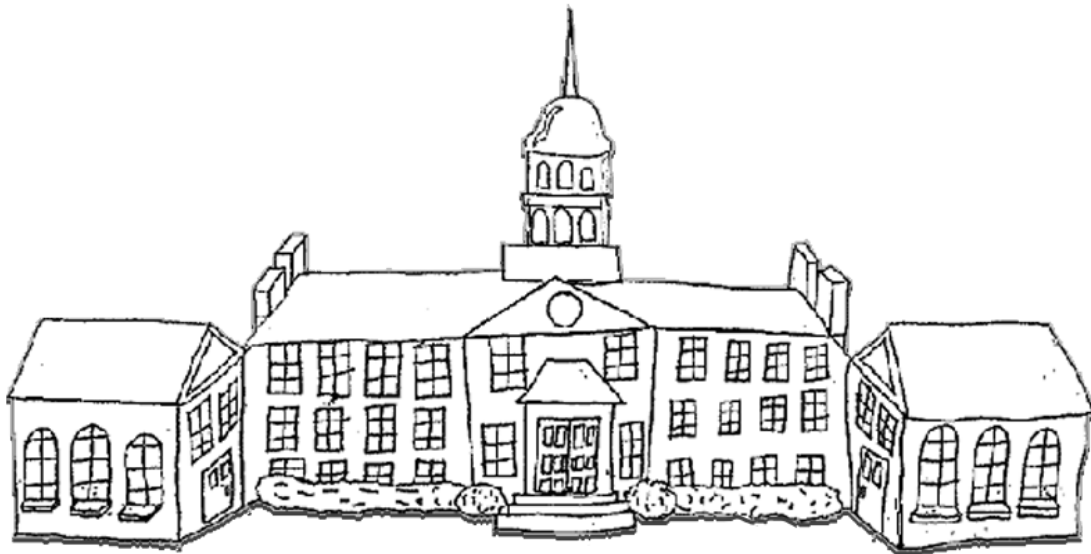


# MARY LEE BURBANK SCHOOL

## FAMILY HANDBOOK

Belmont, Massachusetts



# **Welcome to the Mary Lee Burbank School**

Dear Burbank Families,

The Burbank School is a dynamic learning environment, a school where both adults and children continue to learn and grow. Essential to our school's success are our Core Values:

- Love of Learning
- Respect
- Well being

These values inform the decisions we make as well as daily life in our school. Your support of these values is essential to the success of your children. This handbook is designed to provide you and your children with an understanding of the school's responsibilities, as well as those of our students and their parents/guardians. Please be sure to read the handbook carefully. We ask that you review the pertinent sections regarding behavioral expectations with your children.

We know that with your continued support and guidance your children will experience success here at the Burbank School, and we look forward to a year of learning as a school community.

Please know that we revise the handbook periodically based upon your comments, and we welcome suggestions for any improvements. In addition, feel free to contact me with any questions or concerns you may have about school policies or procedures.

Sincerely,

Seeley Okie

Burbank Elementary School Principal

## **In accordance with Belmont School Committee Policy 2008**

[SC Policies - Crofts 2008](#) this district-wide elementary school handbook is designed to be a resource for parents of K-4 students in the Belmont Public Schools. It was complete and current at the time it was published. We will continue to make changes based on the system's needs, new laws, regulations and court rulings. Please note that in the event of any inconsistencies, federal or state laws and regulations prevail.

### **HISTORY OF THE MARY LEE BURBANK SCHOOL**

The school, built in 1931, was given its name in tribute to a Belmont High School teacher who taught here for 42 years. Born and raised in Kentucky and later in Ashburnham, Massachusetts, she came to Belmont and became a teacher in the two-room school in the old Town Hall. The Belmont School Committee, in tribute to her long service as a teacher, voted 11 years after her retirement to name the school after her.

Burbank was completely renovated and enlarged from 1987-1989 and the school was reopened to students in October, 1989 as a school for children in grades K-5.

Please take the time to see our website for the Mary Lee Burbank picture and short biographical descriptions of Mary Lee Burbank by 5th grade students. These were a gift from the fifth grade class of 1995, with support from the Burbank PTA.

### **BURBANK SCHOOL SONG, FLAG, MASCOT**

We have a school song, written by two students. The school flag which hangs in the lower foyer was designed by students. The Beaver is the school mascot, selected by student votes.

### **BELMONT PUBLIC SCHOOLS ELEMENTARY SCHOOL PHILOSOPHY**

The Belmont Elementary School program (K-4) is designed to assist children in the process of growing up and of preparing them to live useful lives as citizens. Its purpose is to promote maximum growth and development in emotional stability, social adjustment, physical development, and mental abilities as student's progress through the grades.

The framework of the elementary school is based on the philosophy that public education is the chief instrument for achieving the goals of American democracy. In order that these goals may be attained, the elementary school provides experiences which develop understandings, attitudes, and skills necessary to democratic living and at the same time provide for the adjustment of the individual to the group.

The school and community are inseparable. The program of instruction derives vitality and purpose from the resources of the community and, in turn, lifts and enriches the level of life in the community. The elementary schools recognize that the community consists of individuals who live, work, play and learn together. Those who attend school shall bear the imprint of the family and community life which they have experienced. Teachers shall take advantage of, and build upon, what is already available to the child in her or his environment.

## **BURBANK SCHOOL CORE STATEMENT**

This statement was developed by the school staff, the Burbank School Advisory Council and by the Student Council. This core statement is the foundation of our actions and decisions at Burbank School.

### **WE STRIVE FOR LOVE OF LEARNING, RESPECT, & WELL BEING**

#### **LOVE OF LEARNING**

- Showing interest and excitement about school projects and extending learning outside school
- Developing, sharing and challenging abilities and talents
- Respecting and fostering different styles of learning
- Recognizing effort and achievement by individuals and groups
- Taking risks as learners and using mistakes as opportunities to learn

#### **RESPECT**

- Demonstrating the 3Rs (Rights, Responsibility, Respect)
- Showing respect for each other and our environment
- Working together and cooperating with each other
- Celebrating all kinds of differences and similarities
- Taking pride in our work

#### **WELL BEING**

- Respecting individual safety and safety of others
- Seeking help when needed
- Expressing, listening, caring and honoring ideas
- Demonstrating social responsibility
- Participating as a member of a supportive, caring school community

## CALENDAR AND DAILY PROCEDURES

### School Day Times

K-4	(M, T, Th, F)	8:40 am - 2:50 pm
K-4	Wednesdays	8:40 am - 1:40 pm
Early Release Days		8:40 am - 11:40 am
Burbank Before School Program ( <a href="#">BASEC</a> )		7:25 am - 8:25am
Burbank After School Program ( <a href="#">BASEC</a> )		1:40 pm - 5:55 pm (Wednesday) 2:50 pm - 5:55 pm (M, T, Th, F)

### Arrival

Arrival is between 8:25 and 8:35. Children in grades 1-4 should assemble on the black top. When weather is inclement students should school proceed to the cafeteria. Supervision begins at 8:25 am, and children should not come before then. Teachers will bring children to their classrooms at 8:35 am.

### Dismissal

Kindergarten half day (11:55 am) children may be picked up from the doors near the front steps of the school. Students in grades K (full day)-4 dismissed at the end of the day (2:50 pm). Parents/caregivers who pick up children should make arrangements for meeting at the front of the building.

### School Calendar

A school calendar is sent home the first week of school and when new families register.

### Early Release Dates

There are early release days on a number of Wednesdays during the school year, primarily for parent/teacher conferences. Students are dismissed at 11:40 a.m. and no lunch is served that day. The Burbank After School Program (BASP) operates on early dismissal days. As the school lunch program is unavailable on these days, children in After-Care must bring a bag lunch with them to school.

## ATTENDANCE, TARDINESS, ABSENCE, DISMISSAL DURING THE DAY

Every day of school is important for children, with class attendance reported daily to the office.

### Late to School

Children who are late should come to the office first if it's after 8:45 a.m. (5 minutes or more after school starts at 8:40a.m.). Children have a better day when they start on time with the rest of the class.

### Absent

Children returning after any absence should have a note signed by parent or guardian explaining the reason for absence. This is given to the classroom teacher. After an absence of three days or more for illness, the student should see the school nurse. If your child is going to be absent, tardy, or dismissed from school, you must call our attendance phone line (617-993-5502) and leave a message prior to the start of school at 8:40 a.m. The phone number is printed on the back of our school calendar and posted on the BPS website also.

## **Dismissal**

If a student needs to be excused during the school day:

- Send a note to the teacher that morning or in advance.
- Parent comes to the office to sign out the child. If someone other than the parent is picking up the child, this should be stated in the note.
- The child will report to the office and parent/guardian will sign the child out; and sign back in if returning later that day.

One of the keys to academic achievement is good attendance. Consistent participation in school and school-based activities is important for making a successful transition from youth to adulthood. Student tardiness and truancy are challenges that confront many communities in Massachusetts and the country. Often, these behaviors are the first indicators that a student may be experiencing stress or other difficulties in his or her life.

Students in grades K-2 should be released to an adult, or with the written permission of the parents to an older sibling (a sibling in grades 3 or 4). Students in grades 3 and 4 can be dismissed from school on their own to walk home. If a parent wishes that a student not be able to walk home, they should contact the classroom teacher in writing that they want their child released to an adult or older sibling.

The following is a summary of some of the Massachusetts General Laws pertaining to attendance:

## **School Attendance**

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

## **Notification and Contact Information**

Chapter 76, section 1A of the Massachusetts General Laws states that parents/guardians must be provided each year with the instructions for calling a designated phone number at a designated time to inform the school of the absence of a student and the reason for the absence. In addition, parents/guardians must provide the school with a home, work or other emergency telephone number so that they may be contacted during the school day so the school may call and inquire about said absence.

## **Supervisor of Attendance**

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

## **What is a CRA (Child Requiring Assistance) Application?**

Under Chapter 119 of the Acts of 2012, Governor Patrick signed an amendment into law that changes Children in Need of Services (“CHINS”) to Families and Children Engaged in Services (“FACES”). This modification impacts schools with regard to the filing of FACES applications. A “CRA” (Child Requiring Assistance) application may be filed in court by a school district if a school-aged child who is “habitually truant,” that is, who willfully fails to attend school for more than eight school days in a quarter, or who repeatedly fails to obey the lawful and reasonable regulations of his or her school. The Court’s authority pursuant to a CRA petition includes the power to place the child in the custody of the state agency known as the Department of Children and Families.

## **What is a 51A?**

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

## **Parental Responsibility**

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

## **Inducing Absences**

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

For School Committee policies relating to attendance and absences in the Belmont Public Schools, please go to [SC Policies - Crofts5003](#) and [SC Policies - Crofts2005](#)

## **Vacations During School Days**

School vacations are scheduled well in advance each year. In fact, notice is given during the previous school year. Taking children out of school when school is in session sends a negative message to the child about the importance of being in school. Teachers are not required to provide school work or make up work for such circumstances.

## **SNOW DAYS OR OTHER EMERGENCIES**

## **No School All Day, All Schools, K-12**

Radio announcements are given as early as possible over stations WBZ, WHDH, WCVB and others. This information is also listed on the back of the annual system-wide school calendar.

For the most up-to-date information on delayed opening during inclement weather in the Belmont schools, please go to [School-Closing and Delayed-Opening](#)

For School Committee policies relating to emergency planning in the Belmont Public Schools, please go to [SCPolicies - Crofts1025](#)

## **Delayed Opening**

The Superintendent will consider a delayed opening of up to 90 minutes as a response to inclement weather or other emergency condition. When storm conditions are such that road and sidewalks would be safe an hour or an-hour-and-a-half after the usual starting time, but not earlier; such a decision is likely to be made. Any decision to open with a delay will be communicated to the public in the same manner as a no-school announcement. The announcement will indicate the amount of time the school opening will be delayed --either one hour later (school will start at 9:40a.m.) or one-and-a-half hours later (school will start at 10:10a.m.). Dismissal at the end of the day will remain the same as usual.

## **Emergency Closing of School and School Announcements**

Please note the message from the Superintendent regarding storm days, which can be found on the school calendar. Usually, once school is in session, pupils are not dismissed until the end of the regular school day. If it becomes necessary to close the school during the school day, because of a heating breakdown or other emergency, pupils will walk with their teachers to the Wellington School located on School Street near Common Street. Pupils will be housed at Wellington for the remainder of the school day and lunch will be served there. Parents will be notified of this move as soon as possible by the Belmont Public School automated emergency system. Parents have the option to pick up their children at the Wellington to take them home. Children will walk from the Wellington School to Burbank toward the end of the school day and be dismissed from the Burbank school grounds at dismissal time.

## **LUNCH AND RECESS**

### **Recess**

At the discretion of the classroom teacher, students may have a 10-15 minute outdoor morning recess period, weather permitting. In addition, students in grades 1-4 have an outdoor recess for 10 or 15 minutes before or after eating lunch. If there are medical reasons for which a student cannot participate in outside recess, a note is required. Otherwise, if well enough to be in school, students are expected to go outside for recess. Students should be dressed appropriately, particularly in cold weather.

### **Lunch Recess**

Children have a thirty-five minute lunch/recess time each day. They have the option of buying a



hot lunch daily or bringing their own lunch. Milk is available for purchase daily. The menu is posted monthly and each child receives a copy. Free or reduced-rate lunches are available for children from families whose income is within required guidelines. The school office can provide the necessary application, see details below.

Students who bring their lunch should have a lunch box or lunch bag with name clearly visible on the outside, or a paper bag with name on it.

There are four lunch aides on duty in the cafeteria and on the playground during this time. On inclement days, children proceed from the cafeteria to their classrooms with the aides to finish their lunch/recess time.

## **Lunch**

All elementary school students in grades 1 – 4 have a thirty-five minute lunch and recess period. Kindergarten students have a fifty minute lunch and recess period. Children are supervised by lunch aides during this period. Parents may elect to have their child bring lunch prepared at home, purchase lunch as part of the School Lunch Menu Program, or purchase milk only.

All the schools have kitchens allowing us to prepare meals on site. The school lunch program offers milk, vegetables (fresh or frozen) and fresh fruit on a daily basis. We do not offer any caffeinated or carbonated beverages. Entrée items are baked. We do offer various baked potato items such as tater tots and oven fries. We have no means of deep frying at any of the school locations.

On a daily basis the elementary menus offer the meal of the day, and alternatives that include chicken nuggets, yogurt cup tray, PB&J, plus the sandwich rotation. The majority of students opt for the meal of the day.

We work in collaboration with parents and the community in order to provide an environment that promotes and protects lifelong, healthy habits that support good nutrition and physical activity.

For the most up-to-date information on school lunches and online lunch payments for Belmont's elementary schools, please go to [Fees - Meal-Payments](#)

For School Committee policies relating to food services in the Belmont Public Schools, please go to [SC Policies - Crofts7007.pdf](#)

## **Free and Reduced Lunch**

Children need healthy meals to learn. All Belmont Public Schools offer healthy meals every school day. Some children may qualify for free meals or for reduced price meals (reduced price is .40 for lunch). The following children may qualify for free meals or for reduced price meals:

- Children in households receiving benefits from MA SNAP
- Children in households receiving benefits from the Food Distribution Program on Indian

#### Reservations

- Children in households receiving benefits from MA TAFDC
- Children living in households with a gross income that is within the free limits on the Federal Income Eligibility Guidelines
- Foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals
- Children who meet the definition of homeless, runaway, or migrant qualify for free meals
- Children in households participating in WIC

Parents or children do not have to be U.S. citizens to qualify for free or reduced price meals.

For the most up-to-date information regarding free and reduced lunch for Belmont's elementary schools, please go to [Food-Services](#)

## SAFETY AND BEHAVIOR

### Building Safety -Sign Ins

All visitors and volunteers should come directly to the office to sign in and get a badge. For safety reasons, we need to know about every adult who enters the building. When leaving, please sign out and return your badge. Staff in the school are encouraged to approach people they do not recognize or are not wearing badges to see if they need assistance or to ask them to explain their presence. This inquiry should not be interpreted as rudeness --rather as a safety precaution.

### Pupil Behavior Guidelines

The Booklet, Rights, Responsibilities, Respect is distributed and reviewed with all students the first week of school. A Burbank School Contract is brought home with the booklet for review, asking parents/guardians to go over all the guidelines. Children and parents/guardians sign the contract. The booklet can stay at home for future reference and the signed contract needs to be returned to school.

In May of 2010, the state of Massachusetts took steps to protect all students from unwanted, aggressive behavior by passing anti- bullying legislation. The Massachusetts anti-bullying law prohibits bullying on school grounds, buses, and activities and requires that schools take steps to report and respond to bullying.

More comprehensive information is available at our Bullying Prevention and Intervention website: [Bullying-Prevention-Plan](#)

For School Committee policies relating to harassment in the Belmont Public Schools, please go to [SC Policies - Crofts0006](#)

For School Committee policies relating to conduct and discipline in the Belmont Public Schools please go to [SC Policies - Crofts5013](#)

## **Skateboarding**

Skateboarding is not allowed on school property by order of the School Department.

## **Safety Crossings**

The children are urged to cross streets at the main crossing areas where crossing guards are posted: School Street & Sharpe Road, School Street & Washington Street, Concord Avenue & Bright Road, Glenn & Gale Roads & Bright Road.

## **Safety Alert**

There are potential problems when children get dropped off or picked up.

- Some children run across the street to get from the car to school or from school to the car. Make sure your child gets on the sidewalk and uses the crosswalk at Sharpe and at Gale Roads, and every street crossing.
- Cars should not stop in the middle of the road to pick up or drop off a child. This is very dangerous, backs up traffic and has potential for accidents.
- Double parking on Sharpe Road does not allow busses or other cars to get by and causes backups and potential accidents. Parking on the left side curve is illegal, as posted.
- Cars should not block stairs, ramp entrances, or crosswalks.
- Please do not park between the "No Parking" signs on Gale Rd. in the drop off area. This area is designated for parents to drop their students off, onto the sidewalk and then pull out without parking their car. This enables other parents to pull in and drop their children off too. It is also helpful if parents do not park on the opposite side of the street, as cars may tend to pull out into the road at the same time causing an accident.

## **School Parking Lot and Driveway**

Drop off and pick up children either on Gale Road area or on Sharpe Road. The parking lot is very small and crowded. It is almost impossible to turn your car around. Do not drive into the parking lot unless you need handicap parking. Do not park in the staff parking lot from 8:15 a.m. -3:00 p.m. There is not even enough space for staff. There is absolutely no parking in the fire lanes. The driveway is the only access the Fire Department has to the rear of the school. Police Department will ticket cars in this area. Do not block the chain which closes off the rear playground. This is a fire truck access.

## **Dogs**

The town by-law reads: "No dogs will be allowed under any circumstances in the following areas of town: all cemetery land, all public school playgrounds and athletic fields and all recreation department playgrounds and athletic field." At the Burbank School, the "playgrounds" include the area around the play structures and the entire blacktop area. In addition, we request that dogs be kept away from all entrances and pathways during morning arrival time, throughout the school day, and during afternoon dismissal time.

## **Electronics**

Students should not come to school with any electronics from home. Please keep electronics at home.

## **HEALTH/MEDICAL ISSUES**

### **Emergency Forms**

At the start of each school year, each student brings home an "emergency form" for completion by parent or guardian. It is essential that these be completed thoroughly and be kept updated with information on who can be reached in case of an emergency (illness, accident, etc.)

### **Illness**

We advise parents or guardians to keep a student home for the day if he/she is ill. Should a student become ill at school, the parent or guardian will be notified and expected to come to school immediately. A phone call in case of absence is not necessary, except in cases of absence due to head lice or a communicable disease. In such cases, a call to the office or school nurse is important. In all cases, a note of explanation is required when a child returns from school after being absent.

### **Medication in School**

Students are not to carry any medication to or from school. In the case of prescribed medicines that must be administered during the school day, there must be a written medication order from a licensed prescriber and a consent form (available from the school nurse) signed by the parent or guardian. The pharmacy should be asked to provide separate containers for school and home. For short-term prescriptions, the pharmacy label may be used in lieu of a licensed prescriber's order. Only the school nurse may give this medication to children. Please contact the school nurse for clarification on dispensing of medication in school if you have any questions.

### **Immunizations/Physicals**

Massachusetts State Law requires documentation of proper immunization in order for children to enter school. Besides DPT, polio, measles, mumps, and rubella (German measles), new regulations require hepatitis B vaccination as of 1996, as well as TB. test results and evidence of lead poisoning screening. A child without proof of immunization (including dates of immunization) must be excluded from school after the first 15 days. Contact the school nurse if you have any questions about this requirement. Also, the state requires that students in grades K, 1, and 4 must have evidence of a recent physical examination.

### **Food in classrooms**

Many parents want to bring in cupcakes or other treats into school. While children should bring in a snack each day for themselves, food is not otherwise permitted in the classroom unless there is a specific curriculum connection. This is stated in the Belmont Public School Wellness policy and is designed to keep all of our students safe and healthy.

For more information on the district's wellness policy, please go to [Food-Services -](#)

## **New or Transfer Students**

All students must have a physical examination unless one was completed within the six months prior to registration. Written verification is required.

## **Vision and Hearing Screening**

Every child receives an annual hearing and vision screening from the school nurse. In the event that special hearing or vision concerns are detected, notices are sent to parents.

## **Head Lice (pediculosis)**

Whenever parents or guardians detect head lice in their family, it is essential that the school nurse be alerted immediately, even if treatment has been undertaken already. This allows the nurse to check other members of the child's class and to alert all parents in the class. In this way, the spread of lice to others can be reduced. If a child has had lice, he/she may re-enter school only after being checked by a school nurse. A doctor should be consulted for recommended treatment. The nurse sends home information about treatment procedures that must be carried out in the home environment (e.g. inspection of heads, treatment of clothing, linens, and personal items). Head lice is a common yearly occurrence in schools, since they are so easily transmitted. Precautions taken early can limit the spread.

## **Participation in Programs**

The physical education program in the elementary school has as its objective the physical, social-emotional and intellectual development of children. Therefore, if a child is able to be in school, then he or she is expected to participate in school activities, including gym and recess. The only exception would be a written directive from the child's physician. If you have any questions, please call the school nurse at 617-993-5506.

Complete information with regard to required immunizations and physical examinations, medication administration during the school day, and when a child should be kept home due to illness, etc. can be found in the Belmont Public Schools Health and Nursing Department on the BPS website [BPS Health Department](#)

## **Home Instruction**

The School system will provide instruction at home for children who are physically disabled or who are unable to attend school. In order to receive such instruction at home, a child must be absent for more than ten days before a parent can apply for home instruction. If you know that your child is going to be absent for more than ten days and feel that home instruction is necessary, please contact the school office for further information.

# **ENROLLMENT, REGISTRATION, PLACEMENT**

## **Registering a Student**

To be enrolled for kindergarten in Belmont, students must be five years of age by September 1 of the year in which they enter kindergarten. They must be six by September 1 to enter first

grade. For any student to register, a birth certificate (or other proof of date of birth), updated immunization records, and evidence of a recent physical examination are required. Based on state regulations, students without a complete immunization record must be excluded after 15 days. Students must reside within the Burbank district in order to be enrolled, and must transfer elsewhere once they no longer live in the district. An out-of-district request can be filed with the Assistant Superintendent, with decisions on such requests made when enrollment numbers are known for the grade levels for which requests are made (usually mid August).

## **Kindergarten Registration**

Belmont offers a full-day, fee based kindergarten program; parents may opt for a cost-free morning program of three hours and fifteen minutes. A child, who is five years old on or before September 1, is eligible for Kindergarten in September of that year. The Belmont Public Schools' early childhood programs encompass a broad range of developmentally-appropriate learning activities.

Parents are encouraged to enroll their children in kindergarten when they are age appropriate. In the spring, a packet of information is sent to all parents known to have eligible children.

Registration takes place in early spring at each elementary school. Registration materials include information on the fee guidelines. The registration process includes a parent conference with the school nurse and guidance counselor, student assessments, and a classroom visit. A birth certificate or other proof of date of birth is required at the time of kindergarten registration. Before entering kindergarten a recent physical examination and complete immunization records (including evidence of lead screening) are required.

Kindergarten Screening is a brief check of all Kindergarten children in the areas of:

- Personal and social development
- Speech and language skills
- Eye/hand coordination
- Small and large muscle control
- Hearing and vision

Most children develop in these areas at a rate which is within the usual range for their age.

Public Schools are required by Chapter 766 (Special Education Law) to conduct an annual screening of all Kindergarteners. The screening is free to all town residents. Screening helps identify young children who may require further evaluation to determine the need for specialized services. Children are screened during the fall of their Kindergarten year during the regular school day.

Kindergarten children are screened by certified school personnel who are trained in the screening process. The personnel include:

- Kindergarten teachers
- Resource teachers
- Speech and language pathologists
- School nurses

- Guidance counselors
- School psychologists

All parents are notified in writing of the results of the screening. In the vast majority of cases, they will receive the reassurance that their child is developing normally. When the results indicate a reasonable likelihood that a child has a need for further evaluation, the school staff will contact the parents to discuss the results of the screening. Should the parents and school staff agree that more in-depth evaluation take place, then a referral for a special needs evaluation under Chapter 766 will be made. If a special need is determined by the evaluation, school staff will work with parents to develop an appropriate educational plan for the child.

### **Out of District Requests**

The policy of the Belmont School Committee enables a student to attend a school out of his/her district of residence, with the approval of the Superintendent. Such requests must be presented to the Superintendent in writing.

For School Committee policies relating to admission and transfer in the Belmont Public Schools, please go to [SC Policies - Crofts5002](#)

### **Students' Classroom Assignments**

For returning students in grades 1-4, notifications of classroom assignment are usually mailed to parents in mid July. The process used to determine class assignments is a fairly complex and time-consuming one which usually begins with staff in early May.

The goal is to create well balanced class groupings which take into account class size, balance of girls/boys, students' needs, academic performance, learning styles, and peer relationships. Teachers from the sending grade level meet together as well as with the principal. Specialists are consulted as the process evolves. Parents/guardians are given the opportunity, by the end of April, to provide information in writing to the principal about their children that they would like to have noted in the course of the placement process. However, this should not include requests for a specific teacher, and the information provided will not necessarily determine class assignment. Final classroom assignment decisions are made by the principal.

Assignments of kindergartners and other students new to the school are determined in mid August, and then mailed to parents/guardians.

## **HOME/ SCHOOL COMMUNICATIONS**

### **Communication Between Staff and Parents/Guardians**

Communication between school staff and parents is of vital importance to children's education. If a parent or guardian wishes to speak with a teacher, he/she should send a note to the teacher or call the school (between 8:00 a.m. and 3:30 p.m.) to leave a message. Parents/guardians can also email a teacher. Please remember that teachers are busy teaching during the school day, and will return your phone message or email as soon as they can.

Except in emergency or extenuating circumstances, writing a note, leaving a voicemail, or sending an email is preferable to trying to speak with teachers at arrival or dismissal time, since teachers need to be attending to students as they start or end the school day. If there is information a teacher should be aware of (e.g. change in dismissal routine, an event or crisis at home that may be impacting a child), parents are encouraged to send in a note, or an email about the situation. Parents should not call teachers at home. You may contact the principal by calling 617-993-5500.

### **Friday School Newsletter and Other Notices**

The Friday Burbank Newsletter includes weekly notices from the school office, school department and information about events sponsored by PTA or community organizations. As a way of saving paper and reducing copying costs, newsletters are posted on the Burbank website, and sent out via the school list serv. Teachers also send their own newsletters and notices. It is ESSENTIAL that parents/guardians check backpacks and school bags for newsletters and notices. If a form or notice requires a response, please do so immediately. In instances where students' time is split between two different households, it is useful for the adults to work out a system for sharing information that comes home with a child so that they can both be kept informed.

### **Expressing Concerns**

If a parent/guardian has a concern or question, she/he is encouraged to contact the teacher at 617-993-5500, or email the teacher. Together, every effort will be made to clarify or resolve the issue. If the problem is not resolved and still is of concern, the parent or teacher may bring the issue to the attention of the principal.

### **Report Cards/Conferences**

Written pupil evaluation reports are distributed by classroom teachers two times yearly for students in grade K-4. Parents should receive a log in for the parent portal to view report cards. If you have not received a report card for your child in January and then again in June, please contact the classroom teacher.

For School Committee policies relating to reporting pupil progress in the Belmont Public Schools, please go to [SC Policies - Crofts5006](#)

### **Parent/Teacher Conferences**

All elementary schools in Belmont have a series of early release afternoons (11:40a.m.) in the fall and in the spring for conferences related to Student Progress Reports. Teachers send out appointment forms in advance trying, whenever possible, to take into account constraints in parents'/guardians' schedules if they are known. Flexibility on the part of parents/guardians in trying to attend at the time scheduled is greatly appreciated. In situations where adults with direct responsibility for a student do not live in the same household and wish to attend a conference, the adults need to arrange a way to inform one another of scheduled conferences. In addition to the regularly scheduled conferences, a parent or teacher may set up other times for phone discussions or conferences as needed. Please call the office any time during the school day to leave a message for a teacher.

### **Avoiding Classroom Disruptions**



We are making every effort not to interrupt instructional time. Therefore, parents or other visitors are asked to make appointments to see teachers. You are also asked to leave any items for delivery to children in the office. The principal or staff member will deliver lunches, instruments or other items to classrooms.

### **Visiting Classrooms**

Parents/guardians interested in visiting or helping in their child's class should make arrangements with the teacher, by sending a note or calling the office to leave a message.

### **Use of Office Phone**

Emergency calls will be allowed to be made from the office and those will be made for children by staff members. Please be sure that your child carries a quarter for the public phone for any calls he/she might need to make. The public phone was installed for the use of the students. Plans should be made the night before for a child visiting another child. Forgotten lunches, homework, musical instruments etc. are not emergency phone calls.

## **STAFF, CURRICULUM & PROGRAMS**

### **Burbank Staff**

There are both full and part-time members of the staff. All grades 1-4 classroom teachers and many other staff are full-time. Some staff members work part-time or have their time split between Burbank and another Belmont school. In addition to classroom teachers, there are special education and support staff. Other staff members include the school secretary, two custodians, a nurse, two kitchen staff, four lunch aides, and special subject teachers for music, art, physical education. There is a part-time professional aide in the library.

### **Special Education and Support Staff include the following:**

- Language arts support teacher, who provides extra assistance for identified students, particularly in grades 1 and 2.
- Speech and language therapist, who consults with teachers and provides services for students whose Individualized Education Plan (IEP) indicates a special need in this area.
- Resource teacher, and professional aide, who provide services to students whose IEP designates special education services. The Resource Teacher also consults with classroom teachers.
- Guidance counselor (shared among schools), who consults with teachers and parents and sees students individually or in groups around their social/emotional growth related to school functioning.
- Psychologist, who provides psychological services to students whose IEP designates this and consults with staff and parents/guardians.
- ELL – English Language Learner tutor (part-time) who provides tutoring for students who have

been in this country for less than three years and who require support in acquiring English for success in school.

## **English Language Learners (ELL)**

Non-English speaking students are assisted in acquiring the English language. The emphasis is on developing oral skills, comprehension, basic vocabulary and proper sentence patterns. Students are seen individually or in small groups regularly depending on their written and oral proficiency.

The Belmont Public School participates in the state mandated testing program. ACCESS testing is administered for ELL students in grades K-12.

To help families who are new to the United States understand the American school system and the Belmont schools, ESL in the schools, and what to do in the greater Boston area, please go to [English-Language-Education](#)

For School Committee policies relating to English Language Learners in the Belmont Public Schools, please go to [SC Policies - Crofts6021](#)

## **Special Education**

The Massachusetts Comprehensive Special Education Act, commonly called "Chapter 766" requires local school systems to:

1. Find and evaluate children with special needs and problems
2. Develop individual programs for each child with special needs
3. Provide the required services for children with special needs within the school system, if possible. If not, then the services will be provided by another institution or special program.

Under Chapter 766, parents have certain rights and responsibilities. Among those are the right to request an evaluation of their child if it seems necessary, to share in the evaluation process, to ask for further evaluation including an outside opinion, and to have explained the results of the evaluation and the proposed individual education plan (IEP).

Students with possible special needs are assessed by a team which will include the child's teacher, guidance counselor, and a special education teacher. From the assessment and with input from the student's parents, an educational plan may be developed. It may include services such as speech and language therapy, resource teacher instruction or counseling.

For the most up-to-date information regarding Special Education for Belmont's elementary schools, please go to [Student-Services - Special-Education](#)

For School Committee policies relating to Special Education in the Belmont Public Schools, please go to [SC Policies - Crofts6015](#)

## **Curriculum**

Curriculum is the central scaffold on which teachers build the plans for learning in each classroom. Curriculum gives consistency and structure to the educational process and it encourages creative and innovative teaching within its framework. As our body of academic knowledge changes, and as our knowledge of the learning behavior of children changes, so must curriculum change. The Belmont Public Schools provides for that ongoing review and possible change through its Seven-Year-Plan for Curriculum Development and Improvement. Parents and staff work together, on curriculum steering committees, during the seven-year-cycle which includes a needs assessment, program evaluation, and development of a plan of action and any necessary piloting of materials or training of staff. This process assures that curriculum continues to be well matched to children and the society in which they will function.

For the most up-to-date information on K-4 curriculum in the Belmont schools, please go to [BPS Curriculum Information](#)

## **Standardized Testing**

The Belmont Public School participates in the state mandated testing program. ACCESS testing is administered for ELL students in grades K-12. The Massachusetts Comprehensive Assessment System (MCAS) is administered in grades 3 through 10.

Standardized test results are reviewed in concert with other measures of pupil performance to describe a student's strengths. They are never used as a sole source of student information. Classroom teachers are encouraged to use performance observations, writing folders and projects as part of the assessment of student learning.

For the most up-to-date information regarding MCAS for Belmont's elementary schools, please go to [MCAS-Testing and School Report-Cards](#)

## **Technology**

Technology services are provided to every aspect of the Belmont Public Schools. Our technology department's services enable the district to function efficiently and collaboratively.

Please leave electronic devices at home.

For information on the Student Network Acceptable Use Policy (Grades K-12) please go to Student AUP: [Student-AUP](#)

For School Committee policies relating to technology in the Belmont Public Schools, please go to [SC Policies - Crofts0004](#).

## **504 Plans**

The Belmont Public School District will ensure that no student with a disability as defined by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Amended Act (ADAA) within the District's jurisdiction will be denied, because of his/her disability, participation in curricular, intramural, or interscholastic activities or any of the services

offered or rendered regularly to the students of this District.

No otherwise qualified person shall, solely by reason of his/her disability, be subjected to discrimination under any program or activity sponsored by the Belmont Public School District. The District is committed to ensure that students with Section 504 disabilities be identified, evaluated, and provided with a free appropriate public education. The District does not discriminate on the basis of disability with regard to admission, access to education services, treatment or employment in its programs and activities.

### **Instrumental Music**

Children have the opportunity to participate in the instrumental music program in grades 3 and 4. Lessons are held during the morning one day per week and again on Saturday morning. Saturday morning lessons are optional and are fee based.

### **Grades 4 strings**

The music department informs all families of these offerings in September.

### **Field Trips**

Part of the educational program is the inclusion of field trips in the curriculum, when possible. Such trips are taken to enrich the child's classroom experience. All trips are correlated with the educational program and are carefully planned and supervised by the classroom teacher. There are often fees or other expenses. Scholarships are available, if necessary. Children are required to bring a signed permission slip to school prior to the day of the excursion.

## **HOMEWORK SYSTEM-WIDE GUIDELINES**

Homework is any assigned activity done outside of school which relates to any phase of learning. It can be an enrichment, a refinement, or a reinforcement of learning activities.

### **Purpose of Homework**

1. To supplement and reinforce skills and work done in class.
2. To enrich the child's school experience.
3. To provide opportunities to use skills/knowledge learned in school in creative ways outside of school.
4. To promote individual responsibility.
5. To teach ability to budget time and organize one's materials.
6. To promote independent study and research skills.
7. To help children make up work lost through absence after appropriate instruction has been given in school.

### **Role of Teachers**

-to design homework to accomplish a specific purpose closely related to the curriculum for the grade level.

-to assign the homework carefully making sure the assignment is clear.

-to assist the pupils in learning how to study.

-to examine completed homework assignment so that the instructional program can be

adapted to meet observed needs.

- to communicate with pupil and parent when problems concerning homework arise.
- to vary types of assignments to address different needs.

### **Assignments Time and Frequency**

Grade 1	Discretion of the teacher, Monday -Thursday
Grade 2	Discretion of the teacher, Monday -Thursday
Grade 3	30 minutes -Monday -Thursday
Grade 4	30 minutes -Monday -Thursday

For all grades, reading aloud or independent reading are encouraged whenever there is time.

### **Role of Student**

- to be responsible for the completion of assignments.
- to confer with parents and/or teachers if assignments are not clear or are too difficult

### **Role of Parents/Guardians**

- to encourage the child to accept the responsibility for completing home assignments.
- to provide a quiet study environment.
- to assist the child when the teacher and parent have conferred, and agreed that this assistance would be helpful.
- to confer with the teacher if assignments are unclear or too difficult.
- to notify the teacher if an unforeseen occurrence prevents the child from completing an assignment.

## **METCO**

### **METCO: Belmont-Boston Pupil Program**

All schools in Belmont participate in the METCO Program (Metropolitan Council for Educational Opportunity), an urban-suburban exchange program. In this program, students are bused from Boston to Belmont each day. The program is funded by the State through the Bureau of Equal Opportunity and administered by the Belmont School Committee in cooperation with METCO, Inc. This program helps reduce the racial isolation that children in Belmont would experience otherwise, and it provides a positive educational opportunity for participating Boston children. Placement of new students from METCO are based on enrollment space available.

## **HOLIDAYS, SPECIAL EVENTS, GIFTS AND DONATIONS**

### **Holiday Observances**

School Committee Policy Regarding Recognition of Religious Beliefs and Customs:

Whenever and wherever appropriate, due recognition of religious beliefs and customs shall be

an integral part of the curriculum design. Particular attention shall be paid to a balanced, accurate presentation of such beliefs and customs. The Committee subscribes to the teaching about such aspects of religion but feels it is imperative that education about such aspects takes place rather than education for a particular outlook. Such teaching should take place in a setting in the appropriate curriculum, not in a vacuum, but in relationship to cultures and peoples.

### **Classroom Holiday Observances**

Activities in the classroom that are connected to religious or cultural holidays are selected for their educational content and to increase students' awareness of different cultural and religious practices and traditions. Special care is taken to be sensitive to varying family customs and traditions and to ensure that any particular ethnic and religious holidays are not seen as being endorsed by the school.

For School Committee policies relating to holidays and celebrations in the Belmont Public Schools, please go to [SC Policies - Crofts6011](#)

### **School Wide Assemblies**

Burbank students at a given grade level are involved in assemblies at the school to honor local veterans on Veteran's Day or Memorial Day. Parents/guardians are always welcome. Assemblies for School programs, holidays, speakers, special events and other purposes are also held.

### **Gifts to School Personnel or to the School**

The state's laws and regulations prohibit school employees from accepting any gift that has a value in excess of \$50—whether in the form of cash, event tickets, meals, or goods. The sole exception to the \$50 limit is a class gift or gifts from a group of students, parents, or colleagues, but only if the value of the gift or gifts does not exceed \$150. Furthermore, recipients of gifts have an obligation under state ethics regulations to report to a supervisor each gift received and its value.

If there are individuals and groups who do wish to recognize a teacher or group of educators, they might want to consider a contribution in the name of the teacher or group of employees to the school's PTA or PTO, or to the Foundation for Belmont Education. Donations to the Foundation are tax deductible, and Foundation grants support programming and needs of the Belmont Public Schools. The Foundation is happy to receive gifts in the name of a teacher or group of educators. (Foundation for Belmont Education, PO Box 518, Belmont, MA 02478: [www.fbe-belmont.org](http://www.fbe-belmont.org)).

For School Committee policies relating to gifts to public employees in the Belmont Public Schools, please go to [SCPolicies - Crofts1016](#)

### **Birthday Invitations and Celebrations**

If a child wishes to distribute birthday invitations to classmates in school, he/she must have an invitation for every child in the classroom. Otherwise, invitations need to be mailed or distributed outside of school.

To celebrate birthdays in class, parents/guardians should not send in cupcakes or other food (to

prevent allergic reactions). They are welcome to give a gift for the classroom. The principal presents each child with an individualized Burbank School birthday bookmark on each child's birthday during the school year. She distributes summer birthday bookmarks the last week of school. Consider the Birthday Gift Book Donation Program to the Burbank library.

### **Birthday and Gift Book Donations to the Library**

We have a voluntary "Birthday Book" and Special Book Gifts Program. You may donate a book to the Instructional Media Center (I.M.C.) on your child's birthday or for any special occasion or purpose. The book will have a nameplate with your child's name or the name as you wish it to appear and the date of the gift. This is a wonderful way to contribute books to the library and to help children feel a greater sense of responsibility for their library. A "wish list" of books is posted on the library door, and there are copies in the library. If you have any questions please contact our librarians or our PTA representative in charge of library volunteers. We hope you will keep the library in mind when your child's birthday is near.

### **Donations**

Donations of materials to the school should first be discussed with the principal. Donations of money may be made to the Burbank PTA with specific requests for use (i.e. library, office...).

## **STUDENT REPRESENTATION**

### **Burbank Student Council**

Burbank Students representatives meet once a month in the library. Two students (one girl, one boy) are selected from each class in grades 1-4 for one of two terms (from September to January or February to June). Student Council representatives are new each year so more interested students have an opportunity for this experience. Members of the Student Council represent their classmates, bringing up areas of concern and participating in decision making with the principal related to a variety of issues and ideas.

The Student Council hopes to promote good citizenship, leadership opportunities, sharing student needs and opinions, and good communication throughout the school. The efforts of the Burbank School Council are directed toward promoting maximum school spirit throughout our school community.

### **Burbank School Store**

The store was established by the principal and Student Council. The store is located in the cafeteria and is open one morning a week from 8:25 a.m. -8:35 a.m. Items for purchase include Burbank pencils, a variety of pencils and pens, erasers, stickers, etc. Prices for School Store items range from 5¢ to \$2. There is also a parent volunteer Store Manager who helps Student Council members work at the store selling, accepting payments, making change and keeping inventory records of sales.

## **OTHER SCHOOL ITEMS**

### **Students' Clothing**

There is no dress "code" for students, although it is assumed that they will wear clothing appropriate to a school setting. On gym days, sneakers (without black soles that can leave

marks) should be worn. It is important for children to have adequate outdoor clothing to protect them at recess in cold weather. Putting names on any clothing that might be removed during the school day is highly recommended so that items can be returned to the owner. Hats may not be worn in the building.

Students should not bring valuable items to school, and they are not to trade or sell items to other students.

### **Lost and Found**

The lost and found boxes are located in the downstairs foyer across from the gym. For most items, boxes are located under the benches, and the large box holds larger items. All items are placed in labeled boxes except items such as watches and bracelets which are usually sent to the office. Items marked with students' names can be returned. Items not claimed are given to children's shelters.

### **School Photos**

Individual student photographs and class photos are taken in school each fall. Parents/guardians have the option of buying the photos of their child or child's class, or returning them to the school, once viewed. Advance notice of photo dates is sent home with students.

### **Publicity Guidelines**

At times, we have newspaper and cable coverage or other publicity about school events and our newsletter is posted on our website. We may also periodically videotape students for a variety of reasons including filming of class/school performances, for assessment purposes and possibly for staff development.

Under Department of Education regulations, the school may release for publication certain information concerning you and/or your child(ren) without first obtaining your consent, unless you inform us otherwise. The information, which may be released for publication includes only the student's name, class participation in officially recognized activities and sports, degrees, honors, awards, videos, photographs, and post-high school plans.

### **Non-discrimination Information**

The Belmont Public Schools does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability in admission to, access to and treatment in its programs and activities or in employment. The following person has been designated to handle inquiries regarding our nondiscrimination policies:

Janice Darias, Assistant Superintendent for Curriculum and Instruction Belmont Public Schools  
644 Pleasant Street  
Belmont, MA 02478  
617-993-5410

The Belmont School Department complies fully in the implementation of Chapter 622 of the Acts of 1971 of the General Laws of the Commonwealth, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1964.



The following people have been designated to handle inquiries regarding these laws and may be contacted at 644 Pleasant Street, Belmont, MA 02478.

Coordinator of Title VI and Title IX: Janice Darias  
Assistant Superintendent 617-993-5410

Coordinator of Section 504 for Students: Kenneth Kramer  
Director of Student Services 617-993-5440

Coordinator of Section 504 for Employment: Michael McAllister  
Director of Human Capital 617-993-5425

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Regional Office for Civil Rights: U.S. Dept. of Health and Human Services  
Government Center, JFK Building, Rm. 1875  
Boston, MA 02203  
Tel: 617-565-1340  
Fax: 617-565-3809

Commonwealth of MA Commission Against Discrimination: One Ashburton Pl., Boston,  
MA 02108  
Tel: 617-994-6000  
Fax: 617-994-6024

For School Committee policies relating to non-discrimination/equal opportunity in the Belmont Public Schools, please go to [SC Policies - Crofts0001](#)

### **PARENT/TEACHER ASSOCIATION (PTA)**

The purpose of the PTA is to foster a sense of community at the Burbank School, providing support and enrichment for the educational mission of the school through:

- organizing events to involve families in the life of the school such as a welcome tea, an open house/book fair, a field day, a family picnic and a skating party
- providing resources for and organizing enrichment activities to enhance and broaden the educational program
- encouraging communication among parents, staff and students to raise and address issues important in the life of the school. This is accomplished by holding regular PTA meetings, publishing a newsletter, distributing class lists to families in the Fall, having an annual visit by the Superintendent and observing school committee meetings.

Burbank school has an active parent teacher organization that meets periodically during the school year. Parents are urged to join the organization and give it support and assistance.

Notices concerning their meetings and activities are often advertised in the school newsletter or in the PTA newsletter.

The Belmont Special Education Advisory Council welcomes parents with similar interests. In addition, parents are involved in the review of curriculum and are often asked to serve on a curriculum steering committee.

For School Committee policies relating to volunteering and parent participation in the Belmont Public Schools, please go to [SC Policies - Crofts1008](#) and [SC Policies - Crofts1011](#)

## **Meetings**

PTA meetings are held in the Burbank cafeteria or library, they are held every other month either at night or in the morning in order to provide convenient times for parents to attend. Please see the PTA newsletter or website for specific dates. These meetings are open to all Burbank parents. You are welcome and encouraged to attend. Active caring parents make a strong PTA. For further information, call the PTA President or Vice President.

## **PTA Directory**

Each fall the PTA publishes a Directory, which includes the names, addresses, and telephone numbers of children in each class whose parents have given permission for this information to be distributed. It also includes officers, a calendar and other PTA information.

## **PARENT AND COMMUNITY PARTICIPATION**

### **Burbank School Advisory Council**

A school council is a representative school building-based committee composed of the principal, parents, teachers, community members and, at the secondary level, students, required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C.

Councils are to assist principals by reviewing the school building budget and developing the school improvement plan. Councils' school improvement plans are submitted to the local school committee for review and approval.

The law outlines four major areas of responsibility for councils. School councils are to assist principals in:

1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards
2. Identifying the educational needs of students attending the school
3. Reviewing the annual school building budget
4. Formulating a school improvement plan

For information on School Councils as they pertain to Massachusetts state laws, please go to [MA DOE School Advisory Councils](#).

## **School Improvement Plan**

A school improvement plan, as described in the legislation, has the following elements:

1. An assessment of:
  - The impact of class size on student performance
  - Student-to-teacher ratios
  - Ratios of students to other supportive adult resources
2. A scheduled plan for reducing class size, if deemed necessary
3. Professional development for the school's staff and the allocation of any professional development funds in the school budget
4. Enhancement of parental involvement in the life of the school
5. School safety and discipline
6. Establishment of a school environment characterized by tolerance and respect for all groups
7. Extra-curricular activities
8. Means for meeting, within the regular education programs at the school, the diverse learning needs of as many children as possible, including children with special needs currently assigned to separate programs
9. Any further subjects the principal, in consultation with the school council, shall consider appropriate

In addition, in school systems with language minority populations, the professional development component of the council's plan shall address the need for teachers' professional development on second language acquisition and on working with culturally and linguistically diverse student populations. The spirit of the law calls for collaboration between the council and the principal. The principal needs to create an environment of openness, collegiality and respect for all participants.

Plans are submitted annually to the school committee. As reviewing and approving authorities, school committees have the discretion to set their own schedule and timelines for the submission and review of the improvement plans. School committees are strongly encouraged to support the efforts of councils and work collaboratively with them.

For information on School Improvement Plans as they pertain to Massachusetts state laws, please go to [MA DOE Advisory Councils - Part 2e](#).

## **Volunteers**

All volunteers and other individuals who may have direct and unmonitored contact with children in the Belmont Public Schools must complete a criminal offender records information (CORI) background check. Applications are available in the main office of all Belmont Schools.

For School Committee policies relating to CORI checks in the Belmont Public Schools, please go to [SC Policies - Crofts0005](#)

There are a variety of ways in which parents or other community members can volunteer at Burbank. These include helping in classrooms, the computer lab, in the school library, in the

school office, on PTA committees, METCO Family Friends, on field trips as chaperones and for special projects. Leave a note with the school secretary who will direct it to the appropriate person.

Parents interested in volunteering in classrooms should make this known to their child's classroom teacher. If the teacher finds this helpful, he/she will make arrangements. We ask that parents respect teachers' different styles and preferences with regard to having volunteers in the classroom and not take personally any particular teacher's choice not to have volunteers. When volunteering in the classroom, it is essential that parents keep the following guidelines in mind:

**Confidentiality:** What is observed regarding a child's strengths, weaknesses, needs, and/or learning style should not be shared with friends, family members, or neighbors, no matter how well-intentioned they are.

**Respect for Students:** If there is a need to communicate to a teacher about a child, such communication is best done privately or through a note, not in the student's presence.

**Asking for Clarification/Assistance:** If unclear about how to proceed, it is best to ask, which will serve as a good model for students, whom we encourage to ask when uncertain.

**Respecting Faculty Time:** When a teacher does not have students present, he/she often has other responsibilities that need attention (planning, preparation, telephone calls, consultations). If you need to speak with the teacher, please ask if this is a convenient time or if there is a better time/way to communicate.

The largest number of regular volunteers help in the school library and as room parents. In fact volunteer name badges are kept in the office for those who volunteer on a regular basis.

**Remember:** all volunteers are asked to come to the office first to sign in and get a badge.

## **Library Volunteers**

Volunteers are needed for each classroom in order to help check-in, re-shelve, and checkout books that students borrow. There are also other maintenance tasks in the library for which volunteer help is appreciated. Each fall the PTA library volunteer coordinator requests and schedules volunteers. Time is usually scheduled for parents to be in the library when their own children are there.

## **Room Parents**

With teacher input, room parents for each classroom are designated by PTA room parent coordinators from the pool of parents and guardians who volunteer. There are often opportunities for those who are not room parents to help with their child's class.

Individual teachers have their own way of handling classroom events (e.g. field trips, special projects) for which room parents may be contacted to arrange necessary assistance. Room

parents volunteer in the classroom and are the PTA's link among parents, children and staff. Depending on the needs of the teacher, room parents might help with a field trip, a special classroom project, or organize a parent phone line.

### **Liaisons for New Families**

If you are new to the Burbank School, the PTA would like to help you and your family become better acquainted with the Burbank community. Please call any of the officers of the PTA who will help you form a liaison with an established Burbank family.

### **Access to School Facilities**

While individual classrooms are part of the public school, it is requested, as a general courtesy, that neither parents/guardians nor students go into a room in which a teacher is not present without specific permission to do so. If a teacher is not in the room, check at the office for advice on leaving or retrieving messages or items.

The library is open to parents and has a parent shelf with books and publications that parents/guardians may sign out to borrow. Students and parents are not to use the library materials or borrow items if a library staff member or volunteer is not present.

Some parts of the school building may be used (either at no charge or for a fee, depending on the organization and circumstances) for PTA or other organizations for afterschool and evening activities, depending upon space availability, custodial coverage, and with completion of a building use request form. The person in charge is responsible for supervision of students in any activity and for maintaining the space that is used, leaving it thoroughly cleaned and ready for use the next day for instructional purposes. Those using space after school should keep in mind that there may be staff members still at work in the school. There is a sheet in the office with information for those in charge of activities in the school building. Please speak to Mrs. Sacca, school secretary.

## **PTA SPONSORED BEFORE AND AFTER SCHOOL ACTIVITIES**

### **Burbank *Before* School Program BASEC**

The primary purpose of this program is to provide a healthy and safe place before school hours for Burbank children in grades K-4. The program runs from 7:25a.m. to 8:25a.m. No food services are offered during this time. For further information on tuition, applications, etc. please contact Andrew Montford by calling 489-3442 or leaving a note in the School office.

### **Burbank *After* School Program BASEC**

The primary purpose of this program is to provide a healthy and safe place after regular school hours for children in grades K-4 in the Burbank community. BASP hours are from the end of the regular school day (2:50p.m.) until 5:50 p.m. Coverage on parent conference days is offered as an additional service. For further information on tuition, applications, etc. please contact Andrew Montford by calling 489-3442 or leaving a note in the School's office.

### **Post School Activities (BASEC)**

Sponsored by the PTA, these programs will be offered in several sessions throughout the year.

There will be a variety of offerings for example: sports, karate, art, science and dance. There is a fee for participation. Notices are sent home several times during the year for sign up.

## **COMMUNITY PROGRAMS AND RESOURCES**

### **Brownies, Girl Scouts and Cub Scouts**

These troops are organized by grade and hold meetings at Burbank School. Information on scouting will be sent to parents in the Fall or contact troop leaders for information.

### **Town Library Children's Room 617-993-2850**

Hours: Monday -Thursday 9:00 a.m. -6:00 p.m. Friday & Saturday 9:00 a.m. -5:00 p.m.

The library staff runs story hours, reading clubs and other programs and activities throughout the year.

### **Recreation Department 617-993-2761**

Membership in the town Recreation Department is open to all Belmont residents for a fee. Use of the skating rink, pool, tennis courts and other facilities is offered. The Belmont Recreation Department also sponsors lessons, classes, and other programs.

### **Adult Education 617-993-5427**

The Belmont School Department offers a varied program of Adult Education courses. Aerobics, senior aerobics and parenting groups meet in the Burbank School. For a brochure listing the many offerings contact Larry Adler in the Superintendent's office at the number above.

### **Summer School**

There is a summer program of academic and enrichment classes offered by the Belmont Public Schools. Notices for sign up are sent home in June.