

Lawrence School **HANDBOOK**



A Safe, Just, and Caring Community of Learners

**Amos A. Lawrence School
27 Francis St.
Brookline, MA 02446
617-879-4300**

Updated September 2015

Lawrence School Handbook
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A Message From the Principal & Vice Principal

Dear Lawrence Families,

Welcome and welcome back to the Lawrence School! For those of you new to the Lawrence community, we extend a special welcome. Lawrence School strives to provide our students and their families with a vibrant learning environment and a strong sense of community. Our school vision is shown below.

The Lawrence School Student Handbook contains information about school programs, policies and procedures. Please take time to go over this handbook with your children in an age-appropriate manner. While all of the rules apply to all of our students, some of the specific violations and consequences are more relevant to our older students. After reviewing the handbook yourself and discussing it with your child, please return the Handbook Notification Sign-off form to school (available on-line at <http://lawrenceschoolbrookline.org/>

Communication is key to maintaining a strong home/school partnership. Do not hesitate to contact your child's teacher(s) or one of us if you have questions, suggestions or concerns. We look forward to working closely with families to support our students' learning and growth.

Sincerely,

Rick Rogers
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Laura Horst
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Lawrence School Vision

Amos A. Lawrence School is a safe, just and caring learning community of students, staff and families. We are a vibrant learning community with high expectations for academic excellence.

At Lawrence School, students learn to respect themselves and others and to value and honor the diversity of cultures, backgrounds, and learning differences. They develop the habits of mind, knowledge, and skills needed for high school and beyond, as they discover and cultivate a love of learning and a voice for self-expression. Students develop their capacity to work independently and cooperatively. They gain an understanding of their individual and collective responsibility to be contributing members to the Lawrence, Brookline, and larger global communities.

Lawrence School promotes a collaborative environment for faculty and staff that values and supports shared responsibility for all students. We provide all students with the differentiation, support and challenge necessary to make progress and achieve success. We are a professional learning community that cultivates reflective practice, excellence in teaching, and a passion for learning.

Lawrence School values and encourages families to be active, involved, and well-informed partners in the learning process.

I. THE SCHOOL DAY

School Hours

Monday-Thursday 8:00 a.m. to 2:30 p.m.

Friday: 8:00 a.m. to 1:40 p.m.

Hallways open at 7:50 a.m. Students arriving between 7:30-7:50 should report to the cafeteria or the front lobby.

Early Dismissal Days

There are eight (8) Early Dismissal Days at 12:40 for parent conferences (4 in November/December and 4 in April/May). Please refer to the district's school calendar each year for the exact dates (<http://www.brookline.k12.ma.us/>). Lunch is served on 12:40 dismissal days. In addition, there are two (2) Early Dismissal days at 12:00 (the Wednesday before Thanksgiving and the last day of school). Lunch is not served on 12:00 dismissal days.

Parent/Visitor Sign-In

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

Parking and Drop-off

Live pick-up and drop-off is permitted in the designated zone in front of the school. Parking is extremely tight in the Lawrence neighborhood. Please do not park in designated Lawrence Staff parking zones. Use of Newell Road behind the school is prohibited.

2-hour parking is available on Longwood Avenue, Perry Street, and a small block of spaces on Francis. Legal parking until 8:30 am is available on Kent Square and Toxteth Street.

Snack, Recess & Lunch

- **Snack:** Students in Gr. K-5 have a morning snack time. Healthy snacks are encouraged and are provided by the family.
- **Recess:** Students in K-5 have a 20-minute recess before lunch. Unless it is raining, icy or extremely cold, children go outside for recess each day. Please be sure that children wear appropriate clothing for cold and snowy days. Children may not eat outside at recess.
- **Lunch:** Students in grades K-5 have a 25 minutes lunch period. Students in grades 6-8 have a 30-minute lunch period during which they can choose to go outside after eating. Lunch may be purchased at school or brought in from home. The Public Schools of Brookline has a prepay system for Food Services. The system tracks deposits and purchases by student. Each child uses a personal keypad number at the time of purchase. For more information, go to the Food Services section of the Public Schools of Brookline website (<http://www.brookline.k12.ma.us/>).

End of School

School ends at 2:30 p.m. (1:40 on Fridays) and students need to leave the building unless they are participating in a supervised after school activity.

Parents should know that there is no supervision on the playground after school has ended.

Children younger than sixth-grade should be supervised by a parent or child-care provider when using the playground after school.

Bus Students

Students who take a bus, should wait quietly in front of the school for their bus to arrive.

Students should follow the instructions of the aide on duty and the bus driver and monitor at all times.

II. ATTENDANCE

Absences

Students should be in school every day - unless they are ill. In the event of an absence, a parent/guardian should notify the school’s main office (617-879-4300). The school will notify parents of any absences not reported by the parent.

NEW: School Committee Policy on Excused/Unexcused Absence (Approved 6/16/15)

<u>Excused Absences</u>	<u>Unexcused Absences</u>
<ol style="list-style-type: none"> 1. Personal Illness 2. Personal Trauma (e.g. death of a family member) 3. Observing religious holiday 4. Medical Appointments (but discouraged during school hours). 5. Participation in a legal proceeding 6. Suspended from school 7. Attending approved school-related trip 8. Attending scheduled interview for formal opportunities outside of school 9. Other as deemed appropriate by the Principal or designee. 	<ol style="list-style-type: none"> 1. Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or medical professional 2. Non-emergency family situations 3. Family Vacations

Make-up Work

Students in grades 6-8 are responsible for checking in with their teachers upon their return to make up any missed work.

Dismissal During the School Day

Parents should send in a note to the teacher when a child needs to be dismissed during the school day. All students (K-8) must be picked up in the office by an adult to be dismissed early from school. We cannot dismiss students during school hours to walk home or to an appointment.

Tardy to School

School begins promptly at 8:00 a.m. Hallways open at 7:50 a.m. The front and playground side door are programmed to be unlocked 7:50-8:10 a.m. Students in grades 1-8 who arrive after 8:00 am must get a late slip in the office. Please help your child develop good habits and arrive on time.

Attendance Warnings

1. **Unexcused Absences:** If a student reaches five (5) or more unexcused absences, an attendance warning letter will be sent home and an administrator will invite a parent or guardian to a meeting to discuss possible positive interventions. Should the pattern continue, an administrator will determine if additional action is required.
2. **Tardies:** If a student is tardy to school for ten (10) or more unexcused times, a warning letter will be sent home. If the pattern continues, an administrator will invite a parent or guardian to a meeting to discuss possible positive interventions. For grades 6-8, please also see *Class Attendance and Preparation* (p. 11).
3. **Note to Parents:** If you are struggling with getting your child to school, we encourage you to contact the school nurse, guidance counselor or administrators for advice and assistance.

Absent without Permission

If a student is found to have skipped school, he/she may serve an in-school suspension.

Extended Family Vacations Discouraged

Families are discouraged from taking extended vacations during the school year. Meaningful and important learning happens every day in the classroom. When students miss school for an extended time, it is disruptive for both the students involved and the class as a whole. We understand the value of family time together and that learning and enrichment can come from travel. We also understand there are certainly exceptions (major life events or family emergencies). ***If a family is going to be away, they should inform the principal in writing.*** Make-up work will be provided when the student returns. Work will not be provided in advance. Classroom learning is made up of much more than paper and pencil tasks. Missed instruction provided by the teacher, class discussions, interactions with peers and hands-on activities cannot be made up.

III. HOME - SCHOOL COMMUNICATION

Open House: Open House provides an opportunity to meet your child's teacher and get an overview of the school year. There are three Open Houses scheduled (K-2, 3-5, 6-8). Check the PTO Calendar each year for dates.

Communication with Teachers

Teachers will inform you as to their preferred means of communication.

- **Phone Calls:** Teachers cannot accept phone calls while teaching. You may leave voice mail for teachers during the school day. Please note that teachers may not always check voice mail until the end of the day.
- **For time sensitive issues** (e.g. unexpected change of plans after school), it is best to speak with someone directly in the main office.
- **E-mail:** All staff can be contacted via e-mail: firstname_lastname@brookline.k12.ma.us. Email addresses are also listed on our school website at <http://lawrenceschoolbrookline.org/faculty-and-staff-directory/>. Please remember teachers are not always able to respond to email messages during the school day. E-mail is best used for short messages and to set up and confirm times for phone calls or meetings. We suggest avoiding e-mail as a tool to communicate sensitive matters.

Note to Parents on Cell Phones: If you need to contact your child during the school day, please call the main office (617) 879-4300, not your child's cell phone. The office will promptly relay the message to the student.

Parent Conferences & Report Cards

- **Grades K-5:** Parent conferences are held twice a year (November/December and April/May). Written Progress Reports are issued in the fall and at the end of the year..
- **Grades 6-8:** Report cards are issued four (4) times per year. Interim Progress Reports are also issued each term. Students receive a letter grade based on their performance in each subject area, as well as number grades for behavior and effort. Parent conferences in sixth grade are held in the fall with the homeroom teacher. Parents may request a conference with the entire team at other times through the homeroom teacher. In grades 7/8, parents may request a parent conference with the team through the Vice Principal.

IV. Parent Involvement

There are several ways to stay informed and be involved:

- **Check the School Website:** Be sure to check our school website regularly. Bookmark <http://lawrenceschoolbrookline.org/>. This site combines the former school and PTO websites and is the main source of school information.
- **Receive weekly email updates:** Weekly email updates will be sent out to all parents who subscribe. If you are new to the school or were not receiving weekly updates from the PTO last year, send an email to: lawrenceschoolpto@gmail.com to add your name to the list.
- **Attend PTO Meetings** held at least four times a year (some at 8:00 am and some at 7:00 pm) and focused on a topic of interest to parents.
- **Attend Principal's Forums** held six times during the year at 8:00 a.m. These usually begin with a focus topic, but always include time for informal Q&A.
- **Volunteer:** Refer to the *PTO Volunteer* section on the school website: <http://lawrenceschoolbrookline.org/pto/volunteer/>.
- **Support the PTO:** Parents enhance the school by providing resources, programs, and other opportunities for students, staff and parents that would not otherwise exist.
- **Serve on School Council:** The School Council is comprised of parents, teachers, a community representative, and the principal and meets monthly (generally a Tuesday at 8:00 am). The Council advises the principal and helps to develop the school improvement plan. Parent representatives are elected to two-year terms. Elections are held in May. School Council meetings are open to the public and any parent may attend.

PTO Family Events: Refer to the PTO Calendar on the school website for a complete listing of fun family events held throughout the year.

V. MISCELLANEOUS

Birthdays: Children frequently have in-school birthday celebrations. Please arrange any celebration with your child's teacher in advance. Food restrictions in your child's class due to allergies must be followed. Invitations to parties outside of school may NOT be distributed at school. Please be considerate of the feelings of classmates who are not invited.

Gifts to Teachers

Teachers and staff members may not accept personal gifts from students or parents. We understand that parents and children may want to show their appreciation. Alternatives to personal gifts include:

- Room parent-organized collection for a classroom gift.
- Contributions to the PTO, Library or Brookline Education Foundation in honor of the teacher or staff member.
- Cards made by students or letters written by parents.

VI. STUDENT BEHAVIOR GUIDELINES

School-wide Rules for a Safe, Just, and Caring Community of Learners

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

- Treat others with respect.
- Be safe (Keep hands, feet, and objects to yourself).
- Listen to and follow directions.
- Be involved in your learning and ask questions.
- Work hard and do your best.

In addition, our school adheres to the rules of the *Olweus Bullying Prevention Program*:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Hallways & Public Areas

- Walk, don't run.
- Use a quiet voice that won't disturb classes.
- Stay on the right-hand side, especially on the stairs.
- Hold and pass the door to those behind you.
- Personal items, such as balls, skateboards and (folded) scooters must be carried.
- Electronic items (such as cell phones, headphones, digital music players) must remain in lockers or backpacks.
- When traveling alone during the school day, go directly to and from your destination.
- Keep our school and playground clean. Put trash and recyclables in appropriate barrels.

Recess Rules

1. Stay in the right place.
 - a. You must be able to see an adult at all times.
 - b. You may not leave the playground without permission from an adult. Tell that adult when you come back.
2. Respect the rights of others.
 - a. Use a nice tone of voice.
 - b. Do not hurt other people (physically or feelings).
3. You can't say, "You can't play."
 - a. Do not exclude people from games.
 - b. Exceptions: Too many people are playing a game or the person who wants to join the game is not willing to play by the rules.
4. Be a good sport. Play by the rules.
 - a. Offer encouragement.
 - b. No put-downs.

Recess Consequences

1. You will receive a 5-10 minute time-out for:
 - Not following playground rules
 - Teasing or name calling
 - Cooling off as needed
2. You will lose the rest of recess and the next whole recess for:
 - Any action which hurts another student.
 - Inappropriate language
 - Talking back to the adults in charge
 - Repeated problems with number 1.
3. In addition to losing recess, you will be referred to the office and your parents will be contacted for:
 - Fighting
 - Harassing another student
 - Repeated problems with numbers 1 & 2

Lunch Rules

1. Sit at your table and stay in one seat during lunch.
2. Raise your hand to ask an adult for permission to leave your seat.
3. Use an indoor quiet voice. Stop talking when an adult gives the signal for quiet.
4. Clean up after yourself and help keep the whole cafeteria clean. Wipe your place clean. Put trash and recyclables in appropriate barrels.
5. Respect others. Use a nice tone of voice. No put-downs, name-calling, or teasing. Use appropriate manners. Say "Please" and "Thank you."
6. Lining Up (K-5): When your table is dismissed, walk and line up single file in the designated place until your teacher picks up your class.

Lunch Consequences

1. You will receive a verbal reminder for the first
 - Getting out of your seat without permission.
 - Making too much noise.
2. You will stay and help clean up for:
 - Throwing food.
 - Not cleaning up after yourself.
3. You have lunch in the office the next day for:
 - Talking back to adults in charge.
 - Using inappropriate language.
4. You will be immediately referred to the office and your parents will be contacted for:
 - Fighting
 - Repeated problems with #1-3.

Appearance/Dress Code

Our dress code is intended to help students maintain a consistent focus on learning.

Inappropriate clothing that distracts from or disrupts learning should not be worn, including:

- Clothing with obscene or inappropriate graphics or writing (i.e. violent, sexual or alcohol/drug-related).
- Clothing that reveals undergarments or does not appropriately conceal the body.

Please keep in mind that clothing that may be appropriate for camp or the beach can be a distraction in a school setting.

Hats, coats, hoods, and head coverings should not be worn in school, except those worn for medical reasons or religious observance. In the event that a student must be reminded repeatedly about removing hat or coat, the garment will be confiscated and returned at the end of the school day. Continued violations will require a parent or guardian to retrieve the property.

Footwear will be worn at all times. Bare feet and stocking feet are not permitted. **Sneakers** are required for all physical education classes.

Consequences for Dress Code Violations

A student may be asked to remove or cover-up clothing that is deemed inappropriate by the principal or designee. A student will be directed to turn clothing with inappropriate graphics or writing inside out.

- **First Offense:** Student will be spoken to and made aware of inappropriate clothing.
- **Second Offense:** Student will be given a Lawrence T-Shirt and/or shorts to wear for the remainder of the school day.
- **Third Offense:** Student will be asked to call a parent or guardian to bring in appropriate clothing to wear for the remainder of the school day. A parent and student conference with an administrator will be required.

Class Attendance & Preparation (Gr. 6-8)

Students are expected to arrive to class **on time** and have **all necessary materials** to be successful. These include: completed homework (printed ahead of time if necessary), writing utensils, textbooks, notebooks, and assignment notebooks. This is an important aspect of the student's academic, effort and behavior grades.

Consequences for Being Tardy to Class

1. The first two times a student is late to class, he/she will receive a teacher warning.
2. If a student is late to class a third time, parents will be notified by the teacher of the reoccurring problem.
3. The fourth offense will be referred to an administrator for consequences such as detention.

Consequence for Skipping Class

If a student skips a class, he/she will serve a detention equivalent to the missed time after school and a parent or guardian will be notified.

Academic Honesty

Students should uphold academic honesty and integrity when completing class work, homework assignments and tests/exams. Cheating means the giving or receiving of unauthorized aid on individual assignments, including classwork, homework, tests, quizzes and other written projects. Plagiarism means the copying of words, ideas and opinions of someone else without giving credit to that person in the form of footnotes or references.

Consequences for Cheating or Plagiarism

- **First Offense:** Student must redo the assignment. Teacher will notify a parent or guardian and an administrator.
- **Second and Subsequent Offenses:** Student must redo the assignment for a reduced grade. A conference must be held with the student, a parent or guardian and an administrator.

Academic Eligibility for Extracurricular Activities (Grades 6-8)

Students must maintain a C- or better academic grade, as well as a 1 or 2 in effort and behavior in **each class** on the most recent report card or Interim Progress Report in order to be eligible to participate in all extracurricular activities, such as extramural sports and drama.

Attendance Eligibility for Extracurricular Activities

Students must be in school for at least one-half the day in order to be eligible to participate in extracurricular activities that day.

Personal Electronics

The following items must be turned off during school hours (8:00-2:30) and will be confiscated if used:

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

Note on E-Book Readers: Classroom teachers will set their own rules for the use of electronic book readers in the classroom.

Consequences – Personal Electronics

1. **First Offense:** Item will be confiscated and returned at the end of the day.
2. **Second Offense:** Item will be confiscated and parent must come to school to retrieve the item.
3. **Third & Subsequent Offenses:** A parent or guardian and student will meet with an administrator.

Note to Parents on Cell Phones: If you need to contact your child during the school day, please call the main office (617) 879-4300, not your child's cell phone. The office will promptly relay the message to the student.

RESPECT FOR ALL

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

1. Disruption to Class

Every member of our community has the right to learn and grow in a safe, just and caring learning environment. Behavior that disrupts class interferes with the learning of all and is unacceptable. While classroom teachers develop rules and consequences in their own classroom, the response to disruptive behavior will gradually increase as follows:

- First Time: Verbal Reminder and Redirection by the teacher.
- Second Time: Teacher talks individually to student and student completes age-appropriate reflection sheet.
- Third Time: Loss of classroom privilege. Teacher contacts parent or guardian.
- Fourth Time: Behavior Form completed and student is referred to the office. Administrator will contact parent or guardian and determine additional consequences.

2. Swearing/Inappropriate Language

Swearing and other inappropriate language is not permitted in a respectful learning environment. Consequences:

- Behavior Form completed and student is referred to the office. Administrator will contact parent or guardian and determine additional consequences.

3. Fighting and/or Invasion of Personal Space

As part of a safe, just and caring community, all members need to respect the personal space of other members. Physical contact between two or more people that is unwarranted is not acceptable. Physical aggression and play physical aggression with one's body or other objects will not be tolerated.

Consequences for Fighting and/or Invasion of Personal Space

1. Parent or guardian will be notified.
2. Possible suspension from school with a reentry conference held with student, a parent or guardian, and an administrator.
3. If deemed necessary, a report may be filed with the Brookline Police Department. The Principal, in consultation with the Police Department, will determine whether to file charges.

4. Harassment

The Public Schools of Brookline does not tolerate the following behaviors.

- Threatening Comments or Gestures
- Verbal Abuse/Harassment which includes, but is not limited to: comments, attacks or gestures directed at one's race, color, religion, sex, natural origin, age, sexual orientation or disability
- Sexual Harassment/Stalking

Refer to "Additional Handbook Information" for *Statement for Non-Discrimination*.

Consequences For Harassment

1. Parent or guardian will be notified.
2. Possible suspension from school with a reentry conference held with student, a parent or guardian, and an administrator.
3. If deemed necessary, a report may be filed with the Brookline Police Department. The Principal, in consultation with the Police Department, will determine whether to file charges.

5. Bullying

Massachusetts [General Laws Chapter 71](#) (2010) defines bullying as: *"the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school."* The statute prohibits bullying on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school or through the use of technology or an electronic device owned, leased or used by a school district or school. In addition, it prohibits bullying at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. It also prohibits retaliation against those reporting or providing information about bullying incident."

Reporting Bullying or Retaliation

Reports of bullying or retaliation may be made by staff, students, parents/guardians, or others, and may be oral or written. A bullying report form can be found at:

<http://lawrenceschoolbrookline.org/student-life/safe-just-caring-community/>.

Responding to a Report of Bullying or Retaliation

1. Safety: The Principal or Vice Principal with the assistance of appropriate suggest staff will promptly take steps to assess the need to restore a sense of safety for the students involved and to protect these individuals from possible further bullying or retaliation.

2. Notification: The Principal or Vice Principal will promptly notify the parents/guardians of the alleged target(s) and aggressor(s) of the report.
3. Investigation: The Principal or Vice Principal will promptly investigate all reports of bullying or retaliation and will consider all available known information and the ages of the students involved. The investigation will be completed in a reasonable amount of time not to exceed 15 school days.
4. Determination(s): The Principal or Vice Principal will make a determination based upon all of the facts and circumstances. If, after an investigation, the Principal or Vice Principal determines that bullying or retaliation has occurred, the Principal or Vice Principal shall:
 - Determine what remedial action is required, if any;
 - Determine what responsive actions and/or disciplinary action is necessary;
 - Notify the parents/guardians of the target(s) and aggressor(s) of the determination;
 - Notify the parents/guardians of the target(s) of the actions taken to prevent future bullying or retaliation.

If, after an investigation, the Principal or Vice Principal determines that bullying or retaliation has not occurred, the Principal or Vice Principal shall notify the parents/guardians of the target(s) and aggressor(s) of the determination.

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

NOTE: For a more detailed explanation of the above, please refer to the Public Schools of Brookline's ***Bullying Prevention and Intervention Plan*** at:
http://www.brookline.k12.ma.us/index.php?option=com_content&view=article&id=403:public-schools-of-brookline-bullying-prevention-and-intervention-plan&catid=64:news&Itemid=181

Consequences For Bullying

1. Parent or guardian will be notified.
2. Possible suspension from school with a reentry conference held with student, a parent or guardian, and an administrator.
3. If deemed necessary, a report may be filed with the Brookline Police Department. The Principal, in consultation with the Police Department, will determine whether to file charges.

School Safety

Drugs, Weapons, and Assaulting School Staff at School is Prohibited: Refer to the Student Discipline section in the “Additional Handbook Information” for a description of M.G.L. Chapter 71, Section 37H.

Triggering Fire Alarms or Bomb Scares: Public safety is to be maintained and respected by all. Actions such as bomb scares or false fire alarms endanger everyone’s well-being.

Vandalism, Graffiti & Theft: Individual and school property is to be respected and maintained in the best condition. Graffiti, vandalism and theft are signs of disrespect towards the community and all individuals.

Smoking at School is Prohibited Refer to the Student Discipline section in the “Additional Handbook Information” for more information.

Consequences for School Safety Violations

1. Parent or guardian will be notified.
2. Possible suspension from school, with a reentry conference held with student, a parent or guardian, and an administrator.
3. If deemed necessary, a report may be filed with the Brookline Police Department. The Principal, in consultation with the Police Department, will determine whether to file charges.

VII. Classrooms, Curriculum & Continuous Improvement

Classroom Organization

K-5: Classes are self-contained with one classroom teacher. Students have specialist teachers in Art, Library, Music, Physical Education and Spanish.

Grade 6: Students are assigned to a homeroom and travel with this group to all classes. Advisory meets three days a week for thirty minutes with the homeroom teacher. Students in sixth grade also have some additional periods each week with their homeroom teacher. This time is used to offer extended time in English and Mathematics and to provide support services.

Grades 7/8: Students are divided into two sections to allow students to work with different peers. One grouping (designated 7-1, 7-2, etc.) is for English, social studies and world language. The other group (designated 7A, 7B, etc.) is for mathematics, science, health, physical education and art. Advisory also meets three times a week.

Class Placement

Classroom placement takes place in May and June in a series of meetings held with classroom teachers, the guidance counselor, student services staff, the vice principal and the principal. The goal of this process is to create balanced and equitable classes that provide the optimal learning environment for both the individual child and the group of children as a whole. We strive to create groupings that are workable for classroom teachers and that make it possible to provide the most effective student services.

Our placement process includes an opportunity for parents to provide information or share unusual circumstances that they feel are important or which they believe we may not know. All information must be submitted in writing to the principal by mid-April to be considered as part of the process. Submitting information is completely optional. The same consideration and care will be given to every child during the placement process, whether or not the placement form is used. Requests for specific teachers either in conversation or in writing will not be considered as part of this process.

Curriculum

Teachers will provide an overview of the curriculum at the fall Open House. Grade level curriculum overviews and more detailed Learning Expectations are available on the Public Schools of Brookline's website at:

http://www.brookline.k12.ma.us/index.php?option=com_content&view=article&id=56&Itemid=71

School Improvement Plan: A culture of continuous improvement is one hallmark of a good school. The Lawrence School Council, comprised of parents, teachers, a community representative and the principal develop a school improvement plan annually. The plan identifies specific goals intended to enhance or improve teaching, learning and school climate. The School Improvement Plan is posted on our website.

VIII. Student Support Services

Guidance Counselors

Three guidance counselors (2.0 FTE) are available to assist and support children with in their social, emotional and behavioral development. Parents should contact the guidance counselor if they have concerns about their child’s adjustment to school, social-emotional functioning, behavior, or suspected learning needs. The guidance counselors interview incoming new families and help with key transition points from Kindergarten screening to assisting eighth graders with course selection and scheduling at the high school.

School Nurse

The school nurse works to promote health and wellness in the school community. The nurse monitors health status and identifies and addresses the unmet needs of students and families. Please refer to the “Health Services” section of “Additional Handbook Information” for more information Health Services.

English Language Learners

Lawrence School has three full-time English Language Learner (ELL) teachers who work with our many English Language Learners, representing many different language groups. Lawrence is also home to the Japanese ELL program. One of the ELL teachers speaks Japanese. Two aides who speak Japanese work in classrooms to provide native language clarification, while also supporting students to learn English.

Enrichment, Challenge, and Support

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. 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. Our ECS Specialist is .6 FTE.

Literacy & Mathematics Specialists

These specialists work with grades K-5, serving as a key curriculum resource for teachers, offering coaching and co-teaching in the classrooms, and providing small group support to students who need extra help. Lawrence has 4 Literacy Specialists (3.6 FTE) and 2 Mathematics Specialists (1.9 FTE).

METCO

The Public Schools of Brookline is a charter member of the Metropolitan Council for Educational Opportunity (METCO), a voluntary school integration program. Founded in 1966, the Brookline METCO Program provides K-12 education for over 300 students from Boston. The METCO Program is part of the fabric that makes Brookline an excellent, high-achieving, and diverse school system.

Special Education

Students who are not making effective progress after receiving support from the classroom teacher and other regular education specialists may be recommended for a special education evaluation if a disability is suspected. Parents' consent is required for any special education testing. Once testing is completed, a TEAM meeting is held that includes the parents, the teacher and any specialists who did testing. If a student is found eligible for special education, an Individualized Education Plan (IEP) is written that includes goals and objectives, classroom and testing accommodations, and support services. Special Education staff include:

- The Special Education Team Facilitator (1.0 FTE) coordinates the evaluation process, facilitates TEAM meetings, consults with staff, and assists the principal with ensuring special education services are implemented. Parents should contact the Team Facilitator if they have questions about the special education process.
- Special Education Teachers (3.0 FTE) provide specialized instruction to students in the classroom and in the Learning Center. They work with teachers and aides to provide students appropriate curriculum accommodations and modifications. They conduct the educational testing that is part of the TEAM evaluation process.
- The Psychologist (1.0 FTE) provides psychological assessments as part of the TEAM evaluation process, observes and works with students, and consults with staff.
- The Speech and Language Pathologists (1.7 FTE) provide intervention services for students who have specific speech and language needs, such as social pragmatics, language processing, writing and organization, oral communication, and articulation. Services are provided in small groups in the classroom or the specialist's office. They also consult regularly with classroom teachers around students' needs. They conduct speech and language testing if it is needed as part of a special education evaluation.
- The Occupational Therapists (.8 FTE) provide support to students whose functional school-based abilities are affected by identified sensory and/or motor needs. Services may be provided in the classroom or in the OT office. They also consult regularly with classroom teachers around students' needs. They conduct testing if it is needed as part of the special education evaluation.
- A district Behavior Specialist consults with teachers and special education staff around student behavior. When needed, she will conduct a functional behavior assessment, develop student behavior plans, and support the staff with implementation of the plan.
- Adaptive Physical Education, Vision & Hearing Specialists, and Physical Therapy are also available as needed.

Comprehensive Learning Center: Lawrence is home to a special education program serving students whose special needs require more specialized programming. We have three classes (K-3, 4-5, and 6-8). Students are assigned to general education homerooms and are included in the general education setting for much of the school day. The program also provides a small group setting in a separate classroom as needed. Each class is taught by a special education teacher and is supported with a team of aides. Lawrence is proud of its commitment to providing an inclusive environment that helps all students be successful with appropriate support.

IX. Specialists

Library

Lawrence is blessed with a beautifully renovated library stocked with a rich collection, staffed by a full-time librarian. The library procures and processes print and non-print materials, maintains audio-visual equipment, subscribes to on-line databases, and functions as the school based information center. Library collections and instruction are integrated into the curriculum and teaches students strategies to access and evaluate information sources and technologies. Librarians organize school-based reading events, author visits, public library orientation, student and parent book groups and media literacy classes. Librarians and instructional staff collaborate on collection development that supports the curriculum, enriches instruction for all learners, and develops an appreciation for life-long learning.

Children in grade K-6 make regular visits to the library to hear book talks and read alouds, learn library and information technology research skills and select books for pleasure reading. Children are responsible for books they borrow and families are asked to pay for replacements if materials are lost.

The Library is open as follows:

Monday and Tuesday:	7:45 am-2:45 pm
Wednesday and Thursday:	7:45 am-3:10 pm
Friday:	7:45 am-1:40 pm

Both parents and children are welcome to use the facilities to check out materials. Parent volunteers play an important role in supporting the library program.

Performing Arts

Students in grades K-5 participate in two music classes a week. In grades 4 & 5, one of those classes (conservatory) focuses on instrumental music. Students in Grades 6-8 participate in two conservatory classes a week, choosing among Chorus, Band, Orchestra, Guitar and Music Production. In music, students learn to sing, play instruments, listen to and describe music, compose music, and critically think about their work and the music of others. Elective band, orchestra and choral ensembles begin in grade 5. Town-wide ensembles begin in grades 7/8 and meet after school.

Physical Education

All students in grades K-8 participate in two physical education classes per week. Students must wear sneakers on these days. Physical Education is a part of the total education program that contributes, primarily through movement experiences, to the total growth and development of all children. Students are presented with activities that are appropriate for their level of maturity and development. They follow the developmental sequence from body management competence to fundamental skills to specialized skills, while simultaneously addressing physical fitness and social skills.

Technology

Lawrence has a full-time Educational Technology Specialist who supports and advises classroom teachers and students on using technology and on-line information resources to enhance their teaching and learning in ways that are integrated into academic subject areas. The school is fully wired and has a wireless network. We no longer have a full computer lab, but rely primarily on mobile labs of laptops, supplemented by a small computer resource room and a few classroom-based computers.

Visual Arts

All students attend an art class one period per week. The Visual Arts curriculum provides experiences in the art studios that are an essential element in the education of every student. The visual arts classes are charged with thoughtfulness, genuine understanding, and reflection as students awaken to the meaning of their world and the power they possess to express themselves through art. In the elementary art classes the emphasis is on making images that portray personal experiences, ideas, and feelings as students develop and extend their capacity to create and respond to visual images.

World Languages

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

Grades K-2:	3 sessions x 20 minutes = 60 minutes/week
Grades 3-5:	3 sessions x 30 minutes = 90 minutes/week
Grade 6:	3 sessions x 45 minutes = 135 minutes/week

Spanish is the language offered at Lawrence in grades K-6. Beginning in grades 7-8, students may opt to study French or continue with Spanish.

X. Special Programs

Lawrence Community Meeting is a gathering of the school community. K-5 meets biweekly, A few times year, we hold a K-8 community meeting (outdoors). The purpose is to maintain a sense of community and help students and staff to develop a feeling of connectedness to the rest of the school and to provide a forum for celebrating learning as students or classes share their work.

Advisory Program: Students in grades 6-8 participate in an advisory period three times a week in which students meet with a member of the staff. The purpose of this program is to reflect on experiences during the week and to develop positive relationships among students and between students and an adult.

XII. AFTER SCHOOL PROGRAMS

Lawrence Extended Day Program (LEDP) is a private, non-profit parent-run program located in Lawrence School. For questions regarding enrollment and wait lists, contact Mary Gardiner (617-879-4379 or elawrence@brookline.k12.ma.us).

Lawrence Special Activities (LSA) is a self-supporting, parent-run program that offers an ever-changing menu of after school classes and activities (usually one hour in length). Registration occurs three times a year. For information, go to: <http://lawrenceschoolbrookline.org/pto/lsa/>.

After Hours University is an academic enrichment after school program for students in grades 4-6. AHU meets three days a week immediately following Homework Center until 5:00 pm. Students work on their homework, take a recess time, and then engage in activities developed around a theme. For information, go to <http://www.stepstosuccessbrookline.org/>.

Homework Center (Gr. 4-8): Homework Center is available free of charge on a drop-in basis on Mondays, Wednesday and Thursdays from 2:30-3:30 pm.

Intramural Sports are provided before or after school on a seasonal basis. Contact Physical Education teachers for more information.

Extramural Sports are offered for students in grades 7/8. Teams practice after school and compete in one game a week against other schools in Brookline.

Math League is an after school activity for students in grades 5 and 6 who like to have fun with math. There is weekly practice and regular meets with teams from other Brookline schools. Information about Math League is sent home with all 5th and 6th graders at the beginning of the school year.

Public Schools of Brookline

REQUIRED STUDENT HANDBOOK INFORMATION

Parent and Volunteer Mandatory Criminal Record Checks

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

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

Statement of Non-Discrimination **Individual Procedure for Filing**

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

We are also committed to maintaining a work and educational environment free from all forms of discrimination and harassing conduct. We expect all employees, students, and other members of the school community to conduct themselves in an appropriate manner with concern and respect for all members of the school community.

Harassment on the basis of race, color, national origin, religion, age, sex, sexual orientation and disability in any form will not be tolerated. Such harassment includes, but is not limited to, unsolicited remarks, gestures, or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or disability.

Sexual harassment is unwanted sexual attention from peers, subordinates, supervisors, clients or anyone the person may interact with in order to fulfill school or job duties, where the individual's responses may be restrained by fear of reprisals. The range of behaviors include: verbal comments, subtle pressure for sexual activity, leering, pinching, patting and other forms of unwanted touching, as well as rape and attempted rape.

Individuals who believe they are the subject of sexual or other kinds of harassment should report the conduct to appropriate staff and/or supervisors and procedures to resolve the problem should begin as soon as possible. No individual will be subject to any form of coercion, intimidation, retaliation, interference, or discrimination for filing a sexual harassment report.

All reports of harassment will be investigated promptly and in an impartial and as confidential a manner as possible, to ensure prompt and appropriate action. At each school, there is an individual complaint manager serving at the request of the Principal. Any individual who is found, after appropriate investigation, to have engaged in sexual or other forms of harassment of a member of the school community, will be subject to disciplinary action up to and including termination of employment or for students, suspension or expulsion

Sexual harassment may constitute child abuse under Massachusetts law, G.L. c. 119, Sect. 51A. Brookline Public Schools will comply with Massachusetts law in reporting suspected cases of child abuse.

However, if a satisfactory resolution cannot be achieved informally, an employee or student may file a written complaint with the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall respond in writing within 30 days. If the individual is not satisfied with the response, he/she may take the complaint to Massachusetts Department of Education, Program Quality Assurance, 75 Pleasant Street, Malden, MA 02148-5023 or other appropriate Federal or State agencies. The Section 504 and Title IX Coordinator for the Brookline Public Schools is the Assistant Superintendent for Student Services, 333 Washington Street, Brookline, MA 02445 Tel: (617) 730-2444. [See: Section 504 of the Rehabilitation Act of 1973; 20 USC s. 1681 et seq.; M.G.L. c. 151C]

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 Rules of Conduct found in this Handbook, by the policies of the Public Schools of Brookline, and by certain Massachusetts General Laws. The Policy Manual of the Public Schools of Brookline is available in the Principal or Headmaster's office and online at www.brookline.k12.ma.us.

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

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

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

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

Drugs, Weapons, and Assaulting School Staff at School is Prohibited

M.G.L. Chapter 71, Section 37H provides the following:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to suspension or expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

Smoking at School is Prohibited

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

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

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

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

Chapter 71: Section 37H½ provides the following:

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

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

a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

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

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

Lockers

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

Access of Non-Custodial Parents to Student Records

Access to student records by a non-custodial parent is governed by the provisions of M.G.L. c. 71, s. 34H and 603 C.M.R. 23.00. Ordinarily, non-custodial parents are entitled to receive copies of their child's student records, unless one or more of the limitations set forth in M.G.L. c. 71, s. 34H applies. In order to gain access to his or her child's records, a non-custodial parent must first make a written request to the principal of his or her child's school. Once this request has been made, the principal or his/her designee must notify the student's custodial parent of the request, who then has 21 days to respond. If the custodial parent's response does not include certain records that are identified in the law and which limit or restrict the non-custodial parent's access to the records, the non-custodial parent will be given access to his or her child's student record in accordance with the law. See: M.G.L. c. 71, s. 34H; 603 CMR 23.00; Policy Manual of the Public Schools of Brookline, Section J(4)(d).

Health Services

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

Mandates

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

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

Scoliosis- 5,6,7,8,9

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

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

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

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

Pediculosis (Lice) Management Guidelines

The school nurse is available to educate parents, teachers and children regarding the detection and treatment of head lice. The nurse will notify families when a case of head lice has occurred in their child's class. No individual child will be identified. The nurse will monitor the treatment of an affected child to insure that appropriate and timely treatment has occurred.

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

Guidelines for the Administration of Medications in School

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

- Epinephrine will be administered, according to standing emergency medication orders, to individuals having severe, life threatening allergic reactions.
- You may elect, by signing permission on the *Health and Emergency Information Card*, for the nurse to administer the following medications:
 - a. Tylenol/acetaminophen for fever or discomfort (for grades pre-kindergarten through 8)
 - b. Benadryl/diphenhydramine for treatment of an allergic reaction
 - c. Hydrocortisone ointment to the skin for itching
 - d. Bacitracin ointment to the skin for scrapes or cuts
 - e. Cough Drops for minor cough or throat irritation
 - f. Silver Sulfadiazine cream 1% to skins for burns
- On field trips where a nurse is not available students in some situations may self administer medications. See the section pertaining to field trips below.

Non-prescription Medications

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

Prescription Medications

A. Daily Medications: Short Term

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

B. Daily Medications: Long Term

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

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

C. Students Carrying Their Own Medications

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

D. Aspirin and Ibuprofen

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

Field Trips

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

- A staff member, delegated by the school nurse, will administer medication if permitted by MDPH regulation. Exemptions include non-emergency medications for which an assessment is needed. ie, neither Tylenol nor Benedryl can be delegated to unlicensed staff.
- OR
- A student may take the medication from envelopes which the parent/guardian has prepared. Each envelope will contain individual doses of medication. The staff member will hold the medication for safe keeping.
 - Students may carry and self administer their own medications such as inhalers for asthma and in some cases EpiPens, when appropriate to do so.
 - Please be sure to discuss the specific medication practices for the field trip with the school nurse 48 hours before a day trip and two weeks before an overnight trip.
 - Please contact the school nurse if you have any questions about the medication administration practices.

Driving Restrictions for Staff Transporting Students

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

McKinney-Vento Homeless Assistance Act

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

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

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

Student Attendance

Regular and punctual school attendance is essential for success in school. The Public Schools of Brookline recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law. A student’s understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his or her character. Parents can help their children by not allowing them to miss school needlessly. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician’s statement certifying such absences to be justified.

Student Absence Notification Program

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