

# Heath School Handbook 2016-2017



## SOAR HIGH!!!

### Engage

- Be confident
- Find joy
- Keep trying

### Grow

- Take charge of your learning
- Ask questions
- Challenge yourself

### Respect

- Take care of yourself and others
- Participate positively

# HEATH SCHOOL HANDBOOK

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## How to contact us at Heath:

To contact the Heath Office

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FAX: 617-739-7570

E-mail: first\_name\_last\_name@psbma.org  
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Heath Web Page: [www.brookline.k12.ma.us/heath](http://www.brookline.k12.ma.us/heath)

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**THE PUBLIC SCHOOLS OF BROOKLINE**

**THE HEATH SCHOOL**

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Dr. AC Sevelius  
Principal, Interim

Michael Smith  
Vice Principal

Dear Heath Families,

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

We hope that you will use this handbook as a resource for several years and will keep it as a handy reference. The handbook is published every three to five years and is located on the Heath website at [www.brookline.k12.ma.us/heath](http://www.brookline.k12.ma.us/heath). In years that we do not publish a new handbook, we will send home any addendum items or changes, updates or student contract(s). Please read this handbook with your child(ren).

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

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

Sincerely,

Dr. AC Sevelius  
Principal, *Interim*

## **Core Values of Brookline Public Schools & Heath School**

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

### ***High Achievement for All***

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

### ***Excellence in Teaching***

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

### ***Collaboration***

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

### ***Respect for Human Difference***

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

### ***Educational Equity***

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

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

### **SOAR HIGH!**

*Engage: Be confident, Find joy; Keep trying*

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

*Respect: Take care of yourself and others; Participate positively*

We purposely chose to make our core values action statements because we believe that they represent the ongoing work of the entire Heath community of children, faculty, staff and parents. We rely on our core values to inform our decision-making.

## Classroom Organization and Curriculum

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

### **Classroom Organization**

Classrooms in Kindergarten through grade 5 are self-contained with one teacher responsible for the overall academic program. A class may sometimes move together (loop). For example, a first grade may loop with the same teacher(s) to grade 5. Sixth grade is a combination of self-contained and some switching of classes particularly in world language and music. Seventh and eighth grade are organized departmentally. Academic subjects are taught by academic specialists in each curriculum area – math, science, social studies, English, and French or Spanish. All students have art, music, and physical education weekly.

### **Curriculum**

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

### **Open Houses**

In the early fall, Open Houses are scheduled for Kindergarten, grades 1-5 and grades 6-8. Teachers provide parents with an overview of the curriculum, expectations and classroom routines. The dates of the Open Houses are sent home with the class letters in fall. **It is an expectation that a parent/guardian attend the Open House for each child.** Individual teachers will provide additional information for specific items covered in their classrooms during the year through newsletters or websites, classroom presentations and conferences.

### **Pre-K**

The Heath School is home to two preschool programs that are part of the Public Schools of Brookline. The Pre-K is a tuition-based program with scholarships available. Pre-K is a program for children ages four and five. The program offers a developmentally based educational experience that nurtures each child's individual needs for growth. For more information regarding this and other programs for young children in Brookline, contact the Early Childhood Principal at 617-713-5471 or their website at [www.beepto.org](http://www.beepto.org).

## Pupil Support Services

### **Guidance Counselor**

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

The guidance counselor interviews incoming new families and students, plays a major role in kindergarten screening, and helps 8th graders select courses and schedules for the high school.

### **Special Education Services**

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

Special education teachers provide services in the classrooms and in the Learning Centers. The special education teachers are often assisted by instructional aides. In shared teaching classes, the special education teacher shares the teaching with the grade level teacher, and children with special needs receive most services in the classroom.

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

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

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

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

## **Specialists**

### **Computers**

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

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

In the upper grades, students have more formalized computer instruction, taught by the computer specialist. Whenever possible, computer applications and research tools are taught within a framework that is integrated into their academic subject areas. For the Internet Use Policy for the Public Schools of Brookline, see Appendix.

### **Elementary World Language Program**

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

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

### **Enrichment, Challenge and Support Program**

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

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

### **Library**

Heath School has an excellent library, staffed by a full-time librarian. The library contains a large collection of print resources, videos, reference works, on-line search services and connections to the internet. The collection is designed to provide students with opportunities to read and appreciate literature and become skilled and efficient users of information. Children in grades K-6 make regular visits to the library to hear book talks and readings, learn library and information technology research skills and select books for pleasure reading.

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

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

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



### **Performing Arts**

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

### **Physical Education**

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

### **Visual Art**

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

### **Conferences and Report Cards**

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

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

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

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

### **Early Release Days**

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

### **Requests for Private School Transcripts and Letters of Recommendation**

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

### **Class Placement**

Classroom placements are decided upon in May and June at meetings among the principal, guidance counselor, teachers and support staff at each grade level. The goal is to create balanced, compatible classes of similar sizes. We balance classes with respect to gender, social maturity, special learning considerations and achievement levels. We also try to ensure that each child has a friend in the new class; good in-school friends are children who work well together and support one another in the school setting.

### **Honor Roll**

In grades 6, 7, and 8, students can achieve High Honors or Honors on each of the report cards. For High Honors, a student must earn all A's (A-, A, A+) and 1's in effort and behavior; for Honor Roll, all A's and B's with 1's and 2's in effort and behavior. We acknowledge that all of our upper grade students are high achievers and we are proud of their academic success, therefore, we do not post Honor Roll names or reports for others to see.

### **Special Programs**

#### **Service Learning**

There are opportunities throughout the year for the students to participate in community service activities. Some of the activities are school-wide while others are run by individual teachers. Each year, we have a Holiday Toy Drive and a food drive for the Brookline Food Pantry. These are organized by the Student Council. As a school, we support class

participation in community service related to environmental awareness. In the spring, Heath is involved in a school wide service-learning day of service.

### **AWARE**

All 6th grade students participate in AWARE, a program of substance abuse awareness and prevention, offered in conjunction with the Brookline Police Department and the Brookline Public Schools.

### **Field Trips**

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

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

### **METCO**

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

### **Student Council**

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

### **Understanding Our Differences**

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

## **After School Programs**

### **Heath After School Enrichment Program**

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

### **Heath Extended Day Program**

The Heath Extended Day Program is committed to providing quality childcare for the Heath community ages 4-13 years. The objective of the program is to contribute to the social, emotional and cognitive growth of children in an environment that is safe and nurturing. The curriculum is developed by the program's professional teaching team and seeks to incorporate the children's interests as well as foster the growth of each individual child. Through activities that are enjoyable and enriching, the program seeks opportunities for exploring individual interests, educational enhancement, developing independence and self-confidence, and enjoying and forming friendships. Experiences that take advantage of the program's resources, including the expertise of teachers, parents and children, are encouraged. Heath Extended Day supports the participation of each child so all children may benefit from the program. **Please call the Heath Extended Day Program directly at 617-879-4565 for information about the program.**

### **Homework Centers**

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

Parents must enroll students during the two registration periods throughout the year. Enrollment forms may be picked up in the office and are available on the Heath website.

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

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

### **7/8 Math Team**

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

### **5/6 Math League**

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

## Middle School Activities

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

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

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

## Daily Life At Heath

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

### **Entering and Leaving the Building**

In the morning students, parents and visitors will enter the building through the front door or the south end Pre-K door, or the door nearest the cafeteria link, only. Doors will open at 7:30 for students who are participating in Morning Movement, the Cafeteria, the Library, the Computer Lab (*if staffed*), classes in the multipurpose room, or walking to Kindergarten. No students or parents will be allowed upstairs unless they can produce a pass from a teacher. Staff will be available in the hallways for directions should you need them. *The back Reservoir door is not available for entry into the building; all students and families must walk down the beautiful pathway to reach and enter the front door each morning.*

Students may leave the building through any door, however we ask that all parents in grades 2 through 8 meet your child in the front lobby and not travel to the classroom to pick up.

### **Attendance, Absences and Tardies**

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

The cafeteria is supervised in the morning starting at 7:30 a.m. Breakfast may be purchased each day. Children who enter the building before 7:55 a.m. must remain in the

cafeteria or one of the designated morning activities until they are dismissed to go to class. Children who are accompanied by parents may wait in the cafeteria link. Only kindergarten children accompanied by parents may wait outside the kindergarten classrooms. **Kindergarten Families:** Please be sure not to block hallways in the morning while waiting for classrooms to open.

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

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

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

#### **Crossing Guard and Parking**

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

The streets adjacent to the school are always heavily trafficked. PLEASE DRIVE SLOWLY AND WITH CAUTION AT ALL TIMES. The parking lots are for staff only. For drop off or pick up, if you enter the lot on Eliot Street, drive through to the end to drop off or pick up children so you do not block cars from entering the lot. **Do not block the handicapped parking at any time; additionally, unless you have proper permits, DO NOT PARK IN SPOTS RESERVED TO PROVIDE OUR COMMUNITY MEMBERS WITH DISABILITIES FULL AND COMPLETE ACCESS TO OUR SCHOOL. THERE IS NO PARKING AT ANY TIME IN THE FIRE LANE IN FRONT OF THE ELIOT STREET PLAYGROUND OR IN THE BUS LOOP AT THE FRONT OF THE SCHOOL.** If you want to take your child into the building, you will need to park on the street. Children should always exit cars on the sidewalk side for safety purposes. Children should cross the street at the crosswalks only. There is no crossing guard on Reservoir Road. There is NO turning around in the parking lot entrances and exits, including the entrance on Reservoir Road. Please be sure not to block any of the neighborhood driveways when parking. Note that Ackers Ave. is a one-way street and that there is parking on the left side only.

#### **Dismissal**

At the end of the school day, children must leave the building unless they are with a teacher, in the library, or participating in an after school supervised program. We cannot be responsible for the safety of unsupervised children who remain in the building or on

school grounds. Parents are responsible for the safety of children after 2:30 p.m. if they are not in a supervised program.

### **Adult Visitors/Access to School Building During the Day**

We make every effort to be conscious about security precautions. All visitors must sign in at the main office and wear a visitor's badge while in the building. Before leaving, visitors must sign out. **Between 8:10 a.m. and 2:20 p.m. all side and back doors are locked and visitors may enter through the front doors only.** Please use the doorbell to gain access to the front entry and then **sign the visitor book** in the office. Please do not prop doors open at any time. **Pre K parents who are picking up children at mid-day will now be asked to sign in at the greeters table in the front lobby each day.**

### **Telephone Calls**

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

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

### **Cell phone and media use by students**

It is imperative that we maintain an academic setting where students concentrate on learning. To maintain this setting, we require that cell phones, iPads, computers etc. be turned off at all times during school hours or used only at the discretion of the teacher during a supervised school activity. Sixth, seventh and eighth graders must keep phones in their lockers while they are in the building. Younger students must keep such phones in a backpack. No student may access the phone during the school day. We will not be responsible for any lost, stolen, or broken items.

If a student's phone is on during the day, it will be immediately confiscated and given to the office. A parent will be called and must come to the school in person to claim the phone. If there are repeated offenses, the phone may be confiscated and not returned until the end of the school year.

### **Lockers**

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

### **Recess**

Unless it is raining, icy or extremely cold, children go outside for recess each day. *To be clear, it has got to be pretty foul outside for us to stay indoors.* Please be sure that your

children wear appropriate clothing for the cold and snowy days and that all outerwear, lunch boxes, etc. are well labeled. Children may not eat outside during recess.

### **Clinic/Health Services**

The school nurse's clinic is in the main office. The Brookline School System medication policies, mandates and guidelines are listed in full starting on page 34.

### **Birthdays**

Children frequently have in-school birthday celebrations. Please arrange any in-school celebration with your child's teacher in advance. Food restrictions that your child's class may have because of children's allergies **MUST BE FOLLOWED**.

**INVITATIONS TO ALL PARTIES CANNOT BE DISTRIBUTED AT SCHOOL OR EXTENDED DAY UNLESS ALL THE CHILDREN IN THE CLASS ARE INVITED.** Please do not gather children at the school for birthday parties or other events that do not include all the children in the class. These behaviors cause hurt feelings.

### **No School Announcements**

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

### **Gifts to Teachers Policy**

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

### **Summer Reading Program & Math Calendar**

Children at all grade levels are encouraged to participate in the Summer Reading Program. Students must read at least five books from the Brookline Public Schools Reading List, which is subdivided by grade level and type of book. In the fall, Heath has a Summer Reading Program Celebration for each student who has participated. In grades 3-8, students have required reading for September. Teachers send home the book titles in June and information is posted on the website under each teacher's name.

Just as students are encouraged to continue reading throughout the summer, the same attention is given to math. Regular practice in math maintains and strengthens gains made over the school year. The Math Calendar provides your child and family with a variety of activities to explore in July and August. Students who participate will receive a certificate in the fall.



## Student Rules At Heath\*

\*An abridged version for younger children appears on page 21.

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

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

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

- Arrive on time to school each day and to individual classes. School begins at 8:00 a.m. each day. Instruction will begin at that time. There will be consequences for repeated tardiness.
- Be considerate, respectful and civil to your fellow students, teachers and visitors. Name calling, fighting, racial and gender and/or ethnic slurs and all other forms of harassment are not tolerated within our school community.
- Show respect for all those who use our building by taking care of school property and the personal property of members of the community. It is the responsibility of all who use the school in any way to keep the school clean and free of unnecessary dirt and graffiti. This includes classrooms, the hallways, bathrooms, and common areas in the schools. It also means that desks, walls and windows are to be left unmarked. Anyone responsible for defacing or destroying school property will be held accountable for its repair and, if necessary, pay a fee to return the damaged area to its previous condition. This consequence not only applies to facilities but to the destruction or loss of texts, library books and equipment. Defacing school property is against the law. Police will be notified.
- Practice courteous behavior such as holding doors open for people and volunteering to help those who need assistance.
- Cooperate respectfully with adults by responding promptly to requests. Inappropriate verbal and/or physical behaviors will not be tolerated.
- For everyone's safety, walk at all times in the building and when arriving at and leaving school.
- Do not bring leisure time articles such iPads, headphones, cell phones, and other electronics to school or on field trips. If you use headphones while walking or riding to school, they must be removed upon entry. Students may NOT bring electronic games to school. The school is not responsible for personal items if they are lost, stolen or damaged, and we strongly advise that children do not bring them to school.
- Eat lunch only in the cafeteria or in a designated lunch group location. The cafeteria is a common area and each person using it has the responsibility of cleaning up after her/himself. Recycle and compost whenever possible. Students are expected to use quiet voices and remain seated until dismissed. When an adult signals for attention, stop talking immediately, give the adult your full attention and follow directions.

- Do not eat in the gym, auditorium, hallways, computer lab or in the library. You may only eat in the classroom as permitted by the teacher. Absolutely no food (except your lunch) may be kept in lockers.
- Be courteous to people entering the building after school. The patio in front of the school is a good place to meet a friend or parent after school, but it is not an area for playing games or horsing around with friends. Use appropriate language at all times. When you are on the patio, you are on school grounds and school rules apply.

### **Rights and Responsibilities**

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

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

There are many laws that guarantee all students the right to an equal education. These laws prohibit discrimination on the basis of race, color, sex, sexual orientation, gender, religion, or national origin. The laws say that all students are entitled to a public education even if you require special services to help you receive your education, and the school buildings and grounds must be handicapped accessible.

### **Safety**

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

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

- Possession of weapons - knives, guns (including toy guns and water pistols, firecrackers, cigarettes, matches or other incendiary objects).
- Setting off a false fire alarm.
- Fighting.
- Obscene language or gestures.

- Sexual harassment.
- Verbal (oral or written), or physical intimidation (bullying) and/or racial slurs.
- Bullying.
- Extortion.

### Consequences for Breaking Rules

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

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

- Make-up or supervised time before school, during recess or after school.
- Compensation for damaged/destroyed property.
- Individual student contract.
- Removal of the inappropriate material(s) by an adult.
- Disciplinary report.
- In-school or at home-suspension.

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

### Assemblies

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

### Behavior on Field Trips

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

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

### Behavior on School Grounds During Recess and Before and After School

The school rules apply to students on school grounds before, during and after school. Appropriate behavior is expected at all times. **Parents are responsible for the supervision of their children on school property before school and after dismissal.** There is no school supervision at these times.

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

### Appearance

The right to free expression is protected under the law. This right also comes with responsibility. Students need to maintain a learning environment that is comfortable for students and faculty which may sometimes overrides individual rights. It is also important to comply with the sexual harassment policy. Therefore, students are expected to refrain from wearing clothing that reveals underwear or an excess of skin. Students may not wear any clothes with obscene or disruptive messages on them. Furthermore, they may not wear any clothing or accessory that presents a potential health or safety hazard or disruption to the wearer, his/her classmates, or others in the school. A student may be asked to remove or cover up any clothing or accessory if it is deemed inappropriate by the principal or their designee.

Coats, hats and all head coverings are not to be worn in school except in cases of emergencies or religious observance. These articles of clothing must be kept in lockers or coat closets. We suggest students keep sweaters or sweatshirts in school for cold days. If a student has to be reminded repeatedly about taking off a hat or coat, the garment will be taken and returned at the end of the school day. Shoes, sneakers or sandals must be worn at all times. Sneakers are required for all physical education classes.

### Academic Honesty

Teachers sometimes encourage students to work cooperatively with peers on an assignment, but most of the time they require that you do the work by yourself. In general, homework is to be done at home (or in an after school homework club or in the library). The work should be your own. In that way both you and the teacher can see what you understand and where you may require extra help or reinforcement.

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

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

### Computer Ethics

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

- You must be responsible when using a computer or other technology equipment. You may not transmit or make accessible offensive, annoying or harassing material. You may only use a computer or other technology for school purposes.
- You may not damage any system by carelessness or intention.
- You may not damage information belonging to someone else or enter another student's folder.
- You may not copy, alter, move or remove information without the consent of your teacher.
- E-mail and internet services must be used for educational purposes only. Before using the internet, students and parents must sign an Acceptable Use Policy letter that outlines student responsibilities when using the Internet. (See attached)
- Software on school computers has been purchased for Heath and licensed for this site. You may not make copies of software to load onto your computer at home.
- You must follow procedures for signing out and returning laptops, digital cameras, etc. Failure to follow the rules may result in loss of borrowing privileges.
- You must credit all material you copy or gather from CDs, the Internet or software sources, just as you would footnote references from printed materials and books.

### Abridged Student Rules for Young Children

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

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

### **Entering School**

- School officially begins at 8:00 a.m. You need to be in your classroom by that time every day.
- If you come before 8:00 a.m., you must wait in the cafeteria or computer lab or morning PE activities. An adult will be in the cafeteria to supervise at 7:30 a.m.
- If you are consistently late for school, you will be asked, along with your parent, to meet with the principal, vice principal or guidance counselor to talk about how you can get to school on time.
- Make sure you hang up your coat and backpack in the appropriate place.

### **Clothing**

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

### **Playground and Recess Rules**

- Any activity that an adult feels may be dangerous to you or to others is not allowed. Do not throw any objects at or toward anyone.
- Skateboards, scooters, hard balls, and hockey sticks are not allowed on the playground and will be taken away.
- Remain within the playground area for the entire recess period, unless you are dismissed by an adult on duty.
- If anything goes outside the playground area, ask an adult to get it for you. No children are allowed outside the playground area.
- Play in areas that can be easily seen by adults on duty.
- In grades 1-4, one grade per day is assigned to the structure. Children not in that grade are to stay outside the structure area.
- There is no eating on the playground during recess.

### **Cafeteria Rules**

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

## **Leaving School**

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

## **Parent Participation**

### **Heath School Council**

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

### **Heath Parent Teacher Organization**

#### **Mission Statement**

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

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

The PTO appreciates individuals' skills, talents and available time. Families and children come to the Heath School from diverse backgrounds and experiences. The Heath Family Partnership, the METCO Advisory Committee and the International Outreach Committee strive to create connections for all families through social and community programs that allow us to appreciate and celebrate our similarities and differences.

The PTO raises funds to support academic and enrichment programs at the school. The money raised through a variety of activities including our annual direct appeal and Mayfair directly supports programs that benefit all children at Heath. Events funded by the PTO have included: A Welcome Back BBQ, Field Day, Science Day, Family Book Clubs, Family Math Nights, financial assistance for transportation for field, performing arts programs, artists or poets in residence, and scholarship money for trips, classes and after school programs.

### **Heath School PTO Committees**

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

#### **Heath School Book Fair**

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

#### **Heath School Diversity Committee**

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

#### **Heath Family Partnership Program**

The Heath Family Partnership Program has two main objectives: First, we want to extend a warm welcome to families from outside the Brookline area so that all children will feel completely at home at Heath. Second, we hope to prepare all of our children for a future in a community and world rich in diversity. The METCO program began over 30 years ago in the spirit of integration. For Brookline and other suburban communities who accept a number of Boston students into their schools, METCO brings diversity and helps prepare students from neighboring communities for a future together. The Heath Family Partnership Program begins each year by inviting Boston and current Brookline Heath families interested in making a partnership. In general, an effort is made to pair families whose children are in the same class or grade. Families are “officially” partnered for a



year, although most partnerships last throughout the years the children are in school together. If the families enjoy the relationship, they are welcome and encouraged to continue coming to Partnership events together. In any case, all Heath families are welcome to participate in any Partnership events. We usually have a potluck in the fall for partner families to meet. Theatre outings, ice skating parties, bowling, a Heath Family Partnership team at the AIDS Walk, and attending a play at Brookline High are some of the events that have been held in the past.

### **Garden Committee**

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

### **Fundraising**

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

### **Room Parents**

Room parents act as liaisons between classroom teachers, the PTO and the parents. Room parents may be asked to recruit help for the classroom, recruit chaperones for field trips, arrange holiday parties and inform parents of upcoming PTO or other school events. Each classroom has at least two room parents.

### **Teacher Luncheons**

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

### **Heath Newsletter**

Volunteers are needed to post the newsletter and collate copies for families not receiving it by email.

### **Service Learning**

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

### **METCO Committee**

This committee works to provide a supportive environment for METCO families at Heath and sponsors or participates in programs such as Heath Family Partnership and events for Black History Month.

### **International Outreach Committee**

This committee works to build community at Heath by reaching out to new families from abroad and by celebrating the cultural diversity at Heath. The Committee hosts occasional coffees and social gatherings and plans the annual school-wide International Night.

### **Understanding Our Difference**

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

## **Brookline School Committee Rules and Regulations**

### **Parent and Volunteer Mandatory Criminal Record Checks**

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

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

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

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

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

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

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

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

coercion, intimidation, retaliation, interference, or discrimination for filing a sexual harassment report.

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

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

However, if a satisfactory resolution cannot be achieved informally, an employee or student may file a written complaint with the Superintendent of Schools or 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, 350 Main Street, Malden, MA 02148-5023 or other appropriate Federal or State agencies. The Section 504 and Title IX Coordinator for the Brookline Public Schools is the Assistant Superintendent for Student Services, 333 Washington Street, Brookline, MA 02445, Tel: (617) 730-2444. [See: Section 504 of the Rehabilitation Act of 1973; 20 USC s. 1681 et seq.; M.G.L. c. 151C]

### **Prevention of Physical Restraint of Students**

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

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

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

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

## **No Child Left Behind Notification**

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

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

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

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

## **Destruction of temporary student records**

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

## **PPRA Notice and Consent/Opt-Out for Specific Activities**

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

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

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

## Student Discipline

Students enrolled in the Public Schools of Brookline are expected to be respectful and courteous of others. Certain conduct by students at school or at school related events is prohibited by the 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 <http://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 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

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

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion. See, M.G.L. c. 71, s. 37H; M.G.L. c. 269, s. 10.

### **Smoking at School is Prohibited**

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

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

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

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

Chapter 71: Section 37H½ provides the following: (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his/her 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/her 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/her 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/her 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/her 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/her 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).

### **Brookline Schools Health Services**

School Health fosters the growth, development and educational achievement of all students by promoting health and wellness. School nurses monitor health status and they identify and address the unmet needs of students and families. Health Services is committed to building collaborative relationships within the school and 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 grades. 4, 7, 10 and yearly for all students participating in HS athletics

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

#### **Pediculosis (Lice) Management Guidelines**

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

1. Children with an active lice infestation will be sent home by the end of the day for treatment before they return to school the next day. They must be checked before reentry by the nurse/designee to ensure that treatment/lice removal has occurred.
2. When a child with untreated head lice is reported to the nurse by a parent, or detected at school, a note requesting parents to check their child's head will be sent home to the class.
3. Each parent/guardian of each child in the class must check their child before they return to school the next day to make sure their child is free from lice or nits (eggs). If your child has head lice, treat your child with a pediculocidal shampoo, notify the nurse and bring your child to the nurse for reentry clearance. All live lice and 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 reinfested.

## **GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS IN SCHOOL**

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

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

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

- a. Tylenol/acetaminophen for fever or discomfort (for grades PreK 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; i.e. 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. Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in the student’s family; weather so inclement as to endanger the health or safety of the child; and observance of major religious holidays. A student may also be excused for other exceptional reasons with approval of the Principal or designee.

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

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

### Student Absence Notification Program

The Principal will notify a student’s parent/guardian within 3 days of a student’s absence in the event the parent/guardian has not informed the school of the absence. The Principal or designee will meet with any student, and that student’s parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be developed jointly by

the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human 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.

## **BULLYING PREVENTION POLICY (Voted 1/20/11, #11-6)**

The Public Schools of Brookline (PSB), in partnership with parents, guardians, and the community, and in keeping with the PSB core value of respect for human differences, believes that a positive, safe, and civil environment in school is necessary for students to learn and achieve. Bullying disrupts a student's ability to learn by preventing that student's full engagement with his or her education. Moreover, bullying compromises a school's ability to educate its students in a safe environment. The Brookline School Committee, therefore, prohibits bullying throughout the Public Schools of Brookline. The purpose of this policy is to stop bullying and to provide guidance to the school community for a comprehensive and caring response to all those affected by bullying.

### **I. Definitions**

"Aggressor" means a student who engages in bullying or retaliation as defined herein.

"Target" means a student against whom bullying or retaliation has been perpetrated.

"Bullying" means 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 target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Retaliation" means any form of intimidation, reprisal or harassment directed against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has reliable information about bullying.

For the purposes of this policy, bullying and retaliation include cyber-bullying as defined herein.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be

accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

“Hostile environment” means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

## **II. Prohibitions**

Bullying and retaliation can occur in and out of school, during and after school hours, and/or at home and in locations outside of the home. When bullying or retaliation is alleged, the full cooperation of students, parents/guardians, and families is expected. Bullying and retaliation are prohibited:

- On school grounds;
  - On property immediately adjacent to school grounds;
  - At school-sponsored or school-related activities, functions or programs, whether on or off school grounds;
  - At school bus stops;
  - On school buses or other vehicles owned, leased or used by the PSB; or,
  - Through the use of technology or an electronic device owned, leased or used by the PSB.
- Bullying and retaliation are also prohibited 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 the PSB, if the bullying or retaliation creates a hostile environment at school for the target, infringes on the rights of the target at school, and/or materially and substantially disrupts the education process or the orderly operation of a school.

## **III. Prevention and Intervention Plan**

The Superintendent and/or his/her designee shall oversee the development of a Bullying Prevention and Intervention Plan (the “Plan”), in consultation with all district stakeholders, including parents/guardians, teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, and/or students, consistent with the requirements of this policy, as well as state and federal laws. The Plan shall be reviewed and updated at least biennially. The Principal/Headmaster is responsible for the implementation and oversight of the Plan within his/her school.

## **IV. Reporting Incidents of Bullying or Retaliation**

Students who believe that they are a target of bullying or retaliation, who observe bullying or retaliation, or who have reasonable grounds to believe that bullying or retaliation is taking place, are obligated to report such bullying or retaliation to a member of the school staff, and may be subject to discipline for failing to report bullying or retaliation. However, the target shall not be subject to discipline for failing to report bullying or retaliation. School staff who witness or become aware of bullying or retaliation shall immediately report such bullying or retaliation to the Principal/Headmaster or his/her designee. Parents/guardians, or members of the community, are encouraged to report bullying or retaliation to the Principal/Headmaster as soon as possible. Each school shall have a means for anonymous reporting by students of bullying or retaliation. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation/report of bullying or retaliation shall be subject to disciplinary action equivalent to that for bullying or retaliation.

## **V. Investigation of Reports of Bullying or Retaliation**

Upon receipt of a report of bullying or retaliation, the Principal/Headmaster or his/her designee shall promptly (1) with the assistance of support staff, assess the alleged target's need for protection and create and implement a safety plan that shall restore a sense of safety for the target; (2) notify the parents/guardians of the alleged target(s) and the alleged aggressor(s); and (3) conduct an investigation. If a report of bullying or retaliation involves students from another PSB or non-PSB school, the Principal/Headmaster or his/her designee shall promptly notify the appropriate administrator of the other school so that both may take appropriate action. The investigation may include, but shall not be limited to, interviewing the alleged target(s), the alleged aggressor(s), staff members, students and/or other witnesses, and reviewing available evidence. Parents/guardians of the alleged target(s) and alleged aggressor(s) will be notified periodically of the status of the investigation, as permitted by law. At any point after receiving a report of bullying or retaliation, including after an investigation, the Headmaster/Principal or designee shall immediately notify the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor(s). Such notification will be made after consultation with the Superintendent or his/her designee. The Headmaster/Principal shall document the reasons for his/her decision to notify law enforcement if such notification is made.

If the Principal/Headmaster or his/her designee determines that bullying or retaliation has occurred, the Principal/Headmaster or his/her designee shall (1) notify the parents/guardians of the target(s) and aggressor(s) of the determination and of the procedures for responding to bullying or retaliation; (2) consistent with state and federal privacy laws and related regulations, notify the parents/guardians of the target(s) of the action taken to prevent further bullying or retaliation; and (3) take appropriate disciplinary action. All disciplinary action for students who are found to have committed bullying or retaliation shall be in accordance with the Plan and the PSB's disciplinary policies. Such disciplinary action may include suspension and/or expulsion from school.

If the Principal/Headmaster or his/her designee determines that bullying or retaliation has not occurred, he/she shall notify the parents/guardians of the alleged target(s) and aggressor(s) of the determination and shall verify that they have received notice of the student-related sections of the Plan.

Confidentiality shall be used to the greatest extent permitted by law to protect a person who reports bullying or retaliation, who provides information during an investigation of bullying or retaliation, or who witnesses or has reliable information about bullying or retaliation. The Principal/Headmaster shall document and maintain a file of all reports of bullying and retaliation. A quarterly report shall be provided to the Superintendent or his/her designee.

The Superintendent and/or his/her designee shall inform the School Committee periodically of any trends or implications of these reports in order to give the School Committee the opportunity to review and amend this policy.

## **VI. Counseling Assistance**

The PSB recognizes that students affected by bullying or retaliation can include aggressors, targets, and others less directly involved. The PSB shall therefore provide or refer students

affected by bullying or retaliation to counseling, guidance and/or academic intervention, as appropriate.

### **VII. Training and Instruction on Bullying Prevention**

Annual training in preventing, identifying, responding to, and reporting bullying or retaliation shall be provided for all school employees. Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all pre-K to 12 students.

### **VIII. Publication and Notice**

Annual written notice of the relevant sections of the Plan shall be provided to students and their parents/guardians in age-appropriate terms and in the languages which are most prevalent among the students and parents/guardians.

Annual written notice of the Plan shall be provided to all school staff, along with annual training on the applicability of the Plan to their school.

Relevant sections of the Plan relating to the duties of faculty and staff shall be included in any relevant employee manuals/materials pertaining to employee training and conduct.

The Plan shall be posted on the PSB website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education  
Model Bullying Prevention and Intervention Plan

LEGAL REFS.:

MGL 71:37O; MGL 265:43, 43A; MGL 268:13B; MGL 269:14A; 603 CMR 26.00;  
603 CMR 49.00



**HEATH SCHOOL HANDBOOK  
STUDENT CONTRACT OF RESPONSIBILITY**

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

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
grade

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

\_\_\_\_\_  
Parent/guardian's signature

\_\_\_\_\_  
date