early Dismissal Days, Sleeper Library will remain open from 12:30 pm-2:30 pm (M-Th) for 7/8 graders with no after school hours for students.

#### **16.12. Library Shelving Volunteers**

Sleeper Library welcomes parent volunteers to shelve library books. If interested, contact the PTO.

## **17. TECHNOLOGY RESOURCES**

Students in all grades have access to Chrome Books, iPads and other teacher assigned technologies to support educational purposes. Computers are used to support the curriculum in all grades at Runkle. Every K-8 classroom has at least one computer networked to a printer. The school also has laptop and iPad carts available for classroom use. Internet access is available in every classroom. The computer lab is equipped with 25 networked computers, each with internet access. The lab also has a scanner, a digital camera, digital video camera, and



headphones for multimedia work. Each classroom has access to the lab when needed. The library card catalog as well as numerous other public library catalogs in the MetroWest area can be accessed from the school network. Reference materials on CD-ROM are available in the lab as well as in the library.

Each student in grades 6-8 receives a Chromebook to be used during the school day for academic purposes and signs a Chromebook Contract.

The Public Schools of Brookline (PSB) [Student-Parent Agreement Regarding Student Technology Use](#) is part of the standard registration packet along with the [Permissions and Consents form](#). PSB also has a [Brookline Schools Technology Acceptable Use Policy](#). This document requires users to refrain from downloading inappropriate, non-educational material and condemns the illegal distribution of software. PSB reserves the right to examine all data stored in computers or on disks and to revoke any accounts found to contain illegal, pirated files. PSB takes no responsibility for any information or materials transferred through the internet. All users assume full liability for their own actions. To view these documents in their entirety, please go to <https://www.brookline.k12.ma.us/Page/2205>

## 18. SUPPORT SERVICES

### 18.1. Guidance

Runkle School has 2 guidance counselors: Lauren Vulcano covers grades K-4 and Rebecca Sneider covers grades 5-8. They are the primary resource people for children, parents and teachers.

Guidance counselors are usually the first people in the school that new families meet and they follow students from registration until graduation. They oversee Kindergarten registration and the 8th grade transition to high school.

Counselors meet with teachers and are available to parents to discuss children's academic, social and emotional progress. The guidance staff (which includes both counselors and interns) offers small lunchtime activity/discussion groups to help children learn to adjust to a new school environment, work cooperatively, make friends, listen, solve problems and make decisions. Classroom social and problem-solving skills activities are provided at some grade levels as well.

The guidance staff may also meet with a child individually for short-term support. Teachers may request that a child be seen or the pupil and/or parent(s) may initiate the request. Placement is based on need and space in the schedule. Participation is voluntary and requires parental approval. If long-term support is needed, group and individual support are available through the Brookline Community Mental Health Center, a local nonprofit agency. Individuals meet with the Center's staff at the Runkle School for school-related support or at the Brookline Center itself. Payment is made

through families' private insurance or other payment plans arranged with the Brookline Center staff. For more detailed information, please visit [www.runkleguidance.com](http://www.runkleguidance.com)

### **18.2. English Learner Education**

The English Learner Education (ELE) Program provides instruction and support for students who are exposed to a home language other than English. The Spanish Native Language Support Program (NLSP) is at Runkle for students in Brookline requiring Spanish EL support. Other students living in the Runkle district with limited English proficiency, whose home language is something other than Spanish, also receive EL services at Runkle. EL teachers work with students for a portion of their school day, and the instruction is focused on developing speaking, listening, reading, and writing skills. For the remainder of the day, EL students are integrated into regular classrooms where they participate in all learning and activities with English speaking peers.

### **18.3. Enrichment Challenge and Support (ECS)**

The Enrichment and Challenge Support Program in Brookline works to assist and support K-8 teachers in challenging their students. An ECS resource teacher is available on a part time basis at each school. This teacher works collaboratively with classroom teachers, guidance counselors and the school administrators to bring a range of program services into the school: consultation, curriculum development and support, direct work with students, information and resources, etc. A town-wide Parent Advisory Committee, made up of representatives from each of the schools, meets regularly with the ECS program coordinator to inform families about ECS initiatives. For more information, contact the Runkle ECS resource specialist, Deb Mercer, or the town-wide program coordinator, Matt Rosenthal at 617-264-6407. You may also visit the ECS website:

<https://ecsbrookline.weebly.com/>

### **18.4. Literacy & Math Specialists**

The literacy and math specialists at Runkle each provide a range of services, including direct instruction in small groups to students who need extra help in reading, writing, and/or math. These individuals also serve as a resource for current strategies and material in the field and help teachers in assessing students' performance levels. The teachers and the specialists arrange participation on an as-needed basis.

### **18.5. Homework Center**

Runkle School has two after-school homework centers: one for Grades 4 and 5, and one for Grades 6, 7, and 8. Both homework centers meet Monday through Thursday, from 2:40 p.m. to 3:40 p.m.. Homework centers are staffed by teachers and paraprofessionals. The homework centers provide a quiet supervised environment where children can get started on their homework. Parents must sign up their children for homework center – it is not a drop-in service. Interested parents can find the registration on [runkle.org](http://runkle.org). Homework centers may be mandated for some students, at the discretion of

school administration. The homework centers are supported by funds from both the PTO and the school budget.

## **19. SPECIAL EDUCATION**

For more information please see the Public School of Brookline website  
<https://www.brookline.k12.ma.us/Page/165>

### **19.1. Overview**

Children with special educational needs are entitled by state and federal law to receive special support and services to address their needs. Runkle School is proud to be the home of several “inclusion” programs, which provide robust service to a number of children with special needs.

### **19.2. Special Education or 504 Process**

When a teacher, specialist or parent is concerned about a child's progress, a period of regular education intervention is provided with consultation from the school support staff called the Child Study Team (CST). If, after all other options are exhausted, appropriate progress is not made; the school or parent may initiate a referral for a 504 plan to our guidance counselor or special needs assessment to the Education Team Facilitator (ETF). The first step is a detailed evaluation of the child that may lead to the development of an individualized educational plan (IEP). Depending upon the reason for the referral, evaluations may be conducted by the school psychologist, learning center teacher, speech and language therapist, and/or the occupational or adapted physical education therapist. The IEP outlines the objectives for each student and prescribes appropriate instruction in academic, behavioral, and/or social skills. Parents are participants in every stage of this process, and all evaluations and IEPs require parental permission.

### **19.3. RISE @ Runkle**

System-wide programs provide services in a smaller group setting for grades K-8 students who may come from any of the eight elementary schools in Brookline. Runkle houses the system-wide program for students with autism called Reaching Independence through Structured Education, or RISE. Students are mainstreamed in the general education environment to the greatest extent possible as determined on an individual basis.

### **19.4. Special Education Parent Advisory Council (SEPAC)**

The Brookline Special Education Parent Advisory Council (SEPAC) is an all-volunteer organization consisting of parents of children with a wide range of disabilities. The SEPAC provides support for parents, information about special education, and advocacy about issues affecting special education and children with disabilities. The website for SEPAC is  
<http://brooklinesepac.org>

## 20. HEALTH SERVICES

The school nurse is on duty every day from 8:00 a.m. to 2:50 p.m. The nurse's direct number is 617-879-4682. Nurse Campbell is available for consultation with parents or children on any health concern. The nurse's clinic is across the hall from the school's main office.

Children are required to have health assessments that include a physical examination, an updated health record, and an up-to-date immunization record before entering Kindergarten and before starting 4th and 7th grades. It is now required that students entering K-12 have the Hepatitis B series of vaccinations, the chicken pox vaccination or documentation of the disease, and a second measles, mumps, rubella (MMR) immunization. Immunization requirements to enter school are supplied at the time of registration.

Please meet with the nurse before the start of the school year if your child has a special health concern such as diabetes or food or other allergies, so that the staff and teacher may be appropriately informed and trained.

### **Medication Policy**

The nurse is available every day to give medications. It is required by law that a written order from a physician and written authorization from a parent or guardian be on file in the nurse's office in order to give medication. Medication must be brought to the nurse in a pharmacy labeled container. No unidentified or unlabeled medications will be given. This rule applies for long-term use of a medication as well as for medication kept on hand for administration during an emergency. More information about the medication policy is on the BPS website.

**For more detailed information regarding student health services, please visit the BPS website: <https://www.brookline.k12.ma.us/domain/67>**

## 21. DROP-OFF TABLE

Please do your best to make sure your children bring everything they will need for their day with them when they leave for school in the morning. However, lunches, musical instruments, sports equipment, etc, that are forgotten at home and that you deliver for your child during the school day should be left at the Drop-Off Table in the main lobby, with your child's name clearly written on the object. (Post-it notes and markers are available in the office)

## 22. LOST & FOUND

Lost and found articles are placed in a box located in the Gymnasium lobby on the second floor, or on the rack in the corner of the Cafeteria lobby. We encourage parents to please label children's clothing and belongings so they may be identified and returned. Unclaimed articles are donated to charity at the end

of each semester. NOTE: Articles of clothing left outside overnight may be discarded immediately if they become rain-soaked.

## 23. BREAKFAST AND LUNCH PROGRAMS

Students may buy lunch and breakfast at school. For the 2018-19 school year, the cost of lunch is \$3.25 and breakfast is \$1.50. Breakfast is available between 7:30 a.m. and 7:52 a.m. Menus are available on the Brookline Schools' website. Our breakfast and lunch offerings emphasize fresh fruit and vegetables as well as lean proteins and whole grains.

### 23.1. Free or Reduced Lunch Program

Children from families with limited income are eligible, by Massachusetts' law, to have breakfast and a hot lunch at a reduced price or at no charge. Forms are sent home in the beginning of each year and are also available online on the food services website:

<https://schools.whitsons.com/ma/public-schools-of-brookline?page=menu> .

This information is kept strictly confidential.

### 23.2. Payment

The Runkle cafeteria is cash free. To pay for the breakfast and/or lunch program, please set up an account through "My School Bucks" online:

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

## 24. RECOMMENDATION REQUESTS

From December through January of each year, we often receive requests for recommendations for students who are applying to private schools for the following year. Teachers and counselors are not required to complete these, but if a teacher agrees to your request, please give advance notice and allow significant time.

## 25. SCHOOL RECORDS/TRANSCRIPTS

When a new student comes to Runkle, the school requests a full set of records from the student's previous schools in order to help the child make a smooth transition. When a student leaves Runkle to attend another school, the new school should request a full set of records. **Additionally, when a student leaves Runkle to attend another school, families MUST notify the main office.**

## 26. PICTURE DAY AND YEARBOOKS

### 26.1. Picture Day

Student pictures and class pictures are taken each year in the fall. The picture day date will be posted in the Runkle school newsletter and on the

school calendar. Children will bring home order forms a few days before picture day. You are under no obligation to purchase these pictures. Pictures are used for the Runkle Yearbook.

#### **26.2. School Yearbooks**

The Runkle school yearbook includes individual student and class pictures from all grades and is available for order in the spring. Order information is posted in the school newsletter. There is no obligation to purchase a school yearbook.

## **27. SCHOOL RULES**

The goal of our school rules is to keep our community safe and focused on learning.

#### **27.1. Public Schools of Brookline Code of Conduct**

The Public Schools of Brookline (PSB) Code of Conduct lists inappropriate or disruptive behaviors that include but are not limited to: academic dishonesty, bullying, classroom disruption, defiance of authority and/or insubordination, disrespectful behavior, fighting, hallway misbehavior, harassment, tobacco products, portable electronic device use at unauthorized times, tardiness, and unexcused absences. The entire Public Schools of Brookline Code of Conduct, which becomes active July 1, 2019 and includes a full list of inappropriate or disruptive behaviors, can be found here: <https://www.brookline.k12.ma.us/Page/156>

All of the Brookline public schools will follow the PSB Code of Conduct.

#### **27.2. Visitors**

All visitors must enter through the main entrance and sign-in at the office; see section 3 of the Handbook.

#### **27.3. Pets**

For health and safety reasons, dogs and other pets are not allowed at Runkle School, either inside the building or on school grounds, so please leave your pets at home. Please do not secure your pet outside the doors or walkways of the school.

#### **27.4. Birthdays**

Children's birthdays are announced daily over the PA system by the principal, vice principal or designee. This includes any birthdays that have fallen over a weekend or during vacations. **School classroom birthday parties are prohibited.** Please do not have your child deliver invitations to birthday parties or thank you notes at school; this can lead to hurt feelings among those who are not invited.

### **27.5. Bicycles, Scooters, Skateboards and Rollerblades**

Students are encouraged to get to school without a car. To ensure pedestrian safety, bikes, scooters, skateboards, and rollerblades may not be used on school grounds. Bicycles and scooters should be walked to and from bike racks and stored there during school hours. Please provide a lock for your child's bike or scooter. Bike racks are located: 1) by the basketball court, 2) by the side of the kindergarten playground, and 3) in the main entrance vestibule. Students may store skateboards or rollerblades in their locker or near one of the bike racks.

### **27.6. Lockers**

Students in grades 1-8 have the use of lockers that are assigned by their teachers. Parents must provide their own locks if students in grade 4 – 8 wish to use a lock. Kindergarten classes use cubbies or hooks to hold their belongings. Students are expected to visit their lockers or cubbies during times designated by their teachers. (Note: Lockers are the property of the Brookline Public Schools and are subject to inspection by school personnel at any time.)

### **27.7. Lost or Damaged Materials**

Lost or damaged materials (e.g., textbooks, library books) must be paid for by the student's family.

### **27.8. Bullying**

To view the Bullying Prevention Policy or Bullying Prevention and Intervention Plan in its entirety go to: <https://www.brookline.k12.ma.us/domain/685>

### **27.9. Personal Electronics**

The following items must be turned off and put in backpacks or locker once you enter the building and during school hours until the end of the school day: cell phones, iPods, or smart watches. If parents have an emergency message for their child, they should call the main office prior to 2:00 pm and if students need to contact their parents during the school day, they must ask to make the call in the main office.

#### **Consequences – Personal Electronics**

1. **1st offense:** Student will be reminded of the expectations and the item will be confiscated and returned at the end of the class.
2. **2nd offense:** Personal electronic device will be brought to the Main Office, where it will be picked up at the end of the school day after the student has talked with the Principal or Vice Principal.
3. **3rd offense:** Device will be kept in the office's "cell phone daycare" during school hours for a length of time to be determined by administration.



## 27.10. Attire

Students' dress should reflect a commitment to learning that is appropriate for a K-8 community.

- Clothing with offensive language or symbols should not be worn
- We would like to see you. We ask that hats/hoods not be worn in the school building (exceptions may apply)
- Footwear must be worn at all times. Bare feet or stocking feet are not permitted in the school or on the playground. We recommend that students not wear flip-flops on the climbing structures of the gymnasium or playground.

## 27.11. Hallway/Common Area Expectations

Every member of our community has the right to feel safe at school in order to learn and grow.

Hallway/Common Area Expectations:

1. Respect and follow all school staff, not just those you are familiar with.
2. Move through the building in a calm manner.
3. Stay to the right-hand side of stairwells and hallways.
4. Walk - don't run - in hallways.
5. Speak quietly or don't speak at all when in hallways *during class time*.
6. Remember, when moving to specials or lunch/recess, other grades' classes are in session.
7. Store all personal belongings in your locker (Grades 1-8).
8. All items left in the hallway not in backpack or locker will be placed in the Lost and Found bin on that floor. Contents will be donated periodically.

Note for students in grades 6-8: If students choose not to use their lockers, backpacks can be taken from class to class

## 27.12. Tardy to Class (Grades 6-8)

Students are expected to be on time to each and every class throughout the course of the day. If a student is arriving late from another class, it is the student's responsibility to get a pass from that teacher and bring it to their next class in order not to be considered late.

## 27.13. Cafeteria Routines and Expectations

Students will enter and exit the cafeteria through the door on their right-hand side to ease the traffic flow. Students will be assigned to tables in grades K-5. Grades 6, 7, and 8 are not assigned to particular tables however have sections in the cafeteria assigned. Indoor voices are expected in the cafeteria. Students must receive permission from the lunchroom supervisor to use the bathroom. **All students K – 8 are required to remain in the cafeteria for lunch unless supervised by an adult as requested. An exception to this rule is for students in grades 6-8 who have made a prior arrangement with a teacher.** Under no circumstances are students allowed to eat lunch in common hallway areas or gym. We have a "nut free" table in our cafeteria. The vending machine is for adult use only.

Everyone is a cleaner. Each student is responsible for his or her own clean up. However, there may be a time that we ask all students to participate in a major cleanup if it can not be determined immediately who made the mess. Trash on and around the table should be picked up and thrown away, even if it is 'not yours.' Clean up should be done quietly. Students will be responsible for wiping the tables at the end of lunch on a rotating basis. After cleaning, students will be dismissed from their tables by the person on duty. Students in grade 6 will be escorted out to recess following lunch.

The cafeteria expectations are as follows:

1. Respect others
2. Stay in your seat
3. Talk quietly
4. Eat your own food
5. Clean your table
6. Line up quickly and walk to class quietly

#### **27.14. Recess Expectations**

The recess expectations are as follows:

1. Follow adult directions
2. Use equipment and structures safely (See below)
3. Show teamwork and sportsmanship
4. Play safely and take care of others who need help.
5. Remain in recess yard in close proximity to an adult.

Students not following the expectations may be directed to take a break for part or the remainder of the recess period.

#### **27.15. Playground Structure Expectations**

The big playground structure expectations are as follows:

- **Tire Swing:** Grades K - 6 ONLY with a maximum of three students on tire swing at any time. Students must be seated, facing inwards.
- **Swings:** maximum of one student per swing at any time. Students must be seated. (Red Swing is reserved for adaptive use only)
- **Slides:** Students should slide feet first.
- **Red "Spider Web":** No more than 1 person per rope segment halfway up and higher. No jumping off of the web.
- **Gray Climbing Wall:** Open to all students
- **Bridge:** Accessible only by stairs, not by climbing.

Students should not jump off any playground structure, with the Big Rock being the lone exception.

Students who engage in unsafe and disrespectful behavior during recess can be instructed to "take a break" on a bench or the low wall, for a portion of the remaining recess time, after which he/she must check in with the appropriate adult before rejoining the other students. Any fighting behaviors

should be reported immediately to the teacher on duty.

Playground guidelines are posted on the cafeteria windows. We encourage parents to follow these guidelines when they are supervising their children outside of school hours.

## **28. CONSEQUENCES**

### **28.1. General**

Please see the Public Schools of Brookline Student Code of Conduct for our philosophy and guiding principles. Please use this link: [Brookline Student Code of Conduct](#)

Depending on the offense, consequences may include the following 2 steps:

1<sup>st</sup> offense: Reminder

2<sup>nd</sup> offense: Student's parents may be contacted

### **28.2. Detention**

Reasons for a child being assigned detention may include:

- Flagrant rules violations
- Unsafe physical activity
- Incomplete school work due to behavior
- Persistent lateness in arriving to school or to class.

During the detention, the student will process the incident through writing and/or discussion with the Principal or Vice Principal, who will notify the student's parent/guardian. If a student is unable to serve on a given day, he/she must talk with the Principal or Vice Principal first, who will verify with a parent and reschedule. If there are unavoidable transportation issues an alternate time will be set up.

### **28.3. Suspension**

We look at suspension from school as a last resort and try to be as proactive as possible in helping students learn from their mistakes and providing additional support to students when needed.

A student may be assigned an in-school or out-of-school suspension for persistent violation of school rules, or for any reason that the School Administration deems serious enough to warrant a suspension. While serving an in-school suspension, a student will be assigned to a location by an administrator where he/she will be expected to complete all assigned classwork for that day. Parents will be notified prior to a student serving a suspension.

## **29. 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)]

## **30. AFTER SCHOOL PROGRAMS**

### **30.1. Runkle After School Program (R.A.S.P) (Grades K-8)**

The Runkle After School Program is a fee-for-service program organized by Runkle parents and offering classes (after regular school hours) in a variety of areas. Examples of courses offered in the past include drama, karate, pottery, woodworking, chess, Spanish, science, drawing, and gymnastics. Classes are held within the school building and are usually taught by Runkle parents or outside instructors. Most classes are 45 minutes to an hour. The program runs on a trimester basis, in the fall, winter, and spring. Booklets describing the course offerings are sent home before the start of each session. The booklet also includes registration details. Financial assistance is available. For more information, contact: [rasprogram@hotmail.com](mailto:rasprogram@hotmail.com).

### **30.2. Runkle Extended Day Program (RED) (Grades K-5)**

RED is a non-profit organization overseen by a parent Board of Directors. Our mission is to provide children in kindergarten through 5th grade a safe, nurturing, supervised, and stimulating environment that offers diverse opportunities for enrichment while ensuring a sense of security and consistency. RED is split into three groups (K/1, 2/3, and 4/5) in order to best meet the developmental needs of our students. In each group students are offered a wide variety of hands-on projects and small group activities. Our teachers encourage children to explore interests, make smart choices, and learn effective methods of conflict resolution. Afternoons are split between structured small group activities, and supervised free play time. All three programs have a time for snack, and grades 2-5 have a designated homework period. RED runs from 2:30-6 M-Th, and 1:40-6 on Fridays. RED also runs a full day vacation camp the Tuesday - Friday of both February and April vacation weeks, and covers the extra 2 hours on all early release days. Members of the RED teaching staff have specialized backgrounds in art, science, physical education, music, story telling, and elementary education. The student/teacher ratio is approximately 10:1. Registration for RED is the first week of April. You can view and fill out the application online

at [www.RunkleExtendedDay.org](http://www.RunkleExtendedDay.org). For more information about RED, contact directors Toby Greenfield or Matt D'Agostino at: (617) 879-4665 or [toby\\_greenfield@psbma.org](mailto:toby_greenfield@psbma.org)

## 31. EXTRACURRICULAR ACTIVITIES

Students participating in extracurricular activities are representatives of their school as well as their team or group. All students are expected to conduct themselves appropriately on and off school grounds at practices, games, performances, and throughout the school day.

### 31.1.1. Extracurricular Eligibility (Grades 6-8 Sports and/or Drama)

Students in grades 6-8 who participate in town-wide intramural and/or extramural sports and/or the Runkle drama production must also agree to the academic eligibility and attendance expectations specified below and sign an extracurricular agreement (see appendices).

#### **Academic Eligibility**

Students must maintain an academic average of a C- or better, as well as a 1 or 2 in effort and behavior in **each class** throughout the duration of the sport or activity.

If there is a drop in academic performance, coaches, directors, and administrators will create an improvement plan for the student to follow. This plan may include, but is not limited to, attending homework center, and/or spending extra time with a particular teacher or teachers in order for the student to receive support in particular areas. The academic and coaching team will use their discretion to determine if the student adheres to the plan and if the student may continue in the sport or activity.

#### **Attendance**

Students are expected to be in school from 11:00 am onward on the day of the activity. Absences during the school year up to the point of tryouts or auditions can not exceed ten.

### 31.2. Extracurricular Activities

#### 31.2.1. Math League (Grades 5-6)

Fifth and sixth graders may participate in math league which meets regularly for practice starting in the fall and works in areas such as problem solving, geometry, bases, and number theory. Runkle's Math League participates in three town-wide meets throughout the winter and early spring. First meeting dates are announced in the Runkle News and in 5th and 6th grade classrooms.

### **31.2.2. Math Counts (Grades 7-8)**

Seventh and eighth graders can participate in the MathCounts training and competitions. First meeting dates are announced in the Runkle News and in 7th and 8th grade math classes. Competition occurs once during the year.

### **31.2.3. Drama Production (Grades 7-8)**

There is one performance opportunity at Runkle for our older students. In the spring, 7<sup>th</sup> and 8<sup>th</sup> graders perform in a musical production. The on-stage roles are cast through auditions and there are also opportunities for students to be involved in all phases of the production if they do not want to be one of the on-stage actors. Parent and student participation behind the scenes is welcome and encouraged.

### **31.2.4. Young Scholars (Grades 5-8)**

The Young Scholars Program is an elementary school program offered in all of the BPS K-8 schools. The program is available to students of color in grades 5, 6, 7, and 8. It is modeled after the African-American Latino Scholars Program (AALSP) at Brookline High School. AALSP has been instrumental in creating and sustaining a culture of scholastic excellence amongst students of color at BHS. The Young Scholars Program at Runkle School will help prepare our students for their academic future at BHS and beyond, and hopefully join the AALSP once they get to Brookline High School.

Our building leaders for this group are Rebecca Sneider, Guidance Counselor for Grades 5-8, and Djems Domerson, 6th and 7th grade Science teacher. They are supported by high school and district leaders, including Stephanie Hunt (BHS AALSP leader), Melanee Alexander (BHS Associate Dean), and Dr. Keith Lezama (Brookline's METCO Director). AALSP students from BHS may participate in some sessions as well.

### **31.2.5. Town-Wide Intramural and Extramural Sports**

#### **31.2.5.1. Intramural Sports (Grades 5-8)**

The town of Brookline gives all eight elementary schools the opportunity to compete in the town-wide athletic opportunities listed below. Practices are either before or after school on different days of the school week. The season culminates in a town-wide meet. Practices and the meet are free of charge.

- **Fall: Cross Country Running**
- **Spring: Track and Field**

#### **31.2.5.2. Extramural Sports (Grades 7-8)**

Extramurals is a league designed for 7th and 8th graders to compete against the other Brookline Elementary schools.

Practices and games are held after school. Tryouts for these teams are announced in homeroom as well as in the Runkle News.

- **Fall: Co-Ed Volleyball**
- **Winter: Boys' and Girls' Basketball**
- **Late Winter and Spring: Co-ed Indoor Soccer**

#### **31.2.5.3. Transportation (Sports Teams)**

Athletes are responsible for transportation to and from away competitions (except Baker; bus will be provided). The team may travel together on the MBTA or walk. Parents and athletes understand that they may be traveling unattended.

Students are responsible for bringing the necessary fare to ride the MBTA. The School is not liable for any athlete who carools with a parent/chaperone of another athlete.

#### **31.2.6. Town-Wide Performing Arts**

Please visit the K-8 Performing Arts website for the Town of Brookline for more information about any of the below groups:

<https://sites.google.com/site/k8performingarts/>

- **Brookline Youth Orchestra:** Open to all Brookline string students in grades K-8 by audition
- **Town-Wide Chorus:** Made up of students in grades 6-8 representing all 8 Brookline elementary schools. Students are recommended for the group by their elementary school music teacher, and perform a varied repertoire.
- **Town-Wide Concert Band:** Open to all 6th, 7th and 8th instrumentalists (not strings)
- **Grade 6/7/8 Town-Wide Jazz Band**
- **Town-Wide Orchestra**

## **32. TEACHING INTERN PROGRAM**

Runkle collaborates with Simmons College and Wheelock College in providing a full year internship for graduate students entering the teaching profession. The intern's presence permits a teacher to collaborate in several areas to enhance instruction and helps facilitate individual and small group instruction. It also allows for better integration of special support services into the instructional program. We participate in similar collaborations with Lesley College, Northeastern, Boston University, and Boston College. We are fortunate to have a veteran teaching staff that is eager to mentor new people entering the field of education.



### **33. METCO PARTNERSHIP**

METCO (Metropolitan Council for Educational Opportunity) was founded in 1966 in the spirit of integration, to prepare our children for a future together. It places Boston students in Brookline schools to provide a broader educational experience for children from both communities. The Runkle Partnership pairs Brookline families with Boston families to provide a welcoming hand to students and parents from the METCO program and to foster understanding through friendships among families. It has been widely regarded as one of the most active and successful partnership programs in Massachusetts. The Partnership also offers family events, such as Bowling Day, which are often open to the greater Runkle community. Check the Runkle News and the Runkle website for information.

### **34. 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.

### **35. 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.

## **36. TITLE IX STATEMENTS OF NON-DISCRIMINATION**

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]

## **37. P.P.R.A. NOTICE & 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"):

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of others with whom the respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- 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.

## **38. ABUSE/NEGLECT-FILING A 51A**

Mandated reporters who, in their professional capacity, have reasonable cause to believe that a child is suffering physical and emotional injury resulting from: (i) abuse inflicted upon him which causes harm or substantial risk or harm to the child's welfare, including sexual abuse; (ii) neglect, including malnutrition; (iii) physical dependence upon an addictive drug at birth, shall immediately communicate with the Department of Children and Families orally and, within 48

hours, shall file a written report with the department detailing the suspected abuse or neglect; or (iv) being a sexually exploited child; or (v) being a human trafficking victims as defined by section 20M of chapter 233. (Mass. General Law, Chapter 119, section 51A amended in 200, 178, Sec. 10) Mandated reporters are protected from liability in any civil or criminal action.

THE STAFF MEMBER WHO DISCOVERS A SUSPECTED CASE OF ABUSE/NEGLECT WILL:

- Bring the student to the nurse if the child needs medical care
- Notify the Principal/Headmaster
- Maintain confidentiality, share on a need to know only
- Call the Department of Children and Families (DCF) to give a verbal report.
- File a written report to DCF within 48 hours.
- In most cases, the family will be notified that a 51A was filed

## 39. BROOKLINE EDUCATION FOUNDATION

The Brookline Education Foundation is a non-profit organization dedicated to supporting Brookline's commitment to excellence in public education. The Foundation raises private funds to support innovative teaching, administrative leadership, professional development, and community participation in the schools. Supporters and donors include parents, citizens, and businesses who share the belief that strong public schools are essential to the quality of life and future well-being of the town.

The Foundation works closely with the Brookline School Department in a unique partnership, identifying needs and opportunities where its efforts can make a difference to teachers and children. Foundation monies are used to fund new approaches to professional development and system wide improvements that the schools could not otherwise afford. The Foundation seeks out and supports innovation and leadership among teachers and administrators through grants and awards. To find out more: <https://brooklinefoundation.org/>

## 40. SCHOOL COUNCIL

The School Council is a state-mandated committee whose membership includes the Principal and a parent as co-chairs, and an equal number of school staff and parents, as well as a community member. For current membership, please see: <https://www.runkle.org/school-council/>. **The School Council functions as an**

**advisory council to the Principal.** The work of the Council could include:

- *Adopting educational goals for the school that are consistent with local and statewide policies*
- *Identifying the educational needs of the students attending Runkle*
- *Making recommendations for the development, implementation, and assessment of the curriculum accommodation plan, as required under Sec. 38Q 1/2*
- *Reviewing the annual school building budget*
- *Reviewing the school handbook to consider changes in disciplinary code,*

and

- *Formulating a school improvement plan*

**School Council should not become involved as an ombudsman or a grievance committee in individual cases that involve students, parents, teachers and other school staff.**

Elections for two-year terms are held annually in the spring for any open positions on the School Council for the following year. The parent representatives are elected by the current parents of the school and the school representatives are elected by school staff.

All meetings are open to the public. For meeting dates, please visit [www.runkle.org](http://www.runkle.org) and see the Event Calendar under "NEWS" or you may check the Town Clerk's office.

The Council typically meets once per month in the Library on the main floor of Runkle School. The agendas are posted on the Brookline Town Calendar and meeting times and minutes are posted on [www.runkle.org](http://www.runkle.org)

## **41. THE RUNKLE PARENT-TEACHER ORGANIZATION (PTO)**

### **41.1. Who We Are and What We Do**

The Runkle PTO is the parent-teacher organization that supports academic enrichment activities and community-building events at the school.

All parents are considered members of the PTO, no dues are required, and are invited to attend its meetings. The PTO board consists of parents who are elected at the end of each year to serve the following year. The PTO also has two teacher representatives who serve as a liaison between the PTO and school staff. The board typically meets once a month to plan activities and discuss outstanding issues. All meetings are announced in the Runkle News and the online school calendar at [www.runkle.org](http://www.runkle.org). Parents are encouraged to participate in the PTO, and to contact any of the board members with questions, concerns or suggestions. PTO Board members can be found on our [www.runkle.org](http://www.runkle.org) website.

### **41.2. Fundraising**

The PTO is the primary source of fundraising for Runkle. Each fall, the PTO Annual Fund appeal goes out to all parents; it is the PTO's only fundraiser of the year. Funds are allocated to various programs and approved at a public budget meeting each June for the following school year. The PTO funds or supports activities and services essential to the school, including teacher stipends, field trip buses, literacy, math, and science enrichment, and various community events. It also sponsors regular parent information sessions; an opportunity for informal conversations with other parents and staff. For a detailed list of items the PTO Annual Fund paid for, go to:

### **41.3. Volunteer Opportunities**

The PTO organizes a variety of events each year for the entire Runkle community, many of which are free. Others charge modest fees to cover the cost of running the event. While many of these events, such as International Night, have become traditions; some new activities are added each year according to the interest and enthusiasm of our families.

All PTO events are community-building activities and not fundraisers. The PTO's fundraising is limited to one PTO Annual Fund drive each year; parents are asked to donate to this fund, sparing the community from organizing time-consuming fundraising activities. Any costs associated with an event are to cover the cost of the event itself.

**We urge all parents to volunteer their time for at least one event during the school year.** We also welcome your ideas for other activities at Runkle. Feel free to contact the PTO Co-Chairs at [pto@runkle.org](mailto:pto@runkle.org) with any questions or comments. Thank you for your help and participation.

#### **Annual Events**

##### Halloween Fair

The Halloween Fair takes place the week before Halloween on school grounds. Many kids and adults dress in costume and there are lots of fun events for the kids, such as bowling, mini-basketball, face painting, and a bouncy house. There is also food for sale.

##### Music in the Morning

This group schedules short vocal and instrumental concerts for the Runkle community on the second Wednesday of every month before school. Runkle students, staff, and parents share their music.

##### Gingerbread House Decorating

A great holiday craft activity for the kids, this fun event for all ages will take place after school on a Friday in December.

##### Runkle Book Swap

The school's book swap, held in late January, gives all Runkle students the chance to trade their well-read books for ones they have always wanted to read.

##### Ice Skating Night

This ice skating party, for the entire Runkle community, takes place at Brookline's Larz Anderson Skating Rink.

##### International Night and Potluck Dinner

International Night brings the entire Runkle community together for an evening of food, music, and dance from the many cultures of our diverse community.

#### Bingo Night (Primarily K-2 Parent Volunteers)

Bingo Night is a game night for all Runkle children and their families and is typically held in the winter. Children are invited to play Bingo for a chance to win prizes. Parents may purchase Bingo cards at the door and help younger children play. Pizza, beverages and desserts are also available.

#### Runkle Book Fair

The librarian in conjunction with the PTO coordinates the book fair, held in the spring. It offers parents an opportunity to purchase books for their children or as donations to their child's classroom. Parent volunteers staff this event. All proceeds benefit the Runkle Library.

#### Music and Arts Festival

This special weeklong festival is held in May. Runkle students and family members and teachers perform individually and in groups. Performances are held before and after school. Art Gallery Night is an evening event showcasing the art of all Runkle students.

#### Eighth Grade Graduation & Festivities (7th Grade Parent Volunteers)

By tradition, seventh grade parents are responsible for organizing the eighth grade graduation day reception each year. The PTO provides seventh grade room parents information about organizing this event. All parents are encouraged to support this memorable tradition.

#### Teacher Appreciation Lunch (8th Grade Parent Volunteers)

Traditionally, the eighth grade parents host a teacher appreciation luncheon on the last day of school. The PTO provides the room parents for sixth, seventh and eighth grades information about organizing this much-appreciated event. All parents are encouraged to help out.

### **Committees**

#### PTO Annual Appeal (Fundraising)

This committee leads the PTO Annual Fund's direct appeal, which provides all PTO funding, including teacher stipends, arts/math enrichment and field trip support.

#### Green Team

As part of a town-wide effort, a Green Team at each elementary school in Brookline works to lower its carbon footprint, integrate an energy conservation program into the curriculum, and carry out special events such as Car-Free Day

#### Math & Science Enrichment

This committee offers after-school math and science enrichment opportunities, including Math and Science Night, Astronomy Night, and Techsploration workshops

#### Middle School Activities

This committee organizes a variety of after school activities and clubs for middle schoolers. In the past these have included Science Club, Jr. Green Team, yoga, student newspaper, a afternoon of board games, and middle school dance.

#### Performing Arts at Runkle (P.A.A.R.)

P.A.A.R. brings performing arts professionals or speakers to all grades at Runkle. Examples of events include Chinese ribbon dancing and a Native American show.

#### Welcome Wagon

This committee welcomes new parents and students from outside Brookline to the school by connecting them with a host family to help the transition.

#### Community Service Team

This committee organizes community service events such as a food drive for the Brookline Food Pantry and a toy drive for the Brookline Housing Authority.

#### Special Education Parent Advisory Council (SEPAC)

The Brookline Special Education Parent Advisory Council (SEPAC) is an all-volunteer organization consisting of parents of children with a wide range of disabilities. The SEPAC provides support for parents, information about special education, and advocacy about issues affecting special education and children with disabilities. The website for SEPAC is

<http://brooklinesepac.org>

#### **Town-Wide Committee Representatives**

Runkle parents have the opportunity to represent Runkle on the following town-wide Committees:

- Brookline Education Foundation (BEF)
- Enrichment & Challenge Support (ECS)
- Friends of Performing Arts (FoPA)
- Health & Wellness Committee
- Metropolitan Council for Educational Opportunity (METCO) Parent Advisory
- Special Education Parent Advisory Council (SEPAC)

#### **Classroom Volunteer Opportunities**

Below are some classroom volunteer opportunities for parents.

NOTE: Under Massachusetts law, the Brookline Public Schools is required to obtain Criminal Offender Record Information (CORI) on any current or prospective employee or volunteer of the School Department who may



have direct and unmonitored contact with children. 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.)

#### Chaperones

Parents act as field trip chaperones in grades K - 6. Teachers will send out chaperone requests as part of the child's field trip permission paperwork. All chaperones must submit their CORI paperwork at least a week in advance of the trip.

#### Room Parents

These volunteers act as the primary liaisons between the teacher, parents and PTO. Their main responsibility is to convey important messages via email from school to home but they also help coordinate volunteers for classroom events such as the grade-wide potlucks.

#### Understanding our Differences and Similarities Program

Fourth grade students at Runkle participate in the Understanding our Differences and Similarities Program, as do their peers in each elementary school in Brookline. It is a four-part, experiential program in which the children learn about a variety of disabilities, how to be helpful and, most important, how to view people with disabilities as more similar than different i.e., people not to be made fun of or feared. This is a wonderful program. The children love it as do the many parents who make it possible. Although the town provides the curriculum and the speakers, parents and other volunteers primarily staff the program. While 4th grade parents are particularly encouraged to volunteer, we welcome parents of all grades.

# APPENDICES

# JOHN D. RUNKLE SCHOOL

## Handbook Review Signature Page



### We Are Runkle!

**Respect - Unity - Nurture Ideas - Kindness - Learn from our Mistakes - Effort Counts**

*Please review, sign, and return this form to your homeroom teacher.*

Student Name: \_\_\_\_\_ Grade Level \_\_\_\_\_

Teacher Name: \_\_\_\_\_

I have received and reviewed the Runkle School Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (Grades 6-8 only)

\_\_\_\_\_  
Date

**Please return this sheet to your classroom teacher by the last week in September**

# JOHN D. RUNKLE SCHOOL

## Extra-Curricular Agreement

### For Grade 6-8 Participants in: Intramural / Extramural Sports or Drama

Students participating in extracurricular activities are representatives of their school as well as their team or group. All students are expected to conduct themselves appropriately on and off school grounds at practices, games, performances, and throughout the school day.

Students in grades 6-8 who participate in town-wide intramural or extramural sports or the Runkle drama production must also agree to the academic eligibility and attendance expectations specified below and sign this agreement:

#### **Academic Eligibility**

Students must maintain an academic average of a C- or better, as well as a 1 or 2 in effort and behavior in **each class** throughout the duration of the sport or activity.

If there is a drop in academic performance, coaches, directors, and administrators will create an improvement plan for the student to follow. This plan may include, but is not limited to, attending homework center, and/or spending extra time with a particular teacher or teachers in order for the student to receive support in particular areas. The academic and coaching team will use their discretion to determine if the student adheres to the plan and if the student may continue in the sport or activity.

#### **Attendance**

In order to participate in any extracurricular activity, Students are expected to be in school from 11:00 am onward on the day of the activity. Absences during the school year up to the point of tryouts or auditions can not exceed ten.

**By signing this agreement, I agree to the above expectations:**

\_\_\_\_\_  
**Participant Name**

\_\_\_\_\_  
**Parent/Guardian Name**

\_\_\_\_\_  
**Participant Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

**Sport/Activity** \_\_\_\_\_

**Date:** \_\_\_\_\_

# JOHN D. RUNKLE SCHOOL

## Chromebook Use Contract



First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Chromebook #: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

- 1) I am responsible for the Chromebook assigned to me.
  - i) I will not remove any labels or stickers that are already on the Chromebook.
  - ii) I will not put additional labels, stickers, or adhesives, or write on, tag, put graffiti or any other markings on the Chromebook assigned to me.
  - iii) I will wipe the Chromebook screen and keyboard using a soft cloth that is wrung out and slightly damp with water to the touch - *I will not use anything else to clean the Chromebook screen or keyboard.*
  - iv) I will report damage done to the Chromebook to my teacher *immediately*
  - v) I will report the loss or theft of my Chromebook to my teacher *immediately*
- 2) I will only use the Chromebook that has been assigned to me, unless directed by my teacher.
- 3) I will access the Chromebook only when directed to do so by my teacher. I will not use the Chromebook at any other time.
- 4) I will transport the Chromebook from class to class by putting it in my backpack or 3-ring binder for safety.
- 5) I will carry the Chromebook around the classroom using both hands.
- 6) I will not eat or drink while working on the Chromebook.
- 7) I will open and use the Chromebook only while sitting down.
- 8) I will log into the Chromebook using only my PSBMA Google username and password. I will not use any other username or password.
- 9) I will enter personal information on the Chromebook only when told to do so by my teacher.
- 10) I will only access the tool(s) or website(s) my teacher directs me to use.
- 11) I will return the Chromebook to the proper cart and slot at the end of the day, each day, and make sure it is plugged in to charge overnight.
- 12) I will not participate in any activity that hurts others, violates the Public Schools of Brookline Acceptable Use Policy or is against the law.

I understand and agree to abide by these expectations and the classroom rules of my teacher. If expectations are not met, I may not be allowed to use the Chromebook.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Grade: \_\_\_\_\_