

## First Days of School

Please arrive at 7:55a.m. – Classes begin at 8:00 am.

- **FIRST DAY of school for GRADES K-8 is Thursday, September 1 , 2016**
- **KINDERGARTEN CHILDREN will have shortened days on September 1st and 2nd; 12:30pm dismissal**

## Mandatory Forms

Several forms are required to be turned into the office during the first week of school. They will be sent home in your child's folders :

- Health & Emergency Information Card
- Internet Use Policy
- Student's Contract of Responsibility
- CORI form for any parent volunteer

## Communication

<b>MAIN OFFICE</b>	<b>617-879-4570</b>
Dr. AC Sevelius, Principal	
Michael Smith, Vice Principal	
Jaliz Millet, Secretary	
School FAX	617-739-7570
Nurse's Office, Gail Corcoran	617-879-4544
Guidance Office, David Chaet	617-879-4547
Library, Colleen Carney	617-879-4546
Extended Day, Noelle Ahearn	617-879-4565

**STAFF CONTACTS:** Staff can be reached by leaving a telephone message through the main

office. Most staff prefer email and can be reached by this email protocol:  
[firstname\\_lastname@psbma.org](mailto:firstname_lastname@psbma.org)  
(e.g. [annie\\_sevelius@psbma.org](mailto:annie_sevelius@psbma.org))

**SCHOOL DIRECTORY:** A online directory of students, parents and staff is requires families to opt-in and update information.

### PARENT NOTICES

**Check your child's take-home folder each day for notices.** School communication is through parent notices sent home via backpack, via the website, and via email. At times a notice may be sent via U.S. Mail. Notices come from a variety of sources: your teacher, the principal, school staff, class parents, the school department, the PTO, Afterschool programs, and the Brookline Recreation Department.

**HEATH SCHOOL WEBSITE:** Please refer often to [www.heathschool.org](http://www.heathschool.org) for official school business, a principal blog, teacher websites, and important school documents.

**HEATH PTO WEBSITE:** Your source for weekly happening at Heath, as well as a downloadable calendar. Subscribe at [www.heathpto.org](http://www.heathpto.org)

### SCHOOL DAY HOURS

Our school day runs from 8:00am through 2:30pm except for Fridays when students are dismissed at 1:40pm for teacher collaborative time. Students are expected to be in their classrooms at 7:55am and to begin instruction at 8:00am.

### SCHOOL YEAR

The school calendar is available at [www.brookline.k12.ma.us](http://www.brookline.k12.ma.us) and on our school website. Please note early dismissal for conference days is 12:40pm.

### ARRIVALS & DISMISSALS

- Children may arrive at school no earlier than 7:30am when the cafeteria/gym opens and is supervised
- Children who enter the building before 7:55am must wait in the cafeteria until they are dismissed to go to class
- Until Grade 3, children must be dismissed to a pre-approved adult
- Children must leave the building upon dismissal unless they are part of a supervised program i.e. Extended Day
- Parents are responsible for the safety of their children after 2:30pm Mon-Th/1:40pm Fri unless they are part of a supervised program
- If you become separated from your child, the public address system in the main office can be used to page your child to return to the office

### TARDINESS/ABSENCE

Please call the main office before 8am if your child is going to be late or absent. Students who arrive after 8am must sign into the main office and will be marked tardy.

## General Operations

### ENTERING THE SCHOOL BUILDING

The main school entrance, front left side entrance, and cafeteria patio door will be open during school arrival and dismissal times. Between 8:10-2:20 all school doors are locked, and visitors may enter through the front doors only. Visitors must use the doorbell to gain access to the front lobby and then sign the visitor book in the office.

### CROSSING GUARD

Crossing guards are on duty on Eliot Street, and on Rt.9/Reservoir Rd before and after

school each day. Please remind children to cross at the lights where the crossing guards are posted. There is no crossing guard on Reservoir Rd and Fairway Rd.

### DROP-OFF & PICK UP BY VEHICLE

PLEASE DRIVE SLOWLY AND WITH CAUTION AT ALL TIMES. **There is no parking, stopping, discharging of passengers, or turning around in the front bus lane or in the back parking lot. Live drop-off/pickup is permitted in the free lane of the front parking lot but adults must remain in vehicles at all times and avoid idling.** If you want to take your child into school, you will need to park on the street and abide by the town's parking regulations. Eliot Street (front entrance) and Reservoir Road (back entrance) have on-street parking available.

### TRANSPORTATION BY BUS

District, South Brookline, Metco and late Metco buses are available. Friends/guests are NOT permitted on buses. *Questions?* Contact Mary Murphy at 617-730-2452.

## Breakfast & Lunch

Heath students may purchase breakfast at school. For lunch, children may bring a lunch from home or purchase a lunch. Children often have in-class snacks from home and most classrooms are nut-free. There is a designated nut-free area in the cafeteria. Please encourage your children to use the recycling and composting bins when disposing of their meals.

*Brookline Public Schools Food Services* (see [www.brookline.k12.ma.us](http://www.brookline.k12.ma.us)) runs Heath's meal program and uses a prepay system

that tracks deposits and purchases by student. You may add funds to your child's account at [www.myschoolbucks.com](http://www.myschoolbucks.com) or by bringing cash or a check to the cafeteria. Every child is automatically given an account and will never be denied a meal for lack of funds. A free and reduced price meal program is available.

## Medications

Parent/guardian and physician consent are required for the administration of all medications, both prescription and non-prescription to your child. Please contact the school nurse and/or refer to the School Handbook for specific instructions on administering medications for your child.

## The Heath PTO & Parent Involvement

Co-President, Eileen O'Grady  
Co-President, Rina Kaul  
Vice President, Gaelle From  
Co-Treasurer, Rachel Wexler  
Co-Treasurer, John Freese

Please see [www.heathpto.org](http://www.heathpto.org) to receive weekly news on happenings at Heath, to learn about the many investments the PTO makes in Heath's learning community, to sign up for volunteer opportunities, and to support the PTO by making a donation.

All parents and teachers of Heath students are members of the Heath School PTO, a nonprofit organization dedicated to promoting the best possible education and educational environment at the school. Your involvement is critical to our learning community.

## First Friday Principal Coffees

The PTO sponsors monthly hour-long coffees with the principal on the first Friday of every month immediately following drop-off in the cafeteria. These meetings are open to all, and provide an excellent opportunity to communicate with Principal Sevelius and the PTO leadership on a range of topics affecting our community.

## Heath School Handbook & Core Values

Families are responsible for reading and adhering to policies outlined in the **School Handbook** accessible online at: [www.heathschool.org](http://www.heathschool.org).

The Heath school has four core values, purposely chosen as action statements as they represent the ongoing work of the entire Heath Community – children, faculty, staff and parents – and inform our decisions:

1. **Build Community**
2. **Communicate Respect**
3. **Work Hard**
4. **Strive for Excellence**

## Extended Day & After School Opportunities

**The Heath Extended Day Program** at [www.heathextendedday.org](http://www.heathextendedday.org) is committed to providing quality childcare and enrichment for the Heath community to students in Pre-K - Grade 7.

**The After School Activities Program** at [www.heathafterschoolactivities.weebly.com](http://www.heathafterschoolactivities.weebly.com) offers numerous courses for all ages in the school building through a non-profit tuition program run by parent volunteers.

**The Brookline Recreation Department** offers many enriching after-school and weekend activities for youth. For more information, please refer to the recreation department website at [www.brookline.ma.gov](http://www.brookline.ma.gov)



*presents*

**A handy reference for  
the entire year**

**School Year  
2016-2017**

100 Eliot Street  
Chestnut Hill, MA 02467