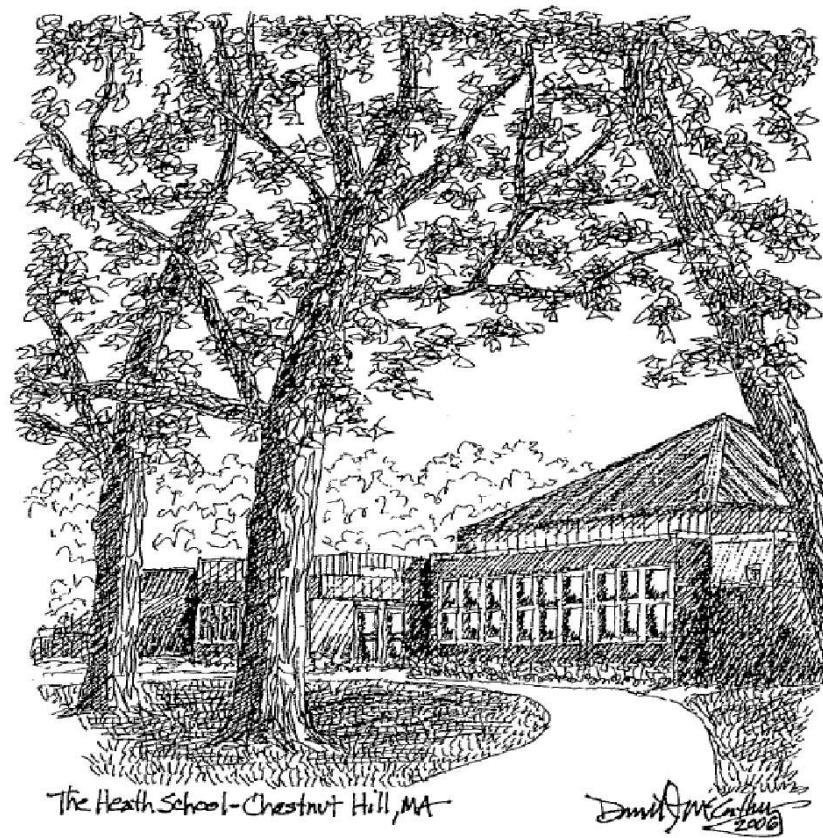


Heath School Handbook



We set the bar high for students, so it is right that we set the bar higher for ourselves as educators. That means leading from a place of collaboration, celebration, love, and an unrelenting drive for providing the highest quality public education for every student who joins us at Heath.

Soar High! Respect, Grow, & Engage

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Important Phone Numbers

To contact the Heath Office

Phone: 617-879-4570

FAX: 617-739-7570

E-mail: first name_last name@psbma.org
(example: jane_smith@psbma.org)

Heath Web Page: <https://www.brookline.k12.ma.us/heath>

THE PUBLIC SCHOOLS OF BROOKLINE

HEATH SCHOOL

100 Eliot Street
Chestnut Hill, Massachusetts 02467
(617) 879-4570
FAX (617) 739-7570

Dr. Asa Sevelius
Patel
Principal

Mr. Kirtan
Vice Principal

A METCO Partnership School

Dear Heath Families,

Welcome to the Heath School! This handbook contains information about school programs; policies and procedures that we hope will serve as a useful reference throughout the year. As you read the handbook, you will see that our school's core values *SOAR HIGH! Respect, Grow, and Engage* are reflected in all that we do at Heath.

The Heath School website (www.brookline.k12.ma.us/heath) and the Heath PTO website (www.heathpto.org) have many resources for students and parents including a regularly updated calendar of events and links to classroom pages. Please take time to explore these sites. Please follow us on Twitter – a Twitter feed featuring Heath staff accounts is on our website's front page.

Educators at Heath School are engaged in a school-wide conversation around mindset, the complex and intricate connections between teaching practice and student outcomes, and how to nurture classroom and school cultures in which students feel in control of their own learning. As families, you also have a powerful perspective on this work, and we welcome your insights on the joys, struggles, and growth your child experiences during the school year.

One of the many strengths of Heath School is the very strong parent-school partnership. We encourage you to become active members of our school community. Throughout the year, Heath School and the Heath PTO offers many ways for you to stay informed and become involved. Your children's teachers, the support staff, and I are happy to talk with you at any time about these opportunities or any other questions, suggestions or concerns. We are delighted that your family is part of the Heath School and look forward to your support and participation as we work together to continue the tradition of excellence at Heath!

Sincerely,

Asa

Dr. Asa Sevelius
Principal

Core Values of Brookline Public Schools & Heath School

Heath School is a high achieving academic and social community comprised of students, faculty, staff and families. Our school promotes the core values of the Public Schools of Brookline. These include Respect for Human Differences, High Achievement for All, Excellence in Teaching, and Collaboration and Educational Equity.

High Achievement for All

Our schools are dedicated to teaching students to be involved, active learners who work hard, think critically and creatively, and communicate effectively. We emphasize high expectations for all students, and support them to reach their full potential in all aspects of achievement, especially in academics, arts, sports, social skills and civic participation, all of which prepare students for success in their lives after high school.

Excellence in Teaching

Passionate, knowledgeable, skillful teachers are the core strength of our school system. We expect our faculty and staff to provide a dynamic and rewarding learning experience for students. Excellent teaching begins with strong relationships between faculty and students and is nurtured by collaboration among colleagues. We are committed to supporting a professional community that creates and sustains an atmosphere of intellectual excitement, innovative instruction and personal growth.

Collaboration

Through collaboration we find new sources of learning and strength. The Public Schools of Brookline actively promote collaborative relationships. We seek out partnerships with community organizations that add value to our school system. We urge and support collaboration and exchange within and across our school community.

Respect for Human Difference

We are committed to acknowledging and celebrating the diversity within our community while affirming the importance of our common humanity. By promoting a safe environment for questioning and challenge, we foster the growth and value that comes from different perspectives, cultures and experiences. Our commitment is to create an atmosphere of safety in which to acknowledge and express difference while advancing true acceptance and respect for all.

Educational Equity

The Public Schools of Brookline are committed to identifying and eliminating barriers to educational achievement in our schools. To this end, we create policies and practices that are fair and just and provide educational opportunities to ensure that every student, regardless of race, color, religion, gender, sexual orientation, marital status, age, national origin, disability, or economic status, meets our standards for achievement, participation, and growth.

With the Brookline core values as a foundation, Heath developed three accompanying core values:

SOAR HIGH!

Respect: Take care of yourself and others; Participate positively

Grow: Take charge of your learning; Ask questions; Challenge yourself

Engage: Be confident, Find joy; Keep trying



Classroom Organization and Curriculum

The academic program at Heath School is structured to meet the changing needs of children as they develop. Classes at all grade levels are heterogeneously grouped.

Classroom Organization

Classrooms in Kindergarten through grade 5 are self-contained with one teacher responsible for the overall academic program.

Sixth, seventh, and eighth grade are organized departmentally. Academic subjects are taught by academic specialists in each curriculum area – math, science, social studies, English, and French or Spanish.

All students have art, music, and physical education weekly.

Curriculum

The curriculum at the Heath School is based on the Public Schools of Brookline's *Learning Expectations*. A full set of Learning Expectations is available at <http://www.brookline.k12.ma.us//site/Default.aspx?PageID=164>. At the beginning of the school year, parents will be provided with a grade level curriculum overview for their child.

Open Houses

In the early fall, Open Houses are scheduled for Kindergarten, grades 1-5 and grades 6-8. Teachers provide parents with an overview of the curriculum, expectations and classroom routines. The dates of the Open Houses are sent home with the class letters in fall. **It is an expectation that a parent/guardian attend the Open House for each child.** We recognize that family members must often take time from work and/or make tremendous effort to join us at events – we are thankful for your efforts and presence.

Individual teachers will provide additional information for specific items covered in their classrooms during the year through newsletters or websites, classroom presentations and conferences. *If you cannot attend, the classroom teacher can provide materials and information to you directly.*



Pupil Support Services

Guidance Counselors

Our guidance counselors are available to assist children in their social, emotional, and behavioral development in order to facilitate their capacity to learn. The focus of a guidance counselor's work often involves the coordination of many services (enrichment, academic support, psychological) that allow the child to achieve success in school. Our guidance counselors provide children necessary ongoing or periodic support as needed. In addition, the counselors consult frequently with parents and teachers in the school.

Our guidance counselors interview incoming new families and students, play a major role in kindergarten screening, and help 8th graders select courses and schedules for the high school.

Students with Disabilities (SWD) Services

Students who receive services from the learning centers or in co-taught classrooms have been evaluated by a team of professionals. Individual Education Plans (IEPs) have been developed to address their needs. As mandated by law, children are given the additional support to perform to their potential.

Teachers of Students with Disabilities provide services in the classrooms and in the Learning Centers. The teachers of Students with Disabilities are often assisted by instructional aides. In shared teaching classes, the teachers of Students with Disabilities shares the teaching with the grade level teachers, and children with disabilities receive most services in the classroom.

Two psychologists are present at Heath School during the week. The psychologist provides psychological assessments as part of the Chapter 766 Team evaluation process, consults with staff members and students and offers resources to the school and community.

The Speech and Language Pathologist (SLP) provides intervention services for students who have been diagnosed with specific speech and language needs, such as social pragmatics, writing and organization and oral communication. Services are provided in the classroom or in small groups in the SLP's office.

The Occupational Therapist (OT) evaluates and services students whose functional school-based abilities are affected by identified sensory and/or motor needs. Services may be provided within the classroom as well as in the OT office. Consultation with staff and students is also an important role of the occupational therapist.

The Adaptive Physical Education teacher is a part time specialist at Heath School who provides services to children as specified in their IEP. Other services may be provided by the system physical therapist, the vision and hearing consultants, and a behavioral consultant as needed.



Specialists

Technology

The computer curriculum at Heath presents the computer as a versatile and powerful tool to enhance learning. The school is fully wired and there is also access through a wireless network. Heath School is outfitted with MacBook, iPad, and ChromeBook carts, providing flexible and in-class technology access to all learners

Teachers at all grade levels integrate technology into the curriculum. Our range of media equipment affords students the opportunity to work on classroom projects and teachers the opportunity to integrate 21st century technology skills into the curriculum.

We prioritize tech integration across all grade levels and have a professional model in which our Technology Specialist and classroom teachers collaborate to design rich, tech-infused learning opportunities for our students. Whenever possible, computer applications and research tools are taught within a framework that is integrated into their academic subject areas. For the Internet Use Policy for the Public Schools of Brookline, see Appendix.

In grades 6-8, students are assigned a ChromeBook for their use in school. Guidelines for its use are here:

<https://www.brookline.k12.ma.us/cms/lib/MA01907509/Centricity/Domain/367/One%20to%20One%20Chromebook%20Use%20Expectations%20and%20Responsibilities.pdf>

World Language Program

Brookline's Elementary World Language Program is a proficiency-based program, designed to provide a sequential language learning experience for students in grades K-8. The K-5 program is a Content Enriched *Foreign Language in the Elementary School* model that reinforces skills and some content from the grade level curriculum.

In grade 6, students have a choice of the language they wish to study for the next three years: French or Spanish. Students further develop their skills to communicate in a world language in addition to an understanding of the cultures of French and Spanish speaking countries. World language is one the five major academic courses and students have instruction three days a week (6th grade) or daily (7th and 8th grades).

Enrichment, Challenge and Support Program

The Enrichment and Challenge Support Program is a K-8 system-wide program that supports classroom teachers in providing challenging curriculum and extension opportunities for students who show a capacity for high levels of academic, intellectual, and creative achievement.

The Brookline Public Schools has a commitment to enable all children to realize their full potential as learners. Brookline does not formally identify students as "gifted and talented" for placement in a separate program. We use a consulting teacher model, which means that the program's emphasis is on supporting classroom teachers in extending and enriching the Brookline curriculum in order to provide for academically and intellectually advanced students in the regular classroom.

Library

Heath School has an excellent library, staffed by a full-time librarian. The library contains a large collection of print resources, videos, reference works, online search services and connections to the Internet. The collection is designed to provide students with opportunities to read and appreciate literature and become skilled and efficient users of information. Though all students have access to our library, students in grades K-5 make regularly scheduled visits to the library to hear book talks and readings, learn library and information technology research skills and select books for pleasure reading.

Children are responsible for books they borrow and are asked to pay for replacements if materials are lost. The library is fully automated and the card catalog is accessible on the school network.

Library hours are Monday, Tuesday & Friday 7:45 a.m. to 2:35 p.m.; Wednesday and Thursday – 7:45 a.m. to 3:00 p.m. On K-8 early release days, the library closes at 12:30 p.m. Both parents and children are welcome to use the facilities and check out materials.

Library Gift Giving Program: Donations to the Heath library are always welcome. Book donations can be made on the occasion of a child's birthday or special holiday or to honor a teacher. If you are interested, please speak with the school librarian for more information.

Performing Arts

Students in all grades participate in a music program that includes vocal and instrumental music. The program provides youngsters with a variety of aesthetic experiences that combine music appreciation, theory and performance. Grades K-6 take part in a choral program with yearly performances. Students in grade 3 learn to play the recorder and in grade 4, all children have instrumental music lessons with the ultimate goal of joining a school based or town wide band or orchestra in grade 5 or chorus in grade 6. Vocal and instrumental music continues in grades 7 and 8. Performance is an important part of music education, and all students are expected to participate in grade level performances.

Physical Education

K-8 physical education classes meet twice a week at Heath. **PLEASE NOTE THAT CHILDREN WEAR SNEAKERS ON THOSE DAYS.** The physical education curriculum develops sportsmanship and self-esteem as well as physical skills. The program for grades K-3 is non-competitive with the emphasis on basic locomotor skills. Beginning in 4th grade, students participate in individual and team sports as well as cooperative tasks. Sports offered include: hockey, soccer, touch football, basketball, volleyball, softball, track and field and fitness training. Good sportsmanship, self-improvement and teamwork are emphasized throughout the program.

Visual Art

The Visual Arts curriculum provides experiences in the art studios that are an essential element in the education of every student. Students work from observation, memory, imagination and invention with multiple media. Artistic skills are developed through repeated experiences using art tools and materials. Art experiences are based on the developmental stage of children's physical and mental growth, student curiosities, classroom units of study and the development of craft. The understandings, skills and process of the program at each grade level are developed fully in the Visual Arts learning expectations posted on the system's website.



Conferences and Report Cards

In grades K-5, teacher-parent conferences are scheduled two times a year - in the late fall and early spring. Usually, conferences are held on Early Release Days (see information below) or on Evening Conferences dates, but they can also be arranged at other mutually convenient times. In grades K-5, teachers prepare a written report on each child for the parent conference. On all K-8 early release days, middle level teachers are available for parent conferences.

Please see the PSB School Calendar for release days: <https://www.brookline.k12.ma.us/Page/2>

In grades 6-8, children receive report cards with letter grades four times a year. Children are graded in academic achievement, effort and behavior. Students in grades 6-8 also receive midterm progress reports. All progress reports and report cards are accessible through the Aspen Parent Portal; announcements are made to alert parents when new reports are available.

Parents in grades 6, 7, and 8 may request a team conference at any time by calling the school office and speaking with the Vice Principal. **The 6-8 teachers may also request a parent conference.** Students are frequently included in the meeting in the upper grades.

In addition, full-time faculty has regular posted office hours. You can always meet with your child's teacher during office hours without an appointment, although we encourage you request appointments in advance whenever possible.



Early Release Days

Early release days are scheduled for parent conferences in the fall and spring. School is dismissed at 12:40 p.m. The early release dates are given to parents in the Opening Day packet that is sent home the first day of school. Reminders will be on the Heath PTO website and in the calendar in the PTO newsletter. Parents are asked to take note of these dates in advance. Children often find it troubling when parents forget the early dismissal time and have to wait in the office after school.

Again, see PSB School Calendar for release days: <https://www.brookline.k12.ma.us/Page/2>



Requests for Private School Transcripts and Letters of Recommendation

Parents and/or students must first login requests at the office before giving packets to teachers, the guidance counselor or administrators. All information will be confidential. Requests must be received at least **three weeks** in advance of the due date. If materials are due sooner than three weeks, we will do our best to meet the deadline *but cannot guarantee that they will arrive on time*. Parents must provide postage. Envelopes always need at least two stamps. We will weigh the envelopes before mailing and add any necessary postage. Parents will then be expected to pay the difference. We will keep a log of the date that transcripts are sent from the office; we do not keep track of teachers' individual letters.



Class Placement

The classroom placements process takes place in May and June at meetings among the principal, guidance counselor, teachers and support staff at each grade level. The goal is to create balanced, compatible classes of similar sizes. We balance classes with respect to gender, social maturity, special learning considerations, and achievement levels. We also try to ensure that each child has a friend in the new class; good in-school friends are children who work well together and support one another in the school setting. *We do not accept teacher requests as a part of our class placement process.* Final classroom placements are messaged to families in the summer.



Special Programs

Service Learning

There are opportunities throughout the year for the students to participate in community service activities. Some of the activities are school-wide while individual teachers run others. Each year, we support various community organizations through events such as a holiday toy drive and a food drive for the Brookline Emergency Food Pantry. The Student Council, and/or individual classrooms cohorts organize these events. As a school, we support class participation in community service related to environmental awareness. In the spring, Heath is involved in a school wide service-learning day of service.

Field Trips

Throughout the year, children in all grades participate in a variety of trips that serve to amplify the curriculum, build community, and provide children with noteworthy experiences in the arts. Trips have included visits to the Museum of Fine Arts, the Museum of Science, Harvard Peabody Museum, Plimoth Plantation, Huntington Theater, and an 8th grade-culminating trip. For the past several years, the PTO has very graciously helped to defray the cost of transportation for our field trips.

While there are fees for most trips, financial aid is available so that no child is excluded because of an inability to pay.

GSA (Gender and Sexuality-Alliance) & Rainbow Club

Heath offers a GSTA for 6th, 7th, and 8th graders who identify as LGBTQ+ or as an ally; our Rainbow Club provides a safe and fun space for our 3rd-5th graders. These groups provide a safe place for students to meet and:

- Support one another and gain greater insights on their personal experiences
- Learn about issues related to sexual orientation and gender identity/expression
- Work to end harassment and discrimination of LGBTQ students

Three typical functions of a GSA and Rainbow Club include providing support, building community, and taking action to create change within the school. Examples of topics that may be

discussed include gender roles and stereotypes, issues the LGBTQ students face within the school, and projects aimed at creating a safe, welcoming and accepting school environment for all students. Curriculum will be drawn from [Teaching Tolerance](#) (tolerance.org), [PFLAG](#) (pflag.org), and [GLSEN](#) (glsen.org). We strive to create a safe space for community building and learning.

METCO

The [Metropolitan Council for Educational Opportunity, Inc.](#) (METCO) originated in 1966 to promote equal educational opportunities and ethnic diversity between Boston African American, Latino/a and Asian American students and its participating metropolitan area school systems. Brookline was one of the founding METCO communities and this collaboration benefits both Brookline and Boston students and their families. Heath School is very proud to be part of the METCO system.

Student Council

Children in grades 4-8 are given a voice in designing activities, problem solving and offering their input through Student Council. In grades 4-8, each class selects two student representatives who meet monthly with the Heath School Vice Principal. The Council helps students develop leadership skills, fosters school spirit, and gives students a voice on issues that affect them. The annual Heath Field Day is a tradition that was initiated by the Student Council, and Student Council representatives are actively involved in supporting all new Heath initiatives.

Understanding Our Differences & Similarities

This curriculum program is designed to sensitize children to the issues surrounding disabilities. Parent and community volunteers are professionally trained to deliver a 15-hour curriculum focusing on four disabling conditions: visual impairments, hearing impairments, physical disabilities, and developmental disabilities.

Young Scholars

The Young Scholars Program is an extension of the African American and Latino Scholars Program at Brookline High School (AALSP), a program that has been instrumental in creating and sustaining a culture of scholastic excellence amongst students of color. We are excited to get students connected to the AALSP earlier in their school careers. Through the Young Scholars Program, Heath students will have the opportunity to develop and deepen scholarly habits and mindsets, build a feeling of community with each other, and work towards eligibility to join AALSP when they begin their high school careers. They will also have the opportunity to meet and work with high school students who are currently in the AALSP.



After School Programs

Heath After School Activities Program

The [HASAP](#) program offers numerous courses designed to support a non-profit tuition experience. Course offerings vary from year to year but have included cooking, keyboarding, chess, science classes, art classes and fencing. Classes are available for children of all ages and course information is distributed twice a year. Financial aid is available.

Heath Extended Day Program

The [Heath Extended Day Program](#) is committed to providing quality childcare for the Heath community ages 4-13 years. The objective of the program is to contribute to the social, emotional and cognitive growth of children in an environment that is safe and nurturing. The curriculum is developed by the program's professional teaching team and seeks to incorporate the children's interests as well as foster the growth of each individual child. Through activities that are enjoyable and enriching, the program seeks opportunities for exploring individual interests, educational enhancement, developing independence and self-confidence, and enjoying and forming friendships. Experiences that take advantage of the program's resources, including the expertise of teachers, parents and children, are encouraged. Heath Extended Day supports the participation of each child so all children may benefit from the program.

Please call the Heath Extended Day Program directly at 617-879-4565 for information about the program.

Homework Club

Heath School offers several opportunities for students to get started on homework and receive help at school. Our [Homework Club](#) is held from 2:30 to 3:30 p.m. and are staffed by classroom teachers, graduate interns, student teachers and/or instructional aides. Students enrolled in the METCO 6-8 program may take the late bus home when the club is completed. Arrangements for younger children in the METCO program may be possible with prior approval.

Parents should enroll students during the initial registration periods throughout the year, though we also accept students at any time of the year. Enrollment forms may be picked up in the office and are available [here](#) on the Heath website.

Grades 3 through 8 homework center is offered two times a week. In the upper grades, students may arrange to get help from classroom teachers, if available, during homework center time.

Because we believe that the homework center supports student success, we require a signed contract indicating student attendance and participation. Parents are expected to call with anticipated absences by 2 p.m. If a child is not in attendance at homework center, parents will be notified immediately. Students are expected to follow school rules during homework center. If a student is unruly or is not using the time for homework, that student will not be allowed to stay in the center and a parent will be called to pick up the child at school.

7/8 Math Team

The Heath Math Team participates in the Intermediate Math League of Eastern Massachusetts (IMLEM) as well as Math Counts. IMLEM consists of five meets throughout the year and sometimes one at Heath. The Math Counts competition is one meet on a Saturday in February. Participation in the team gives students the opportunity to enhance math skills, challenge themselves, have fun and meet other 7th and 8th grade students who share their interest in math. Practice is once a week.

5/6 Math League

In 5th and 6th grades, students can participate in the district-wide Math League, a program of math enrichment and competitions. Teams meet for practice before and/or after school, and students compete in teams in competition with other Brookline elementary schools.



Middle School Activities

All the Brookline K-8 schools participate in intramural sports in grades 7 and 8. Students play co-ed volleyball in the fall, boys and girls basketball in the winter, co-ed indoor soccer in the spring, and co-ed Ultimate Frisbee in late spring. There are tryouts for each of the sports.

The Heath Ski Club meets six Fridays during the winter months. Teachers and instructional aides who travel with the club to Mt. Wachusett supervise the club. There is a cost involved for transportation, lessons and rentals, if needed. Students leave school promptly at 2:30 p.m. and return to school late in the evening.

In 8th grade, students participate in a number of activities that celebrate the completion of their schooling at Heath. One of the highlights of the 8th grade year is the annual musical. Every student is encouraged to participate in some way, on stage or backstage, on the tech crew, set design, etc. There is an 8th grade yearbook that students work on throughout the spring. Each student has an individual page and is responsible for completing the page within the guidelines set by the school. There are also culminating events in June that involves chances for the eighth graders to celebrate together.



Canvas for Grades 6-8

Most middle school classes in grades 6-8 use this online Learning Management System (LMS) to simplify teaching and learning by connecting the digital tools teachers, students and parents use into one place.

Teachers can use Canvas to:

- Receive and grade student assignments, discussions, and quizzes.
- Easily align assignments and rubrics to standards and/or learning objectives.
- Provide students with written, audio, or video feedback and multiple revision/submission opportunities
- Organize all work and course-related events into one, drag-and-drop calendar.
- Push course notifications to students via email and text.

Students and Parents can use Canvas to:

- Access class materials (calendar, assignments, quizzes, etc.) online using any device or any browser.
- Track their progress through ongoing teacher feedback tools.
- Receive course announcements, grade notifications, etc. instantaneously on their preferred device(s).

- Easily collaborate with peers and teachers.

For more information and tips on Canvas, please visit [here](#). Grading symbols information [here](#).



Daily Life At Heath

Important information about daily life at Heath School, as well as some school policies you should know.

Entering and Leaving the Building

At Heath, students arrive each morning as close to 8:00am as possible, UNLESS the student is eating school breakfast and/or arriving by bus. Students (some with families, some without) will enter the building through assigned doors only and when let in by school staff. Regardless which door a student enters the school through, all students must report to areas outside the school specifically designated for students to wait for the start of the school day to begin.

Arrival and dismissal locations will be announced at the start of each school year.

From a district-wide announcement made Spring 2020:

During the 2020-2021 school year, we were forced to suddenly change many of our educational practices and school routines due to the COVID-19 pandemic. As we reflect on the year, we are reviewing what are some of the new practices and routines that made our work more effective and efficient that we'd like to keep in place from this year? And, what pandemic-necessary practices and routines did we need to employ that we want to abandon as we recover from this pandemic year?

While this review will take time as we work to hear from educators and families, one routine from this year that will carry into the 2021-2022 school year is our morning arrival and afternoon dismissal procedures and routines. In the fall, K-8 students will continue to line up in their designated line spots each morning. Or in some cases, students will enter the building through a designated door attended by a school staff member. In the afternoons, students will be dismissed at their designated pick up/dismissal areas. Parents and caregivers will remain outside during these transition times.

The outdoor arrival and dismissal routines have shown to be extremely beneficial for students. Because students are escorted as a cohort by their teacher directly to class, we have found that we are able to start instruction almost immediately each morning, gaining significant instructional time. Additionally, with the exception of our youngest learners we've seen that with time, guidance from our staff, and practice, students can navigate their way to class successfully and independently.

These routines will also allow us to ensure that our buildings are as safe as possible – giving us more control over who is in our school at all times and shoring up the COVID safety measures in place that protect those in our community who remain unvaccinated or vulnerable.

We are committed to continued, purposeful family engagement with our families and feel strongly that our outdoor arrival and dismissal routines do not erode the opportunities family will have to engage with teachers, staff, and the life of the school. There will be ample opportunities to meet, volunteer, join in, and celebrate here at our schools with events such as , like Open House, PTO Coffees, Mystery Readers, and – very hopefully – traditions like International Night and Appreciation Luncheons, to name a few.

Students may wait for the initial bell in the following areas **ONLY**:

- Cafeteria (grades K-8)

Staff Members will be positioned at doors and through the building to ensure a safe and orderly arrival.

At dismissal, students will leave the building through their assigned arrival/dismissal door: we ask that all caregivers in all grades meet your child at the assigned location.

Attendance, Absences and Tardies

Heath's school day begins at 8:00am and ends at 2:30pm on Monday through Thursday. On Fridays, the school day ends at 1:40pm. **Teachers begin instruction at 8:00am**, and children are expected to be in the room and ready to begin at that time. Parents are expected to leave the classroom by 8:00am so instruction can begin on time. Students who arrive after 8:00am must sign in at the office and will be marked tardy.

The cafeteria is supervised in the morning starting at 7:30am. Breakfast may be purchased each day. Children who enter the building before 7:55am must remain in the cafeteria or one of the designated morning activities until they are dismissed to go to class.

It is very important that parents understand that there is no supervision outside on the playground areas before and after school. Parents should remind children that if they arrive early, they are expected to wait inside in the designated places.

If a child is going to be absent or late to school, parents are responsible for calling the school by 8:00am. It is difficult for youngsters to have a successful day when they miss the morning routines, work and organization time. Late arrivals are also disruptive to the rest of the class. If tardiness becomes a problem, the school principal or designee will contact the family and speak with the individual youngster as appropriate. Children may not leave the building alone and must be picked up by a parent or guardian at the office. Parents should make every effort to schedule appointments outside of school time.

We strongly discourage parents from taking children out of school for extended vacations. In the event that parents cannot avoid this, parents must send a letter to the school principal and to the classroom teacher in advance. Parents should be aware that teachers are not required to provide children with daily work in advance and that children may not be able to make up some of the work.

Bake Sales

In past years, Heath students have often hosted bake sales for a variety of reasons, including but not limited to fundraising for activities and supporting service learning. Beginning July 1, 2018, and in accordance with the Public Schools of Brookline's Wellness Policy (found here:

<https://www.brookline.k12.ma.us/site/handlers/filedownload.ashx?moduleinstanceid=3764&dataid=6286&FileName=PSB%20Wellness%20Policy%20Effective%207.1.18%20Voted%2012.7.17.pdf>), bake sales will not be permitted on school grounds until a half hour after school ends (3pm Monday-Thursday, 2:10 Fridays). Bake sales are not permitted before school.

All bake sales and fundraisers must be approved by the school principal before planning begins. If a bake sale is approved, then (from the Wellness Policy):

- Given the implicit school endorsement, foods offered at any school events (including testing days, assemblies, etc.) will be wholesome, nutritious, clearly marked for the eight (8) common allergens (peanut, tree nuts, milk, soy, egg, wheat, fish, and shellfish), and meet or exceed the district's nutrition standards for food in school (see Policy).
- Food fundraisers or food sold on behalf of the schools will also feature whole or minimally processed high nutrient foods, such as fruits, and vegetables, and be consistent with the standards and objectives of the wellness policy while being in accordance with the National School Lunch Program and School Breakfast Program: Nutrition Standards for All Foods Sold in School as Required by the Healthy, Hunger Free Kids Act of 2010 (7 CFR Parts 210 and 220).
- Non-food related fundraising alternatives such as walk- or read-a-thons, jump roping, fun runs, or programming competitions, should be promoted.

Crossing Guard and Parking

The crossing guard is on duty on Eliot Street before and after school each day. Please remind children to cross at the light where the crossing guard is posted.

The streets adjacent to the school are always heavily trafficked. PLEASE DRIVE SLOWLY AND WITH CAUTION AT ALL TIMES. The parking lots are for staff only. For drop off or pick up, if you enter the lot on Eliot Street, drive through to the end to drop off or pick up children so you do not block cars from entering the lot.

Do not block the handicapped parking at any time; additionally, unless you have proper permits, DO NOT PARK IN SPOTS RESERVED TO PROVIDE OUR COMMUNITY MEMBERS WITH DISABILITIES FULL AND COMPLETE ACCESS TO OUR SCHOOL.

THERE IS NO PARKING AT ANY TIME IN THE FIRE LANE IN FRONT OF THE ELIOT STREET PLAYGROUND OR IN THE BUS LOOP AT THE FRONT OF THE SCHOOL.

If you want to take your child into the building, you will need to park on the street. Children should always exit cars on the sidewalk side for safety purposes. Children should cross the street at the crosswalks only. There is no crossing guard on Reservoir Road. There is NO turning around in the parking lot entrances and exits, including the entrance on Reservoir Road. Please be sure not to block any of the neighborhood driveways when parking. Note that Ackers Ave. is a one-way street and that there is parking on the left side only.

Dismissal

At dismissal, students will leave the building through their assigned arrival/dismissal door: we ask that all caregivers in all grades meet your child at the assigned location.

- At the end of the school day, children must leave the building unless they are participating in an after school supervised program.
- We cannot be responsible for the safety of unsupervised children who remain in the building or on school grounds. Parents are responsible for the safety of children after 2:30pm. if they are not in a supervised program.

Adult Visitors/Access to School Building During the Day

We make every effort to be conscious about security precautions. All visitors must sign in at the main office and wear a visitor's badge while in the building. Before leaving, visitors must sign out. **During school hours all side and back doors are locked and visitors must - without exception - enter through the front doors only.** Please use the doorbell to gain access to the front entry and then **sign the visitors book** in the office. Please do not prop doors open at any time.

Dogs on Campus

Please do not bring your dog's onto campus. We have several students who are afraid of dogs, dogs have been in fights with each other, several students in the past few years have been attacked by dogs while on campus, and many dog owners have not picked up after their dogs. Therefore, please leave your dogs at home.

If you have your dog with you, in an effort to make Heath School as safe as possible for us all, we ask that:

- Dogs remain under the control of a responsible adult at all times and away from all student activity.
- Dogs do not enter the school. *If you have a service dog in your care or your dog is a part of an event, please check with the main office to make the proper arrangements for entering the building.*
- If you bring your dog along at morning drop-off, please stay with your leashed dog and say goodbye to your children off campus. If you bring your leashed dog to pick-up in the afternoon, please make a plan to meet your child at a location away from other activity.

Dogs must be leashed at all times if on school property.

Working together, we can help ensure Heath remains a safe school in which all children can thrive.

Telephone Calls

The office phones are for school business only. In an emergency, the school will contact the parents or the emergency contact immediately. Please make every effort to communicate after school plans to your child before school in the morning. Personal telephone messages for children must be limited to emergencies.

All teachers have phones in their classrooms. Your child's teacher will give you the direct number. Most likely you will get voice mail. Please leave a message and your call will be returned as soon as possible. Please note that teachers cannot always check voicemail until the end of the day.

Cell phone and media use by students

We recognize that our students have cell phones at school. Our practice has been and remains that the use of these phones during school hours is forbidden. There are times, however, that a teacher might ask students to use a phone during class in service of learning (to document a project with a camera phone, for example) – this is rare as we prefer to use the technology we have in-house for such uses.

If a child needs to contact a parent during the day, they must report to the office to do so. Please do not call or text your child during the day; if you need to reach your child, please call the office. We'll be happy to connect you with your child.

When we see phones in use at lunch, at recess, in halls, or in class without teacher permission, staff will take the phone from the child and give it to office staff to hold for the remainder of the day. Most often we will return the phone to the student at the end of the day. If necessary, we will return the phone only to parents.

Lockers

Grade 6/7/8 students will be assigned a locker that will be theirs to use over the course of the school year. We require that each student secure their locker properly, with a lock or carabineer, to ensure the doors stay closed throughout the day (without locks, the doors swing open). Additionally, students are expected to use their lockers for materials, books and to lock their lockers during the day especially if they have cell phones or other social media devices at school. Students are responsible for cleaning out their lockers on a regular basis and should be aware of food items or any other item that might decay while in the locker.

Recess

Unless it is raining, icy or extremely cold, children go outside for recess each day. *To be clear, it has got to be pretty foul outside for us to stay indoors.* Please be sure that your children wear appropriate clothing for the cold and snowy days and that all outerwear, lunch boxes, etc. are well labeled. Children may not eat outside during recess.

To see the Brookline Public Schools recess policies, please refer to the Wellness Policy (found here:

<https://www.brookline.k12.ma.us/site/handlers/filedownload.ashx?moduleinstanceid=3764&dataid=6286&FileName=PSB%20Wellness%20Policy%20Effective%207.18%20Voted%2012.7.17.pdf>

Clinic/Health Services

The school nurse's clinic is in the main office. The Public Schools of Brookline's medication policies, mandates and guidelines are listed in full starting [here](#).

Birthdays

Birthdays are an exciting day in a child's life. We do not encourage in-school parties, but if you'd like to discuss a way to acknowledge a birthday please arrange any celebration with your child's teacher in advance. Food restrictions that your child's class may have because of children's allergies **MUST BE FOLLOWED.**

INVITATIONS TO ANY PARTIES CANNOT BE DISTRIBUTED AT SCHOOL OR EXTENDED DAY UNLESS ALL THE CHILDREN IN THE CLASS ARE INVITED.

No School/Snow Day Announcements

In case of severe storms, No School/Snow Day announcements will be broadcast in the early morning over the major radio and TV stations and are posted on media websites. School cancellations will also be posted on the School Department website under News Flash. DO NOT CALL the Brookline Police or Fire Departments for this information. Please note that even if Boston Schools are cancelled and Brookline has school, the Brookline METCO buses will run.

Gifts to Teachers Policy

School Department regulations provide that teachers or staff members shall not accept personal gifts from students or parents at any time. Sometimes parents take up a collection for a classroom gift and there are other wonderful alternatives to giving a personal gift. For example, teachers fill out a "wish list" at the annual Book Fair for a classroom book, or parents can make a contribution to the PTO, library or the Brookline Foundation in honor of a teacher or staff member. In-depth guidelines are sent out twice yearly from the Public Schools of Brookline and include clear parameters on gift giving.

From Mass.gov (<https://www.mass.gov/service-details/gifts-to-public-school-teachers-and-staff>):

"In general, a public employee may not accept any gift worth \$50 or more that is given because of the position he or she holds. Public employees may accept gifts that are worth less than \$50, but they have to disclose in writing that they have done so if, based on the specific circumstances, a reasonable person would think that the public employee might unduly show favor to the giver or the giver's child, or be influenced by the giver. The law prohibits gifts to public employees, not gifts to public agencies. You may give gifts to a public school, or a particular classroom, and the \$50 limit does not apply. Your school district may have its own additional rules about gifts, which you should follow."

Summer Reading Program & Math Challenge

Children at all grade levels are encouraged to participate in the Summer Reading Program. Students must read at least five books from the Brookline Public Schools Reading List, which is subdivided by grade level and type of book. In the fall, Heath has a Summer Reading Program Celebration for each student who has participated. [In grades 3-8, students have required reading](#)

for September. Teachers send home the book titles in June and information is posted on the website under each teacher's name.

Just as students are encouraged to continue reading throughout the summer, the same attention is given to math. Regular practice in math maintains and strengthens gains made over the school year. The Math Challenge and summer math packets provide your child and family with a variety of activities to explore in July and August.



Student Rules At Heath*

*An abridged version for younger children appears on page 25.

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

The rules represent a set of standards for student behavior at Heath. Each student is responsible for their actions in the Heath community. The rules are designed to assure each individual's opportunity to learn in a safe and respectful learning environment.

To maintain a safe, respectful and peaceful environment where everyone has an opportunity to learn, students **MUST**:

- Arrive on time to school each day and to individual classes. School begins at 8:00 a.m. each day. Instruction will begin at that time. There will be consequences for repeated tardiness.
- Be considerate, respectful and civil to your fellow students, teachers and visitors.
- Name calling, fighting, racial and gender and/or ethnic slurs and all other forms of harassment are not tolerated within our school community.
- Show respect for all those who use our building by taking care of school property and the personal property of members of the community. It is the responsibility of all who use the school in any way to keep the school clean and free of unnecessary dirt and graffiti. This includes classrooms, hallways, bathrooms, and common areas in the schools. It also means that desks, walls and windows are to be left unmarked.

Anyone responsible for defacing or destroying school property will be held accountable for its repair and, if necessary, pay a fee to return the damaged area to its previous condition.

This consequence not only applies to facilities but to the destruction or loss of texts, library books and equipment. Defacing school property is against the law. Police will be notified.

- Practice courteous behavior such as holding doors open for people, greeting each other warmly, and volunteering to help those who need assistance.
- Cooperate respectfully with adults by responding promptly to requests. Inappropriate verbal and/or physical behaviors will not be tolerated.
- For everyone's safety, walk at all times in the building and when arriving at and leaving school.

- Do not bring leisure time articles such iPads, headphones, cell phones, and other electronics to school or on field trips. If you use headphones while walking or riding to school, they must be removed upon entry. Students may NOT bring electronic games to school. The school is not responsible for personal items if they are lost, stolen or damaged, and we strongly advise that children do not bring them to school.
- Eat lunch in the cafeteria or in a designated lunch group location only. The cafeteria is a common area and each person using it has the responsibility of cleaning up after her/himself. Recycle and compost whenever possible. Students are expected to use quiet voices and remain seated until dismissed. When an adult signals for attention, stop talking immediately, give the adult your full attention and follow directions.
- Do not eat in the gym, auditorium, hallways, computer lab or in the library. You may only eat in the classroom as permitted by the teacher. Absolutely no food (except your lunch) may be kept in lockers.
- Be courteous to people entering the building after school. The patio in front of the school is a good place to meet a friend or parent after school, but it is not an area for playing games or horsing around with friends. Use appropriate language at all times. When you are on the patio, you are on school grounds and school rules apply.



Behavior On & Off School Grounds

Rights and Responsibilities

All of us have certain rights as members of the Heath community. However, each right carries a responsibility. Many laws that apply to adults also apply to students. There are responsibilities regarding what students say and do in school:

- Students may not incite others to disrupt the work or discipline of the school.
- Students may not use obscene language.
- Students may not say (slander) or write (libel) things about another person that damages that person's reputation and are not true, if you know that statement to be false or don't care whether it is true or false.
- Students may not use fighting words, that is, words that are likely to produce a strong negative reaction. Racial, sexual, religious, and ethnic slurs are fighting words. Students may not disrupt the work and discipline of the school.
- Students have freedom of symbolic expression. Students may wear buttons or ribbons that show support for a particular candidate or a particular social effort. Students may not wear buttons on clothing that is defamatory (this means damaging someone's reputation), disruptive, obscene, or have "fighting words."
- Because this is a PreK-8 school and we have children as young as four and five years old, students will be asked to remove or turn inside-out clothing that encourages disrespect and/or disruption. Parents are asked to cooperate with the school in this matter.

There are many laws that guarantee all students the right to an equal education. These laws prohibit discrimination on the basis of race, color, sex, sexual orientation, gender, religion, or national origin. The laws say that all students are entitled to a public education even if you

require special services to help you receive your education, and the school buildings and grounds must be handicapped accessible.

Safety

Every member of our community should feel safe while at Heath. The rules in this handbook, as well as specific guidelines that teachers give, are developed for the whole group. If you have a question about safety, remember to ask an adult BEFORE you proceed.

The following are STRICTLY FORBIDDEN as they jeopardize the safety of others.

- Possession of weapons - knives, guns (including toy guns and water pistols, firecrackers, cigarettes, matches or other incendiary objects)
- Setting off a false fire alarm
- Fighting
- Obscene language or gestures
- Sexual harassment
- Verbal (oral or written), or physical intimidation (bullying) and/or racial slurs
- Bullying
- Extortion

Consequences for Breaking Rules

This handbook represents a set of standards for student behavior at Heath. Our core values emphasize our belief that all students need to Engage, Grow and Respect. Consequences, both positive and negative, help us maintain a safe and respectful school community.

Consequences for disregarding the rules in our community include, but are not limited to:

- Repair and apology
- Giving back to the community service
- Participating in Restorative Justice Circles
- Make-up or supervised time before school, during recess or after school
- Compensation for damaged/destroyed property
- Individual student contract
- Removal of the inappropriate material(s) by an adult
- Disciplinary report
- In-school or at-home suspension

A severe breach of our rules (for example, fighting, blatant disregard for safety or blatant disregard for adult directions) in particular may result in in-school or at-home suspension.

Assemblies

Heath School conducts a number of assemblies throughout the school year. At assemblies, as in other school events, students are expected to stay with their class at all times, pay attention to the performers, applaud appropriately (no whistling or hooting) and show respect to the program and speakers that you would expect if you were conducting the event.

Behavior on Field Trips

Students are expected to behave in an orderly and respectful way. School rules apply on field trips. This means that students may not bring electronic equipment or use cell phones. Other basic rules include:

- Stay with the chaperone that you are assigned.
- Adhere to bus safety rules, such as staying in your seat, keeping arms inside the bus and not making rude gestures to other motorists.
- Act appropriately from the time you leave school until you return.
- Talk in quiet voices.
- Pay attention to the performance or speaker.
- Applaud at the appropriate time; hooting, whistling or inappropriate applause is not permitted.

Behavior on School Grounds During Recess and Before and After School

The school rules apply to students on school grounds before, during and after school.

Appropriate behavior is expected at all times. **Parents are responsible for the supervision of their children on school property before school and after dismissal.** There is no school supervision at these times.

- Throwing stones, sticks, acorns, snowballs or any other harmful item is strictly prohibited.
- Students must remain on school grounds during recess.
- Games that are played outside must be safe. Games that could result in serious injury cannot be played on school grounds before school, after school, or at recess. This also means pushing, hitting, grabbing and throwing one another to the ground.
- At the end of the school day, children must leave the building unless they are with a teacher, in the library, or participating in an after school activity. **They may not return to the building to use the phone, get a drink, return to lockers, or look for friends, for example.**
- School grounds are public property and are available to everyone for appropriate use. Such use includes playing on the playground or sitting and talking. It is not appropriate to gather in large groups at the entrance to the school. These kinds of groups can be intimidating to young children and to adults who want to enter or leave the school. Rule 1.8, Article 9, Section 1(b) of the Town of Brookline ordinances prohibits the use of skateboards and scooters on public grounds and streets. That means that these items are not allowed on, or ridden on school grounds.
- After school, the Extended Day Program has access to the playground. Individual students or groups of students may not interfere with this access.
- Appropriate behavior is expected of all students on the way to and from school. We are all members of a larger community and must respect the rights and property of our neighbors.

Apearance

Students have a right to choose their own personal dress and appearance. Administration will not interfere with a student's personal dress and/or appearance, unless a school official determines that such personal dress and appearance violate reasonable standards of health, safety, and cleanliness.

The right to free expression is protected under the law. This right also comes with responsibility. Students may not wear any clothes with obscene or disruptive messages on them.

Please dress for the weather. Especially in winter when all children are expected to play outside (unless the weather is inclement).

** Students in grades 6-8 often come to school in winter wearing shorts and without a coat. Why? No one really knows. But, we do still expect them to go outside and play at recess throughout the year and encourage these students to dress warmly in winter.*

Shoes, sneakers, or sandals must be worn at all times. Sneakers are required for all physical education classes. Indeed, we play a lot at Heath and want your child ready to be physically active, able to climb, swing, and run!

We seek to honor each child's personal experience and will work closely with you and your child to make sure they feel safe and comfortable in school.

Academic Honesty

Teachers sometimes encourage students to work cooperatively with peers on an assignment, but most of the time they require that students do the work themselves. In general, homework is to be done at home (or in an after school homework club or in the library). The work should be a child's own. In that way both the student and the teacher can assess for understanding and determine when a student may require extra help or reinforcement.

Students are expected to write all essays and other written assignments individually. When doing research, sources must be cited. Plagiarism is copying someone else's ideas or writing and using them as if they were your own. **If it is determined that your student's work is plagiarized, they will receive no credit for it.**

Tests in school are prime examples of each student working on their own. Copying the work of others in a test situation is a flagrant academic violation. In such instances, students will receive no credit for the test and have no opportunity to retake it. Teachers will inform families that such a violation has occurred. Letting other students copy work is also against the rules.

Computer Ethics

The primary purpose of having the computers at Heath School is educational. The use of computers in the lab, classrooms and in the library is contingent on the user's ability to behave appropriately. Inappropriate behavior when using school technology will lead to penalties including disciplinary action and the revoking of computer privileges.

- Students must be responsible when using a computer or other technology equipment.
 - Students may not transmit or make accessible offensive, annoying or harassing material.
 - Students may only use a computer or other technology for school purposes.
- Students may not damage any system by carelessness or intention.
- Students may not damage information belonging to someone else or enter another student's folder.
- Students may not copy, alter, move or remove information without the consent of their teacher.
- E-mail and internet services must be used for educational purposes only. Before using the internet, students and parents must sign an Acceptable Use Policy letter that outlines student responsibilities when using the Internet. (See attached)

- Software on school computers has been purchased for Heath and licensed for this site. Students may not make copies of the software to load onto your computer at home.
- Students must follow the procedures for signing out and returning laptops, digital cameras, etc. Failure to follow the rules may result in loss of borrowing privileges.
- Students must credit all material they copy or gather from CDs, the Internet or software sources, just as they would footnote references from printed materials and books.



Abridged Student Rules for Young Children

Please note the complete set of rules applies to children at all grade levels, but the language of the rules below is tailored to be more accessible to younger students.

1. Be kind and considerate of others with words and with actions. Pushing, hitting, kicking, name calling, fighting, using bad words, teasing and threatening anyone are not permitted. Racial, gender, and/or ethnic slurs are not tolerated at Heath.
2. Follow adult directions the first time they are given and respond respectfully.
3. Leave articles at home that do not belong in school such as dangerous toys, cell phones, electronic music players and games, skateboards and scooters.
4. Arrive on time to school.
5. Always walk in the school. Walk quietly in a line on the right as directed by the teacher.
6. Hold the door open as you pass through it and hold it open for the next person in line.
7. Take care of the Heath School and the things that are in it.

Entering School

- School officially begins at 8:00 a.m. Students need to be in classrooms by that time every day.
- If students come before 8:00 a.m. they must report to and stay in the cafeteria. An adult will be in the cafeteria to supervise at 7:30 a.m.
- If a student is consistently late for school, they will be asked, along with a family member, to meet with the principal, vice principal, or guidance counselor to talk about how they can get to school on time.
- Make sure students hang up your coat and backpack in the appropriate place.

Clothing

- Wear clothes that are comfortable and enable them to participate in all sorts of activities.
- Remember to wear sneakers on gym days.
- Be sure the items you wear to school, such as coats, hats, backpacks, and sweatshirts, have been labeled with a name in them. If a child loses something, please look in the Lost and Found.
- Remember that outside clothes such as jackets, snow pants, boots and hats are removed and put away while in school. If boots are worn on a snowy day, be sure to bring a pair of shoes to wear in school.

Playground and Recess Rules

- Any activity that an adult feels may be dangerous for students is not allowed.
- Do not throw any objects at or toward anyone.
- Skateboards, scooters, hard balls, and baseball bats or hockey sticks are not allowed on the playground and will be taken away.
- Remain within the playground area for the entire recess period, unless dismissed by an adult on duty.
- If anything goes outside the playground area, ask an adult to get it. No children are allowed outside the playground area.
- Play in areas that can be easily seen by adults on duty.
- There is no eating on the playground during recess.

Cafeteria Rules

- Enter the cafeteria quietly and in an orderly way.
- Sit at the table assigned. Remember that we do not save seats for others. Sometimes saving seats hurts people's feelings.
- Remain seated during the lunch period, getting up only to get a snack or to go to the bathroom, or in an emergency. Do not get up to talk with someone at another table. Be sure to ask a teacher for permission to go to the restroom.
- Talk in an inside voice.
- Before your table is dismissed, pick up anything that has fallen to the floor and dump any trash in a trash barrel and recyclables in the recycle and compost bin.
- If assigned to wipe the table, do it carefully.
- If an adult asks anyone to remove extra trash or to pick up something from the floor, do not say, "It's not mine." We all have to cooperate in the cafeteria.
- Remember to Recycle, Recycle, Recycle!!!
- Usually finish eating lunch early? Bring a book or a quiet game to play with a neighbor.
- Line up as directed to return to class.

Leaving School

- At the end of school at 2:30 p.m., leave the building quietly, walking.
- Unless you are playing on the playground with a parent's/guardian's permission, plan to leave the school grounds. Parent permission should be communicated to the office if anyone is to remain after school. Parents should know there is no supervision on the playground once the school day has ended and parents are responsible for their children.
- Cross with the crossing guard. Do not use the parking lots as shortcuts.
- Don't reenter the school unless taking part in a supervised activity scheduled in the school.
- If taking a bus, wait quietly by the bus area for the bus to arrive. Pushing or shoving is not permitted when getting on the bus. Follow the instructions of the bus driver and/or monitor at all times.



Parent Participation

Heath School Council

As part of the Education Reform Act, each public school is mandated by state law to form a School Council made up of parents, staff and community members to act in an advisory capacity to the principal. Our Council works together to discuss school issues and set goals and priorities for the coming year. The meetings take place at the school at least four times per year and everyone is welcome to attend. The PTO takes parent nominations in the fall and sends information home about each of the nominees. Each family then casts one vote for the representatives. The faculty selects their representatives, and the principal of the school serves as the Chair. The principal asks a community member to participate as a community representative. The principal serves as chair of the School Council, and a co-chair is elected at the first meeting in the fall of each year. Everyone is welcome to attend the meetings that are announced in the PTO newsletter and are posted in the Town Clerk's Office.



Heath Parent Teacher Organization

Mission Statement

The Heath Parent Teacher Organization ([PTO](#)) is a volunteer association. All of the families of the children who attend the Heath School are members of the PTO. The goal of the PTO is to create opportunities for community building, raising funds in support of academic and enrichment programming and supporting the connections between home and school. The PTO welcomes your input and support and looks forward to working with you!

There are many opportunities for parents to get involved. These opportunities range from volunteering in a classroom, chaperoning a field trip, or helping with a school event such as the Book Fair or the Mayfair.

The PTO appreciates individuals' skills, talents and available time. Families and children come to the Heath School from diverse backgrounds and experiences.

The PTO raises funds to support academic and enrichment programs at the school. The money raised through a variety of activities including our annual direct appeal and Mayfair directly supports programs that benefit all children at Heath. Events funded by the PTO have included:

- A Welcome Back BBQ
- Field Day
- Financial assistance for transportation for field trips
- Performing arts programs, artists or poets in residence
- Financial aid money for trips, classes and after school programs, and much, much more.

Heath School PTO Committees

Throughout the year, the PTO organizes a variety of programs and school events. Our parents are always encouraged to become involved, even if they can volunteer only one day for a special event.

Heath School Book Fair

The Book Fair is held in November and requires many volunteers to run smoothly. Volunteers are needed to set up the fair, assist children with book selections, act as cashiers and pack up books at the end of the fair. Parents may volunteer for a few hours either during the school day or at the Book Fair evening.

Heath School Equity Committee

All Heath parents, teachers and school administrators are welcome to participate as much and as often as schedules permit. Heath School encompasses differences and similarities in culture, race, religion, mental or physical abilities, heritage, age, gender, socioeconomic or educational backgrounds, and sexual orientation. The Heath Diversity Committee works to support an inclusive environment that affirms, celebrates, and values a variety of perspectives and experiences. We work to create a welcoming environment for students, parents, faculty and staff and enhance the quality of education at the Heath School for all students. We sponsor group activities focusing on issues of diversity such as peer discussion groups, educational forums, and organize fun and enlightening family events. We find information to expand the array of curriculum resources for parents and teachers, and useful internet and literature references for our school library. We provide opportunities for education, self-reflection, and open discussion of diversity issues among the students, parents, faculty and staff. To provide the best educational experience for all our children, through collaboration with the administration, we seek to create an environment that will attract, increase, and retain the number of diverse faculty at Heath.

Garden Committee

The gardening committee makes Heath more beautiful. Parents who have an interest in gardening may volunteer a few hours to plan, plant and tend the garden spaces around the school including our wonderful vegetable beds!

Fundraising

The PTO supports many enrichment activities for our children that cannot continue without fundraising. Volunteers are always needed for new ideas and to maintain the energy of this important and worthwhile endeavor.

METCO Partnership Program

The METCO program began over 50 years ago in the spirit of integration. For Brookline, and other suburban communities who accept a number of Boston students into their schools, METCO helps all of our students, living side-by-side in neighboring communities, for a future together. Boston students enrolled at Heath through the METCO partnership have opportunities to participate in programming like Young Scholars, the Young Scholars Calculus Project, METCO Connections, and more. New traditions, like the Heath Family Game Night (*sponsored by Heath Boston Family Connections*), provide fun and purposeful ways for all families to come and play together. We strive to provide a supportive environment for our students and families who join us through the METCO partnership at Heath.

Room Parents

Room parents act as liaisons between classroom teachers, the PTO and the parents. Room parents may be asked to recruit help for the classroom, recruit chaperones for field trips, arrange

holiday parties and inform parents of upcoming PTO or other school events. Each classroom has at least two room parents.

Service Learning

Parents and staff work with Heath students to plan and implement community service projects. This is a great opportunity to help the community while teaching our children the importance of community service. Recent projects have included collecting food and clothing for others in need.

Teacher Luncheons

Several times a year the PTO helps to show our appreciation for the wonderful work of our teachers by hosting teacher luncheons. Parents bring a favorite dish and help make the teacher luncheons a special event.

Understanding Our Differences and Similarities

This program aims to teach 4th and 5th graders about living with disabilities and is always rewarding for both the students and the parents who help lead the program.



Brookline School Committee Rules and Regulations

Parent and Volunteer Mandatory Criminal Record Checks

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

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

Statement of Non-Discrimination Individual Procedure for Filing

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

We are also committed to maintaining a work and educational environment free from all forms of discrimination and harassing conduct. We expect all employees, students, and other members of

the school community to conduct themselves in an appropriate manner with concern and respect for all members of the school community.

Harassment on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, 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 their designee. The Superintendent or their 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, 350 Main Street, Malden, MA 02148-5023 or other appropriate Federal or State agencies. The Section 504 and Title IX Coordinator for the Brookline Public Schools is the Assistant Superintendent for Student Services, 333 Washington Street, Brookline, MA 02445, Tel: (617) 730-2444. [See: Section 504 of the Rehabilitation Act of 1973; 20 USC s. 1681 et seq.; M.G.L. c. 151C]

Prevention of Physical Restraint of Students

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

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

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

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

No Child Left Behind Notification

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

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

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

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

Destruction of Temporary Student Records

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

PPRA Notice and Consent/Opt-Out for Specific Activities

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

1. Political affiliations or beliefs of the student or student’s parent;

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

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



Student Discipline

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

<https://www.brookline.k12.ma.us/site/handlers/filedownload.ashx?moduleinstanceid=3567&dataid=5750&FileName=Code%20of%20Conduct%20Final.pdf>

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

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

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

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

Drugs, Weapons, and Assaulting School Staff at School is Prohibited
M.G.L. Chapter 71, Section 37H provides the following:

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
After said hearing, a principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

See, M.G.L. c. 71, s. 37H; M.G.L. c. 269, s. 10.

Smoking at School is Prohibited

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

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

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

Felony Conduct Outside of School May Result in Suspension or Expulsion, Regardless of Where the Conduct Occurs

Chapter 71: Section 37H½ provides the following: (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against

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

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

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

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

Lockers

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

Access of Non-Custodial Parents to Student Records

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

See: M.G.L. c. 71, s. 34H; 603 CMR 23.00; Policy Manual of the Public Schools of Brookline, Section J(4)(d).



Brookline Schools Health Services

School Health fosters the growth, development and educational achievement of all students by promoting health and wellness. School nurses monitor health status and they identify and address the unmet needs of students and families. Health Services is committed to building collaborative relationships within the school and outside agencies that will ensure effective services that are culturally appropriate and responsive to the diverse, changing needs of students in the Brookline Community.

Mandates	Grade Levels
Vision	K, 1, 2, 3, 6, 9
Hearing	K, 1, 2, 3, 6, 9
Scoliosis	5, 6, 7, 8, 9
Heights and Weights/BMI	1, 4, 7, 10
Immunization review at PK/K or entry and grades:	4, 7, 10
Physical Exam required at PK/K or entry and grades:	4, 7, 10 & yearly for students in BHS athletics

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

Pediculosis (Lice) Management Guidelines

The school nurse is available to educate parents, teachers and children regarding the detection and treatment of head lice. The nurse will notify families when a case of head lice has occurred in

their child's class. No individual child will be identified. The nurse will monitor the treatment of an affected child to insure that appropriate and timely treatment has occurred.

1. Children with an active lice infestation will be sent home by the end of the day for treatment before they return to school the next day. They must be checked before reentry by the nurse/designee to ensure that treatment/lice removal has occurred.
2. When a child with untreated head lice is reported to the nurse by a parent, or detected at school, a note requesting parents to check their child's head will be sent home to the class.
3. Each parent/guardian of each child in the class must check their child before they return to school the next day to make sure their child is free from lice or nits (eggs). If your child has head lice, treat your child with a pediculocidal shampoo, notify the nurse and bring your child to the nurse for reentry clearance. All live lice and nits should be removed before your child returns to school. The nurse may deny reentry to a child who has not been treated.
4. The nurse may follow-up with periodic checks of individual children who had lice to make sure they have not been reinfested.

Guidelines For The Administration Of Medications In School

Parent/guardian and physician consent are required for the administration of all medications, both prescription and non-prescription. The only exceptions to this practice are the following:

- Epinephrine will be administered, according to standing emergency medication orders, to individuals having severe, life threatening allergic reactions.

You may elect, by signing permission on the *Health and Emergency Information Card*, for the nurse to administer the following medications:

1. Tylenol/acetaminophen for fever or discomfort (for grades PreK through 8)
2. Benadryl/diphenhydramine for treatment of an allergic reaction
3. Hydrocortisone ointment to the skin for itching
4. Bacitracin ointment to the skin for scrapes or cuts
5. Cough Drops for minor cough or throat irritation
6. Silver Sulfadiazine cream 1% to skins for burns

On field trips where a nurse is not available for students in some situations may self-administer medications. See the section pertaining to field trips below.

Non-prescription Medications

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

Prescription Medications

A. Daily Medications: Short Term

All medications must be in a prescription/pharmacy labeled container and should be brought to the clinic by the parent. The parent/guardian must include either: 1.) a note which grants permission to the school nurse for the administration of the medication or 2.) a parent medication administration form to be completed by a parent/guardian. Antibiotics or other short term medications given less than 4 times per day should not be given during school hours. If your child goes to an afterschool program please make arrangements for her/him to receive medication there. If a student has a contagious illness, he/she should not attend school for at least 24 hours after the administration of an initial medication dose.

B. Daily Medications: Long Term

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

Emergency medications and/or those for the treatment of medical conditions such as asthma, diabetes mellitus, severe allergies, etc. have the same medication administration requirements as the above. There is a specific parent/guardian and physician form for EpiPen administration that is available from the school nurses.

C. Students Carrying Their Own Medications

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

D. Aspirin and Ibuprofen

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

Field Trips

School nurses are rarely present on field trips. When no nurse is present on the trip, students will receive medications as follows:

A staff member, delegated by the school nurse, will administer medication if permitted by MDPH regulation. Exemptions include non-emergency medications for which an assessment is needed; i.e. neither Tylenol or Benedryl can be delegated to unlicensed staff.

OR

A student may take the medication from envelopes that the parent/guardian has prepared. Each envelope will contain individual doses of medication. The staff member will hold the medication for safekeeping.

Students may carry and self-administer their own medications such as inhalers for asthma and in some cases EpiPens, when appropriate to do so.

Please be sure to discuss the specific medication practices for the field trip with the school nurse 48 hours before a day trip and two weeks before an overnight trip.

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

Driving Restrictions for Staff Transporting Students

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



McKinney-Vento Homeless Assistance Act

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

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

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



Attendance

Regular and punctual school attendance is essential for success in school. The Public Schools of Brookline recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law. Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in the student's family; weather so inclement as to endanger the health or safety of the child; and observance of major religious holidays. A student may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his or her character. Parents can help their children by not allowing them to miss school needlessly.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Student Absence Notification Program

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



Extracurricular Activities Participation Requirements

Activities include, but are not limited to: intramural sports, school plays, Service Learning Club, Student Council, ADL, Math Leagues, Ski and Snowboard Club, non-academic field trips, and end of year celebrations for 8th graders

Attendance

- Students with excessive unexcused absences/tardies will not participate until an established plan for improvement is made with teachers and/or school administrators.
 - All students must be present during the school day in order to participate in an after-school activity. If the absence is excused, school leadership or their designee can use their discretion.

Academic Performance

Students must maintain an academic grade of C- or better and a conduct grade (effort and behavior) of a 1 or a 2 on the most recent report card or interim progress report in order to be considered in good standing. Students who do not meet these criteria will be required to problem-solve with their teachers to create a success plan and demonstrate progress towards meeting the goals of that plan in order to continue participating.

- Students with academic plans (IEPs, 504s, and ICAPs) and/or specific behavioral plans will be provided with the support needed to set them up for success in meeting these requirements.
- Students must show good faith in trying to improve their progress; a show of good faith and serious effort towards improvement will reinstate a student's participation.

Academic Honesty

Students are expected to uphold academic honesty and integrity when completing class work, homework assignments, and tests.

- "Cheating" shall refer to the giving or receiving of unauthorized help on individual assignments, including class work, homework, tests, quizzes, and other written projects.
- "Plagiarism" shall refer to the copying of words, ideas, and opinions of someone else without giving credit to that person in the form of footnotes or references.

Behavior

Students are expected to conduct themselves in accordance with the behavior expectations stated in the Heath School Handbook as they are representatives of their team, production, club, and – overall – their school.

- These behavior expectations extend to student conduct both on and off school grounds, including but not limited to: during practice, during games, meets, expeditions, events, on the school bus, and on public transportation.

Consequences

Students who do not uphold any of the above eligibility expectations may miss one or more practices/meets/rehearsals/etc., one or more events, or may be removed from the activity entirely. The coach/director/facilitator, academic teachers, and school administration will work together to decide which consequence is appropriate for the student and situation.



Bullying Prevention Policy

Please see the Public Schools of Brookline's Bully Prevention and Investigation Policies at:
<https://www.brookline.k12.ma.us/cms/lib/MA01907509/Centricity/Domain/685/PSB%20Bullying%20Prevention%20Policy%20Voted%203.16.17.pdf>

and on the Heath School website at: <https://www.brookline.k12.ma.us/domain/367>



Internet Use Policy

The primary purpose of the Internet connection is educational. Therefore the Brookline Public Schools:

1. Take no responsibility for any information or materials that are transferred through the Internet and requires users to refrain from downloading inappropriate, non-educational material.
2. Will not be liable for the actions of anyone connecting to the Internet through this hook-up.
3. All users shall assume full liability, legal, financial, or otherwise, for their actions.
4. Makes no guarantees, implied or otherwise, regarding the reliability of the data connection.
5. The Brookline Public Schools shall not be liable for any loss or corruption of data resulting from the use of the Internet connection.
6. Reserves the right to examine all data stored in computers or on disks to ensure that users are in compliance with these regulations.
7. Strongly condemns the illegal distribution of software, otherwise known as pirating. Any students transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall have their accounts permanently revoked.
8. Reserves the right to change or modify these rules at any time without notice.

Agreement Regarding the Use of Internet

The student agrees:

1. To abide by all rules which are listed in the Brookline Public Schools Guidelines for Internet Use.
2. That the primary purpose of the Brookline Public Schools Internet connection is educational.
3. That the use of the Internet is a privilege, not a right.
4. Not to participate in the transfer of inappropriate or illegal materials through the Brookline Public Schools Internet connection.
4. Not to allow other individuals to use my account for Internet activities nor will I give anyone my password.
5. I understand that inappropriate behavior may lead to penalties including revoking of account, disciplinary action, and/or legal action.
6. I agree to release the Brookline Public School from any liability or damages that may result from the use of the Internet connection.

Signed: _____ Date: _____

Parents must sign if the user is under eighteen years of age.

I, _____, the parent/guardian of the above, agree to accept all financial and legal liabilities which may result from my son's/daughter's use of the Brookline Public Schools internet connection.

Signed: _____ Date: _____

HEATH SCHOOL HANDBOOK

STUDENT AGREEMENT OF RESPONSIBILITY

I, _____

(print student's full name) have read the contents of the Heath School Handbook and agree to adhere to the rules and regulations contained therein.

Student's signature

date

grade

I,

(print parent/guardian's full name) have read the contents of the Heath School Handbook and agree to adhere to the rules and regulations contained therein.

Parent/guardian's signature

date

