

# The John D. Runkle School

Established 1897

## Handbook

2013-2014



# JOHN D. RUNKLE SCHOOL

Runkle School has a long and illustrious history in Brookline, dating back to its founding in 1897. The school is named for John Daniel Runkle, who was a chairman of the Brookline School Committee and an early advocate of mathematics and technical education. He was also a co-founder of the Massachusetts Institute of Technology, as well as its second president.

The present Runkle School building was dedicated in 1963 with several small renovations in 1988 and 1996. In addition there were additional projects between 2000-2002 to enhance the grounds. The school was then renovated and expanded between 2010 and 2012, reopening in October 2012.

Our new and improved Runkle School now holds enough classrooms for three sections at each grade level from K through 8 and one Pre-K classroom as well. There are Smartboards in each learning space and multiple mobile solutions including carts of iPads and Macbooks that can be used in classrooms. The building is designed with a core of common spaces such as the media center (library and computer lab), Music room, Art Studio, Multi-purpose room, Gymnasium, and Cafeteria with learning wings radiating from the core. This design allows for the classroom wings to be quiet, and distraction-free. At the heart of the building lies the Runkle Outdoor Courtyard Classroom (ROCC) which serves as an outdoor classroom space and learning laboratory for the Science curriculum spanning all grades. With a beautiful playing field, basketball courts, and two playgrounds catering to the needs of students at various levels, the new Runkle complex meets the needs of our current population and has room to grow through the technological advances of the future as well.

## JOHN D. RUNKLE SCHOOL MISSION STATEMENT

We, the students, teachers, staff, and families of Runkle School, are a community that values a love of learning, academic achievement, and knowledge in a broad range of subjects. Respect, hard work, responsibility, tolerance, empathy, and honesty serve as the basis for our relationship to each other. The Runkle community has these goals:

- \* To promote academic excellence and a love of learning through the development and mastery of basic skills
- \* To promote an environment of responsible, respectful, and disciplined behavior
- \* To promote a strong and positive sense of self, valuing best effort
- \* To promote an attitude of life-long learning built upon curiosity, creativity, and a willingness to explore new ideas
- \* To promote a generous, participatory community spirit that respects diversity
- \* To promote global awareness.

## LIVING WITHIN THE CODE – The RUNKLE Way

We agree that each of us will reflect the following to the best of our ability each day to continue to grow intellectually and interact with one another in a positive and supportive way:

**Respect**

**Unity**

**Nurture Ideas**

**Kindness**

**Learn from our mistakes**

**Effort Counts**

**We Are Runkle!**

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## **DAILY ARRIVAL & DISMISSAL PROCEDURES –**

### **School Hours and Attendance**

#### **Hours**

The school office is open daily from 7:30 a.m. until 3:30 p.m. School begins promptly at 8:00 a.m. There will be a “warning bell” at 7:55 a.m. signaling that school is about to begin and students should be settling in their classroom prepared for learning. **Students arriving after 8:00 must go to the office to sign in and will be marked tardy.**

#### **Arrival Procedure (Pre-K and K)**

Even our youngest students are welcome to come for breakfast in the cafeteria beginning at 7:30 a.m. After breakfast, Kindergarten students would be led to their classrooms by a paraprofessional. Otherwise, Pre-K and K students will enter at the door on the Chesham Street side of the building beginning at 7:45 a.m. Students can then line up in the hallway by their classroom until the 7:55 a.m. bell sounds and the classroom doors are opened.

#### **Arrival Procedure (Grades 1-8)**

The Druce Street door by the office and the Cafeteria entrance door will be open at 7:30 a.m. Students who arrive at this time will be directed to the cafeteria for breakfast or the students may wait in the lower lobby near the cafeteria or the upper lobby near the office. Hallways to the classrooms will be open at 7:52 a.m. for students to leave the upper and lower lobbies and cafeteria and proceed to their lockers to put away their belongings. Classroom doors will be open at 7:55 a.m. to allow students time to transition and be ready to learn promptly at 8:00 a.m.

As the school day starts promptly at 8:00 a.m., it is important for parents and guardians to say goodbye to their children in the common areas (upper lobby, lower lobby, cafeteria) by 7:55 a.m. so that students may proceed to their classrooms and begin their day. Once the students exit the common areas, parents are welcome to continue conversations in our cafeteria until 8:20 a.m. each morning, after which point the Cafeteria will be reserved for school use. Parents are also invited to visit the PTO Welcome Center in the upper lobby when they enter school in the morning. It is a great place to learn about upcoming community events and opportunities to volunteer.

### **Contacting Teachers**

We value the home/school partnership and request that you consult your child(ren)'s teachers for the best way to touch base regarding important information about your child(ren). Each teacher has their own procedure for keeping in close contact with families. Some teachers may be available before school, others may be available after school and still others may work best by scheduling a time in advance. Each teacher's office hours are posted in the hall by the office and online for easy reference. If you have an urgent concern, please drop off a note with the office staff and we will be sure the teacher gets your message promptly.

### **Absences/Tardiness**

Parents should call the school office absence line at 617-879-4249 by 7:45 a.m. to report a student's absence as well as for tardiness related to appointments, etc. to indicate when the child will arrive at school. School begins promptly at 8:00 a.m. After 8:00, the cafeteria and Kindergarten doors will be locked and students must use the entrance at the front of the school and get a late slip from the office. Please help your child to develop good habits and arrive on time.

The Runkle School Tardy Policy is as follows:

#### **Attendance Warnings**

1. Once a student is late five (5) times in a term, an administrator will work with the student and family to help to resolve any issues that impede on-time arrival.
2. The administrative team will monitor and determine if additional action is required.
3. If the pattern of tardy arrival continues, students in grades 6-8 will be assigned a detention to make up any work that was missed.

**A Note to Parents/Guardians:** If you are struggling with getting your child to school, we encourage you to contact the administrators, guidance counselors, or school nurse for advice and assistance.

#### **Pick-up/Drop-off**

Any parent needing to pick up his/her child early from school (e.g., a doctor's appointment) must check in with the office. The child's classroom will be called, and the child will report to the office. The parent must sign his/her child out in the early release log. If the student is returning to school later in the day, the parent and/or child must sign in at the office upon returning.

At the end of the day, parents who are picking up their children may wait for their children in the upper or lower lobbies until the students are dismissed (2:30 p.m. on Monday through Thursday; 1:40 p.m. on Friday.) Please note that students are not able to dismiss themselves from school prior to dismissal. In

order for students to be dismissed from school early, they must be signed out by a parent or designee in the office.

### **Dismissal**

All K-8 students are dismissed from the classroom at 2:30 p.m. (Mon-Thu) or 1:40 (Fri.) at which point they will collect their belongings.

- Kindergarten students will be dismissed from the Chesham Street **classroom** doors unless alternate arrangements have been made. Older siblings will meet their Pre-K and K siblings in the Kindergarten classrooms where they can be dismissed together. Parents may meet their Kindergarteners by coming to the Chesham Street classroom doors.
- For grades 1 and 2, classroom teachers will escort non-transport students (walkers) to the lower lobby where they will meet their parents or caretakers at the appointed location for their child's class.
- Teachers in the upper grades (3-8) will dismiss their students from the classroom. Students will proceed from their classroom and will exit through the upper lobby doors unless meeting a younger sibling in the lower lobby.

**Note:** After dismissal, students may be in the building only with supervision, or as part of a program such as RED, RASP, or the Homework Center. Students who are still waiting for a ride ten minutes after dismissal must notify the office and the student's parents will be called.

## GENERAL PROCEDURES AND ROUTINES

### Early Release Days

On early release days, school ends at 12:40 p.m. for purposes of allowing teachers time to prepare for and hold parent/teacher conferences or to attend special curriculum workshops. Four early release days are scheduled for the Fall and four for the Spring. Lunch **is** served on these days. **Note:** The Wednesday before Thanksgiving is traditionally a noon dismissal - no lunch is served on this day.

### School Cancellation Announcements/Snow Delays

If school has been cancelled or its opening delayed because of inclement weather, you will receive an automated phone call from Central Administration. Cancellations and delays are also listed that morning on the following AM radio stations: WBZ 1030, WRKO 680 and on television channels 4, 5, 7, and 25, and their websites. Listen carefully to these announcements, so as not to mistake a cancellation for the town of Brookline, New Hampshire for Brookline, Massachusetts!

### Personal Electronics

The following items must be turned off during school hours (8:00 – 2:30 (M-Th); 8:00 – 1:40 (F) and will be confiscated if used. This policy applies to cell phones, MP3 music players, such as iPods, handheld video games, cameras, and video and audio recorders. If technological devices are to be used in conjunction with an assignment, teachers will notify other pertinent staff as to the validity of the use of the devices during the school day. The use of personal electronics during the school day is up to the discretion of the grades 7 and 8 teachers, Vice Principal, and Principal.

### Consequences – Personal Electronics

1. **Reminder**-Student will be reminded of the expectations and the item will be confiscated and returned at the end of the class.
2. **Warning**-Student is given a warning that a future infraction will result in the student needing to check in the item in the office at the start of every school day.
3. **Third offense** – The student will be told either not to bring it to school or, in the cases when it is needed for the student to communicate with the family after school, it will need to be left in the office when the student arrives at school and will need to be picked up at the end of the day. (The principal or vice principal will speak with the student's parent/guardian as well to communicate the plan.)

## **SCHOOL LIFE**

### **Assemblies**

**K-2 Morning Meeting** The K-2 classes hold an inter-grade Morning Meeting in the multi-purpose room. This is a larger-scale version of the Morning Meeting that takes place in each of the homerooms on a daily basis. The purpose of the K-2 Morning Meeting is to build community. There are opportunities throughout the year for individual classes to share their accomplishments with the gathered audience. All K-2 parents are welcome to attend this important activity on the FIRST Thursday of each month from October to June.

**3-5 Morning Meeting** Students in grades 3-5 gather once a month for a Grade 3-5 community morning meeting following the *Responsive Classroom* Morning Meeting structure similar to the K-2 Morning Meetings. Classes for grades 3-5 gather on the SECOND Thursday of each month from October through June.

**6-8 Community Meetings** This year, we were able to set aside five different times for students in grades 6-8 to gather as a community. These meetings will vary in their structure, but will be connected to the work done through Advisory following the *Developmental Designs* framework.

**K-8 Assemblies.** Some focus on a theme (reading and math, Martin Luther King Day, etc.) while others are performance related. Assemblies often include performances by Runkle students (band or chorus concerts, the 8<sup>th</sup> grade play) as well as by musicians, storytellers and dancers. These are often arranged and funded through the PTO by the Performing Arts At Runkle committee (PAAR), as well as by the Brookline Education Foundation, and they are scheduled for classes as appropriate. At Runkle, there is a continual emphasis on appropriate audience behavior and respectful listening.

### **Bicycles, Scooters, Skateboards and Skates**

To ensure pedestrian safety, bikes and scooters may not be ridden on school grounds. Bicycles and scooters should be walked to and from the bike racks (located by the playground structure and in the front vestibule) where they should be stored during school hours. Please provide a lock for your child's bike. Similarly, skateboards and roller blades (skates) are also not to be used on school property. Students in grades 6-8 may safely store their skateboards or scooters in their lockers or in their homeroom classroom until the end of the day.

#### **Brookline Skateboarding Statute:**

##### **Article 9, Section 1(b), Traffic Rules and Regulations:**

No person shall ride upon any skateboard or similar device on any public way, sidewalk, or other public place within the Town of Brookline, said place being covered under these rules, except as otherwise authorized by the Transportation Board.

## **Birthdays**

Children's birthdays are announced daily over the intercom by the principal or vice principal. This includes any birthdays that have fallen over a weekend or during vacations. Please speak to your child's teacher regarding individual classroom policy around special treats or other birthday observances. PLEASE DO NOT HAVE YOUR CHILD DELIVER INVITATIONS TO BIRTHDAY PARTIES OR THANK YOU NOTES AT SCHOOL; THIS CAN LEAD TO HURT FEELINGS AMONG THOSE WHO ARE NOT INVITED.

## **Bringing Forgotten Items**

In the event your child forgets something at home (an instrument, lunch, homework assignment, etc.), do not bring it to the classroom yourself; please bring it to the office and we will be sure your child gets it. Please work with your child to make sure (s)he has everything needed for the day before leaving home.

## **Dogs and Other Pets**

Dogs and other pets are not allowed at Runkle School, either inside the building or on school grounds, so please leave your pets at home.

## **Emergency Contact Forms and Registration**

At the opening of the school year, several forms are sent home. These should be filled out and returned promptly. Please pay particular attention to the emergency telephone number form and the medical form, as the school may need to contact you or someone you designate if an emergency arises during the day. Parents of new students entering Runkle School complete registration packets. In addition, the school requests a full set of records from the student's previous schools in order to help the child make a smooth transition. When a student leaves Runkle to attend another school, a full set of records is sent to the new school.

## **Emergency Procedures and Evacuation Plan**

Fire drills and "shelter in place" drills are regularly scheduled to acquaint all students with proper emergency procedures. If the school is ever evacuated and re-entry is not allowed for any reason, all students will be escorted by their teachers to the church on Walnut Street. Parents will be contacted by the school so that they may pick up their children from that location. School administrators will have an emergency cell phone with them.

## **Extra-Curricular Activities (Grades 6-8)**

Students must maintain an academic average of a C- or better, as well as a 1 or 2 in effort and behavior in **each class** throughout the duration of the sport or activity. A Runkle Extra-Curricular Eligibility Contract will be shared with each student to convey their commitment to learning in school as a first priority.

## **Field Trips**

Classroom teachers periodically schedule field trips to museums and educational sites in the Boston area. For example, these have included day trips to the Arnold Arboretum, Plimoth Plantation, George's Island, and Wolf Hollow as well as annual

overnight trips for the 7th and 8th grades. The PTO underwrites bus transportation for one field trip for each grade yearly. Parents may be asked to contribute for field trip expenses. **Financial assistance is available** if necessary; please contact your child's teacher to discuss this. Most trips are local and take place during school hours. Participation on any field trip is at the discretion of school administration. Students who have not demonstrated responsible behaviors consistently throughout the year may be excluded from field trips due to safety concerns. Any such student would be expected to attend school on the day(s) of the field trip.

### **Lockers**

Students in grades 1-8 have the use of lockers that are assigned by their teachers. Locks are recommended for students in grades 4-8 and students must provide their own locks if they choose to use them. Kindergarten classes use cubbies or hooks to hold their belongings. Students are expected to visit their lockers or cubbies during times designated by their teachers.

(N.B.: Lockers are the property of the Brookline Public Schools and are subject to inspection by school personnel at any time.)

### **Lost and Found**

Lost and found articles are placed in a box now located by the gym on the second floor or in the bin located near the Art room on the third floor . If you have lost a valuable item such as a cell phone, check with Ms. Moyer in the office. Please label children's clothing so it may be identified and returned. Unclaimed articles are donated to charity at the end of each month.

### **Lost or Damaged Materials**

Lost or damaged materials (e.g., textbooks) must be paid for by the student's family.

### **Lunchroom Routines**

Students will enter the cafeteria through the door on their right and will usually exit the cafeteria using the door on the right to ease the traffic flow. Students will be assigned to tables in grades K-6. Grades 7 and 8 are not assigned to particular tables. Indoor voices are expected in the cafeteria. Students must receive permission from the lunchroom supervisor to use the bathroom. Everyone is a cleaner. Each student is responsible for his or her own clean up. Trash on and around the table should be picked up and thrown away, even if it is 'not yours.' Clean-up should be done quietly. Students will be responsible for wiping the tables at the end of lunch on a rotating basis. After cleaning, K-6 students will be dismissed from their tables by the person on duty. Students in grades 7 and 8 will be escorted out to recess following lunch.

The cafeteria expectations are as follows:

1. Talk at a respectful volume (Use "indoor" voices.)
2. Walk
3. Remain at your tables
4. Please eat ONLY your food
5. Leave a clean cafeteria for others.

## **Recess**

Children in all grades have recess before or after lunch, and those in the lower grades may have an additional snack/recess as well. Parents should plan to send healthy snacks and appropriate outdoor clothing (boots, gloves, mittens in winter) so their children may participate in recess, which is held outdoors except during the most inclement weather. Students are expected to go outside with the class unless a letter is written from a parent/guardian, to the nurse, indicating that the child cannot go outside for specific health reasons. [A doctor's note may then be required.] In such an event, the student should report to the Office for the recess period.

The recess expectations are as follows:

1. Follow adult directions
2. Use equipment and structures safely.
3. Show teamwork and sportsmanship
4. Play safely and take care of others who need help.

## **Runkle News & Calendar**

The PTO produces a weekly newsletter called *The Runkle News*. It is sent to all parents via e-mail. The *Runkle News* prints messages from administration, staff, and PTO as well as important information about school and community events. Submissions are due by noon Wednesday for the next Monday edition. The PTO also produces a monthly calendar that is on-line at [www.runkle.org](http://www.runkle.org) . Send all information to [runkle\\_news@brookline.k12.ma.us](mailto:runkle_news@brookline.k12.ma.us).

## **School Pictures and Yearbooks**

Individual school pictures and class pictures are taken each year in the fall. Children will bring home order forms a few days before the day when pictures will be taken. You are under no obligation to purchase these pictures. Pictures are also used for the Runkle Yearbook – but again, there is no obligation for you to purchase the yearbook. It is important to note that yearbooks include pictures from all grades at Runkle School, and it is a keepsake valued by all families.

## **Upper Grade Discipline**

Detention for students in Grades 7 and 8 is aimed at school life outside the classroom (hallways, cafeteria, playground, etc.). Reasons for a child being assigned detention may include:

- Ignoring faculty/staff directions
- Flagrant rules violations
- Unsafe physical activity
- Persistent lateness in arriving at school
- Being late to class

During the 30-minute detention, students would process the incident through writing and discussion with the Principal or Vice Principal, who will notify the household. If a student is unable to serve on a given day, (s)he must talk with the Principal or Vice Principal first, who will verify with a parent and reschedule. If there are unavoidable transportation issues an alternate time will be set up.

A student in grades 7 and 8 may be assigned In-School Suspension for persistent violation of school rules, or for any reason that the School Administration deems serious to warrant in-school suspension. While serving in-school suspension a student will be assigned to the principal's office where (s)he will be required to complete all assigned classwork for that day. Parents will be notified prior to a student being assigned in-school suspension.

### **The "Virtual" Schoolhouse – Runkle School On-line**

[www.runkle.org](http://www.runkle.org) is a website funded by the PTO, and managed by Jenny Murphy, our Educational Technology Specialist and Runkle parent, Paul Smith. It is intended solely for members of the Runkle School community. To visit the virtual schoolhouse, go to: [www.runkle.org](http://www.runkle.org) and click on links for the Library, the PTO, the School Council, the Office, the Learning Center, and various classroom pages. This continues to be a work in progress and we welcome your feedback.

## **BREAKFAST AND LUNCH PROGRAMS**

Students may buy lunch for \$3.00. Snacks and milk may be purchased separately. Breakfast is available between 7:30 a.m. and 7:52 a.m. Menus are available on the Brookline schools' website. Our breakfast and lunch offerings adhere to the new nutritional guidelines and emphasize fresh fruit and vegetables as well as lean proteins and whole grains. We hope you will encourage your children to eat the healthy school lunches.

### **Free or Reduced Lunch Program**

Children from families with limited income are eligible, by Massachusetts' law, to have breakfast and a hot lunch at a reduced price or at no charge. Forms are sent home in the beginning of each year and are also available in the school office. This information is kept strictly confidential.

### **Lunchroom Tips**

1. Please set up your child's lunch account. We attempt to have a "cash-free" lunchroom. This speeds the lunch line and avoids issues that arise when children carry cash.
2. Please advise your children to use their lunch accounts for lunch, not snacks. Occasionally, children have used up the money in their lunch accounts buying extra snacks for themselves and their friends.
3. There is **no** sharing of food at Runkle School.
4. Because of severe nut allergies some tables will be designated as "nut free" where necessary.
5. Nutritious eating: We are proud of the effort made by the Runkle community to improve the nutritional content of our school lunches. While the school tries to support nutritious eating habits, final decisions are made by families. Please have a conversation with your child about your expectations for eating well.

### **Debit Program**

A computerized system that makes it easier to pay for your child's lunch is available in the cafeteria. Each child is given a 4 or 5 digit PIN to access his or her account. Money can be deposited by check at school (payable to Brookline Food Services) or online by credit card through PAMS Lunchroom at <http://www.pamslunchroom.com/>. At PAMS Lunchroom, parents set up automatic payment plans, view account balances and history, and receive automated notification of balance status. Lunch payments for the debit program must be made in advance using the envelopes provided by the food service department.

## **HEALTH SERVICES**

The school nurse is on duty every day from 8:00 a.m. to 2:50 p.m. The nurse's direct number is 617-879-4682. Nurse Campbell is available for consultation with parents or children on any health concern. The nurse's clinic is across the hall from the school's main office.

Children are required to have health assessments that include a physical examination, an updated health record, and an up-to-date immunization record before entering Kindergarten and before starting 4th and 7th grades. It is now required that students entering K-12 have the Hepatitis B series of vaccinations, the chicken pox vaccination or documentation of the disease, and a second measles, mumps, rubella (MMR) immunization. Immunization requirements to enter school are supplied at the time of registration.

Please meet with the nurse before the start of the school year if your child has a special health concern such as diabetes or food or other allergies, so that the staff and teacher may be appropriately informed and trained.

### **Medication Policy**

The nurse is available every day to give medications. It is required by law that a written order from a physician and written authorization from a parent or guardian be on file in the nurse's office in order to give medication. Medication must be brought to the nurse in a pharmacy labeled container. No unidentified or unlabeled medications will be given. This rule applies for long-term use of a medication as well as for medication kept on hand for administration during an emergency. (Please refer to appropriate School Committee Policies online at [www.brookline.k12.ma.us](http://www.brookline.k12.ma.us).)

### **Pediculosis (head lice) Policy**

Frequent head checks by parents, resulting in early detection, treatment, and removal of lice and nits, have the most successful long-term results for controlling head lice. 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. (Please refer to Appendix B for detailed information).

## **MARTIN SLEEPER LIBRARY**

**Librarian:** Teresa Gallo-Toth, MLS

**Hours of Operation:**

Monday and Tuesday

7:45 a.m. – 2:45 p.m.

Wednesday and Thursday

7:45 a.m. – 3:00 p.m.

Friday

7:45 a.m. – 1:40 p.m.

**Telephone:** 617-879-4678

**Website:** <http://www.runkle.org> (use “Library” link)

### **The Library Program**

Runkle School has an excellent library staffed by a full-time librarian. The library program connects classroom curriculum and Information Literacy through collaborative planning with teachers. Also, classes visit the library during scheduled book borrowing times. The library program follows the guidelines found in the *Massachusetts School Library Association Recommended Standards for PreK-12 Information Literacy Skills* and the *Brookline Public Schools Learning Expectations*.

The Martin Sleeper Library participates in the Brookline District *Summer Reading Program* and recognizes students who achieve their reading goals. The *K-5 Runkle Reads* program brings parents and students together for an evening of reading and discussion. The *Notable Author/Illustrator Visits* provide students with the opportunity to hear authors and artists share their work.

The library welcomes all Brookline staff and parents to visit the library and to become familiar with its print and electronic resources. Interested parents are invited to volunteer their time and talent at The Martin Sleeper Library.

### **Print Resources:**

- 20,000 books (includes Spanish and audio books)
- Reference and Non-fiction books to support research and curriculum
- Fiction books including classics, award books, and BPS reading list selections
- Runkle School Information (Runkle News & Calendar, School Council info)

### **Electronic Resources:**

- Two Mac workstations
- Computerized card catalog
- Internet access
- Wireless laptops
- Online Reference tools- including InfoTrac, World Book, Biography Resource Center

### **Borrowing & Return Policy**

All library users are responsible for returning borrowed library books on time. Overdue notices are emailed home on a regular basis. Borrowers are asked to

pay for books they have not returned or books that have been lost or damaged.

**After School Library Policy:**

Sleeper Library is open until 3pm a few days each week for quiet study and book borrowing. Students in K-3<sup>rd</sup> grade must be accompanied and supervised by an adult during after school time in the Library. Students in 4<sup>th</sup>-8<sup>th</sup> grade can independently use the Library during after school time. These guidelines also apply to students in the Runkle Extended Day Program.

**Library Hours on District Early Dismissal Days:**

On a Public Schools of Brookline K-12 or a K-8 Early Dismissal Day, Sleeper Library will close to all grades at 12:40pm with no after school hours for students. On K-6 Early Dismissal Days, Sleeper Library will remain open from 12:30-2:30pm (M-Th) for 7/8 graders with no after school hours for students.

## **ACADEMICS**

### **Curriculum**

The curriculum at Runkle School is based on the Brookline Public Schools "Learning Expectations." These expectations are benchmarks by grade level indicating what every child should know, understand, and be able to do by the end of each year. These publications build a strong bridge between home and school and ensure that everyone has the same key information. Copies of these documents are available in the school library at Runkle, in the Brookline Public Libraries, at the Sperber Education Center, at Town Hall, and they are accessible as well as on the Brookline Public Schools web site: <http://www.brookline.k12.ma.us>

### **Homework**

The purpose of homework is to reinforce skills that are taught in class, and as children move into the upper grades, to develop independent learning. Each teacher determines the amount and type of homework appropriate on any given night, but a typical pattern finds homework gradually increasing as children move through the year and progress through the grades.

Specific classroom policies for K-5 are explained during the classroom breakfasts or open houses. Your classroom teacher each year will notify you with regard to the specific date of the breakfast. For grades 6-8, the teachers explain homework policies during the fall open house. It is unusual for students to need every textbook each night. Students should take with them only those books that they need each night.

### **Make-Up Work**

Teachers are generally available for make-up work with students who have been absent due to illness. If you expect your child will be absent for more than two days due to illness, please request make-up work one day prior to picking up materials.

### **Academic Honesty**

Students should uphold academic honesty and integrity when completing classwork, homework assignments and tests/exams.

"Cheating" refers to the giving or receiving of unauthorized aid on individual assignments, including classwork, homework, tests, quizzes, and other written projects.

"Plagiarism" means the copying of words, ideas, and opinions of someone else without giving credit to that person in the form of footnotes or references.

### **Consequences for Cheating or Plagiarism (Grades 6-8)**

First Offense: Student must redo the assignment for a grade or receive a zero for the assignment. Teacher will notify a parent or guardian and an administrator.

Second and Subsequent Offenses: Student receives a zero for the assignment, but still must complete the assignment. A conference must be held with the student, a parent/guardian, and an administrator.

### **Academic Eligibility for Extracurricular Activities (Grades 6-8)**

Students must maintain an academic average of a C- or better, as well as a 1 or 2 in effort and behavior in **each class** throughout the duration of the sport or activity.

If there is a drop in performance or conduct, coaches, directors, and administrators will use their discretion to determine if the student may continue in the sport or activity and may make additional recommendations such as attending Homework Center in order to provide support for a student who may be struggling in one or more classes.

Cheating on any test or homework assignment will not be tolerated. Teachers, in conjunction, with administrators, will use their discretion to determine appropriate consequences on a case-by-case basis, which may include a temporary suspension, or removal from, an activity or team sport.

### **Special Subjects**

The Learning Expectations for these subject areas are included in each grade level document on the Brookline Public Schools web site: <http://www.brookline.k12.ma.us>

#### **Art**

Art at the elementary level is more than learning how to use various art materials. Its purpose is to develop different ways of looking, thinking, and problem solving. Children at all grade levels learn that paintings, drawings, collages, clay pieces, and sculptures can express who they are and what they feel. Students' artwork is frequently displayed around the school, encouraging children to discuss and appreciate others' artistic work along with their own. The art curriculum covers a full range of two-dimensional and three-dimensional art. Students in the lower grades explore art materials to discover their expressive qualities. As the children grow older, they begin to work with the materials to express personal thoughts and growth. Throughout the year, students have a chance to incorporate other areas of study into their art, which allows for a more integrated curriculum. The art program provides a relaxed atmosphere that encourages students' sense of play as well as self-reflection. (See additional information on Drop-in Art in the After School section.)

#### **Music**

Runkle has a lively and active music program that provides students with a variety of aesthetic experiences.

- In **K-2** children sing, play instruments, move, and dance. They are given the opportunity to develop their individual creativity while learning the fundamentals of music.
- In **grade 3** students sing and learn to play the recorder.
- **Grade 4** is the beginning of the instrumental program. Children select an instrument to learn in school and can continue with the instrument if they choose after fourth grade. Participation in a grade-wide band or orchestra ensemble enhances students' music experience. Students who do not wish to continue with an instrument after fourth grade participate in the chorus instead.
- There are opportunities to participate in town-wide ensembles in **grades 5-8** and a conservatory period is held twice per week for students in grades 6, 7, and 8. Choices

for conservatory include: Chorus, band, strings, general music (gr.6) and music production (gr. 7 &8)

### **Performing Groups**

All first and second graders are in grade level choruses. Third graders are in the recorder ensemble. Fourth graders participate in the 4<sup>th</sup> grade chorus and also in the instrumental program. In fifth grade, the students choose to be in the chorus, band or orchestra. Sixth, seventh, and eighth graders take part in Conservatory, which includes two classes of either Chorus, Band, Orchestra, general music (gr.6) or Music production (7<sup>th</sup>/8<sup>th</sup>). There are also a number of town wide ensembles including Town Wide Band, Jazz Band, Chorus and Orchestra. These ensembles rehearse after school at a variety of locations in town.

### **Physical Education**

Physical education classes meet twice weekly at Runkle. The main emphasis of physical education is on individual skill acquisition, fitness and team building. Students must wear sneakers to participate in class. All physical education classes emphasize social and emotional development as well as physical development. Students work to develop cooperation and respect for individual differences and abilities. The program for K-3 concentrates on basic loco-motor skills such as running, skipping, hopping, and galloping. The 4<sup>th</sup>- and 5<sup>th</sup> grade curriculum introduces more complex games as well as team sports. The program for grades 6 through 8 has a stronger emphasis on fitness as well as more advanced game strategies in various sports.

### **Technology**

Computers are used to support the curriculum in all grades at Runkle. Every K-8 classroom has at least one computer networked to a printer. The school also has laptop carts available for classroom use. Internet access is available in every classroom. The computer lab is equipped with 25 networked computers, each with Internet access. The lab also has a scanner, a digital camera, digital video camera, and headphones for multimedia work. Each classroom has access to the lab when needed. The library card catalog as well as numerous other public library catalogs in the Metro West area can be accessed from the school network. Reference materials on CD-ROM are available in the lab as well as in the library.

### **Internet Policy**

The Public Schools of Brookline's (PSB) Acceptable Use Guidelines are part of the standard student registration packet. The policy requires users to refrain from downloading inappropriate, non-educational material and condemns the illegal distribution of software. PSB reserves the right to examine all data stored in computers or on disks and to revoke any accounts found to contain illegal, pirated files. PSB takes no responsibility for any information or materials transferred through the Internet. All users assume full liability for their own actions. To view the guidelines in their entirety, search "Acceptable Use" on the PSB website.

**Elementary World Language**

At Runkle School, students in Grades K-2 receive 20 minutes of Spanish instruction three days a week. Students in Grades 3-6 receive 30 minutes of Spanish instruction three days a week. At the end of the 6<sup>th</sup> grade year, students and their families choose whether to take Spanish or French in Grades 7 and 8. Those classes meet five days a week, like their other academic classes.

## **PARENT-TEACHER COMMUNICATIONS**

### **Grades K-5**

#### **Curriculum Shares/Open House**

Every fall, each teacher in grades K-5 holds either a meeting or evening meeting in the classroom. The curriculum, classroom activities, structure for the year, parent conferences and other communications are discussed. Teachers will send out notices with dates. Additional class meetings are held throughout the year to celebrate students' accomplishments and to share completed work. The teachers in the K-5 grades usually send home a regular newsletter regarding classroom activities.

#### **Parent Conferences**

Report cards are not issued for students in grades K-5. All K-5 teachers schedule parent conferences twice yearly to discuss each child's progress using a standard conference report. Parents are encouraged to make appointments with teachers to discuss their children's progress as needed.

### **Grades 6-8**

#### **Open House**

Every September an evening open house is held for grades 6 through 8. Parents follow an abbreviated version of their child's school day, and have the opportunity to hear a short presentation by each teacher.

#### **Report Cards/Parent Conferences**

Students in grades 6 through 8 receive report cards every ten weeks. Interim Progress Reports are issued for **all** 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students at the mid-point in each marking period. There is also an opportunity for parent conferences in 6<sup>th</sup> and 7<sup>th</sup> grade during the fall early dismissal days. Parents are encouraged to make appointments with teachers to discuss their children's progress as needed. These appointments may be made with individual teachers, the principal, the vice principal, or the guidance counselor.

#### **Contacting Teachers**

Parents are welcome to speak directly with teachers to set up meetings throughout the school year. They may also leave messages in the main office, a voice mail (call the main number – 617-879-4650 - and you will be transferred), or with the school secretary. Voice mail is not the best way to get an emergency message to your child; instead you must call the main office, prior to 2:30. Many teachers use e-mail as another way to keep in touch. The standard e-mail protocol for all school staff is first\_last@brookline.k12.ma.us . Please check with your child's teacher(s) to see if this is the best option. A staff list is located at the end of this Handbook in the Yellow Pages. Teachers also have office hours posted outside the classroom that provide a time for drop in visits – a short conversation - or a time to contact a teacher to set up a longer meeting.

Note: At drop-off and pick-up times, the teachers are extremely busy with the children and often have difficulty speaking privately with parents. Please use this time to arrange a meeting at another time.

## **SUPPORT SERVICES**

### **English Language Learners**

The English Language Learners (ELL) program provides instruction and support for students whose first language is not English. Runkle is the home base for the Spanish ELL program – most Brookline students requiring Spanish ELL support initially attend Runkle. Other students living in the Runkle district with limited English proficiency and whose home language is something other than Spanish also receive ELL services. Using a variety of teaching approaches and materials, students are instructed in reading, writing, and speaking English as they are included in their mainstream classes. [Every Brookline school is home to an ELL program: the Chinese program is at Pierce School; the Russian program is at the Lincoln and Driscoll schools; the Japanese program is at both the Lincoln and Lawrence schools; the Korean program is at Baker and Heath schools; and the Hebrew program is at Devotion School.]

### **Guidance**

The guidance staff includes the guidance counselors, the school psychologist, and interns. The guidance counselors are the primary resource people for children, parents and teachers. The guidance counselors follow students from registration to graduation, meeting with teachers to discuss children's academic, social and emotional progress. The guidance counselors, assist with implementation of special needs services, interview all new families, coordinate kindergarten intake and screening, and help prepare 8th graders for the high school. The guidance staff offers small lunchtime activity/discussion groups to help children learn to adjust to a new school environment, work cooperatively, make friends, listen, solve problems and make decisions. The guidance staff may also meet with a child individually for short-term support. Teachers may request that a child be seen or the pupil and/or parent(s) may initiate the request. Placement is based on need and space in the schedule. Participation is voluntary and requires parental approval. Classroom social and problem-solving skills activities are provided at some grade levels as well. If long-term support is needed, group and individual support is available through Brookline's community mental health center: The Brookline Center, a nonprofit agency. Individuals meet with the center's staff at the Runkle School or at the center itself. Payment is made through families' private insurance, Mass Health or other payment plans arranged with the Brookline Center's staff.

### **School Records/Transcripts**

When students change schools, it is the policy of the school to request records from the former school or to send student records to the child's new school.

### **Enrichment and Challenge Support Program (ECS)**

The Enrichment and Challenge Support Program in Brookline works to assist and support K-8 teachers in challenging their students. An ECS resource teacher is available on a part time basis at each school. This teacher works collaboratively with classroom teachers, guidance counselors and the school principal to bring a range of program services into the school: consultation, curriculum development and support, direct work with students, information and resources, etc. A town-wide Parent Advisory Committee, made up of representatives from each of the schools, meets regularly with the ECS

program coordinator to inform and advise about parent concerns with regard to the program. For more information, contact the ECS resource teacher at your school or the town-wide program coordinator, Mies Boet at 617-264-6407.

### **Homework Centers**

Runkle School has two after-school homework centers: one for Grades 4 and 5, and one for Grades 6, 7, and 8. Both homework centers meet Monday through Thursday, from 2:40 p.m. to 3:40 p.m.. Homework centers are staffed by teachers and paraprofessionals. The homework centers provide a quiet supervised environment where children can get started on their homework. Parents must sign up their children for homework center – it is not a drop-in service. Forms are available in the office and through Jim Stoddard. Homework centers may be mandated for some students, at the discretion of school administration. The homework centers are supported by funds from both the PTO and the school budget.

### **Reading Literacy & Math Literacy Specialists**

The reading literacy specialists and math literacy specialists at Runkle each provide a range of services, including direct instruction to students who need extra help in reading, writing, and/or math. These individuals also serve as a resource for current strategies and material in the field and help teachers in assessing students' performance levels. The teachers and the specialists arrange participation on an as-needed basis.

## **SPECIAL PROGRAMS**

### **Intern Program**

Runkle collaborates with Simmons College and Wheelock College in providing a full year internship for graduate students entering the teaching profession. The intern's presence permits a teacher to collaborate in several areas to enhance instruction and helps facilitate individual and small group instruction. It also allows for better integration of special support services into the instructional program. We participate in similar collaborations with Lesley College, Boston University, and Boston College. We are fortunate to have a veteran teaching staff that is eager to mentor new people entering the field of education.

### **The Runkle/METCO Partnership**

METCO (Metropolitan Council for Educational Opportunity) was founded in 1966 in the spirit of integration, to prepare our children for a future together. It places Boston students in Brookline schools to provide a broader educational experience for children from both communities. The Runkle Partnership pairs Brookline families with Boston families to provide a welcoming hand to students and parents from the METCO program and to foster understanding through friendships among families. It has been widely regarded as one of the most active and successful partnership programs in Massachusetts. Each year the Partnership offers family events, such as Bowling Day, which are often open to the greater Runkle community. Check the Runkle News and the Runkle website for information.

## **SPECIAL EDUCATION**

Children with special educational needs are entitled by state and federal law to receive special support and services to address their needs. Runkle School is proud to be the home of several "inclusion" programs, which provide robust service to a number of children with special needs.

### **The Process**

When a teacher or specialist is concerned about a child's progress, a period of regular education intervention is provided with consultation from the school support staff. If, after all other options are exhausted, appropriate progress is not made, the school may initiate a referral for a special needs assessment. The first step is a detailed evaluation of the child that may lead to the development of an individualized educational plan (IEP). Depending upon the reason for the referral, evaluations may be conducted by the school psychologist, learning center teacher, speech and language therapist, and/or the occupational or adapted physical education therapist. The IEP outlines the objectives for each student and prescribes appropriate instruction in academic, behavioral, and/or social skills. Parents are participants in every stage of this process, and all evaluations and IEP's require parental permission.

### **Special Education Programs**

The following special education programs are available at Runkle:

**Learning Center:** Runkle's Learning Center staff consists of three trained special education teachers. They provide consultation, evaluations and services to all grades K through 8. Learning Center teachers also work with aides and interns.

**Speech and Language Therapy:** The speech and language pathologists provide services to children who need help with skills involving receptive or expressive language. These staff members work with children with articulation difficulties, as well, if these difficulties are affecting their learning. Usually children work individually or in small groups both in and out of the classroom. In addition, the clinicians consult with parents, classroom teachers, and other special education personnel and evaluates children under the special education guidelines.

**Occupational Therapy:** The occupational therapist sees children who have sensory-motor or neuro-motor conditions that interfere with their academic performance. Intervention may be through therapy or consultation with the classroom teacher and parents.

**Adapted Physical Education:** Adapted physical education is provided to students with identifiable psycho-motor deficits. The deficits are addressed with a program of developmental activities tailored to the skills of the student. Services are provided in addition to or instead of regular physical education classes.

**System-Wide Programs:** System-wide programs provide services in a smaller group setting for students who are in grades K-8 who come from any of the eight elementary schools in Brookline. Runkle houses the system-wide program for students with Autism

(ASD). Students are mainstreamed in the general education environment when appropriate.

**Special Education Parent Advisory Council (SEPAC)**

The Brookline Special Education Parent Advisory Council (SEPAC) is an all-volunteer organization consisting of parents of children with a wide range of disabilities. The SEPAC provides support for parents, information about special education, and advocacy about issues affecting special education and children with disabilities. The website for SEPAC is [www.BrooklineSEPAC.net](http://www.BrooklineSEPAC.net).

## **AFTER SCHOOL AND ENRICHMENT PROGRAMS**

### **Runkle Extended Day Program**

Runkle Extended Day (R.E.D.) is a non-profit, parent run corporation established to provide quality after-school childcare programs for Runkle School and pre-school children. The pre-school program operates from 11:45 a.m. – 2:00 p.m. daily. The after-school program serves children from kindergarten up through fifth grade from 2:30 – 6:00 daily with sixth graders able to participate three days a week. The program is housed in a series of rooms including one dedicated space on the Garden Level. Children are grouped by their grade level (K-2, 3-4, 5-6) and participate in a variety of organized activities and outings. R.E.D. also operates all day during most school vacations and on early release days. Members of the R.E.D. teaching staff have specialized backgrounds in art, physical education, music, story telling, and elementary education. The student/teacher ratio is approximately 8:1. A parent board serves in a variety of administrative positions handling such tasks as enrollment, personnel, and fundraising. Registration for children entering kindergarten who wish to attend the Runkle Extended Day program is held in February at the same time as the general kindergarten registration. Registration for the older grades is held in late March or early April. For more information about R.E.D. and its board, contact directors Toby Greenfield or Matt D'Agostino at: (617) 839-4665 or [www.redrunkle@brookline.k12.ma.us](mailto:www.redrunkle@brookline.k12.ma.us)

### **Runkle After School Program (R.A.S.P.)**

The Runkle After School Program is a fee-for-service program organized by Runkle parents and offering classes (after regular school hours) in a variety of areas. Examples of courses offered in the past include drama, karate, pottery, woodworking, chess, Spanish, science, drawing, and gymnastics. Classes are held within the school building and are usually taught by Runkle parents or outside instructors. Most classes are 45 minutes to an hour. The program runs on a trimester basis, in the fall, winter, and spring. Booklets describing the course offerings are sent home before the start of each session. The booklet also includes registration details. Financial assistance is available. For more information, contact: [rasprogram@hotmail.com](mailto:rasprogram@hotmail.com).

### **After School Sports**

The after school sports program introduces team athletics to students in grades 5 through 8. The program offers three levels of sports opportunities:

- **intramural teams** (minimal competition, with teams selected from within the student body);
- **interscholastic teams** in grades 7 & 8, with teams that are selected based on ability and compete against teams from other Brookline schools; and
- **middle school sports**, with teams competing against teams from other towns.

The middle school sports are managed centrally for the eight K-8 schools (by the town's Department of Recreation <http://www.town.brookline.ma.us/Recreation/>). Letters are sent to families of middle school age children regarding the different sports being offered each season. Meetings regarding these teams are usually held at the high school before the start of the season. The sports vary from year to year and have included track, football, and lacrosse. Students wishing to participate in these programs must maintain satisfactory levels of in-school

effort and behavior, to be determined by teachers, guidance counselors, and administration. Runkle offers several school-based after school sport programs:

**Cross Country Running (Grades 5-8, Fall)**

In the fall, students in grades 5 through 8 may participate in beginning cross-country running, which meets either before or after school on different days of the school week. The season culminates in a town-wide meet that takes place on a school day in October.

**Co-Ed Interscholastic Volleyball (Grades 7 and 8, Fall)**

This team practices after school in the gym. Tryouts are announced in homerooms as well as in the Runkle News.

**Boys' and Girls' Interscholastic Basketball (Grades 7 & 8, Winter)**

Practices are held after school as are games against other Brookline schools. Tryouts are announced in homerooms and the Runkle News.

**Co-ed Interscholastic Indoor Soccer (Grades 7 & 8, Late Winter and Spring)**

Practices are held after school as are games against other Brookline schools. Tryouts are announced in homerooms and the Runkle News.

**Intramural Track Meet (Grades 5-8)**

In the spring a town wide meet is held for grades 5 and 6 and grades 7 and 8. Students participate in this event through tryouts that are conducted by the Runkle physical education staff.

## **MATH AND SCIENCE ENRICHMENT**

### **Math League**

Fifth and sixth graders may participate in math league. The league meets regularly for practice starting in the fall and works in areas such as problem solving, geometry, bases, and number theory. Runkle's Math League participates in three town-wide meets throughout the winter and early spring. First meeting dates are announced in the Runkle News and in 5<sup>th</sup> and 6<sup>th</sup> grade classrooms.

### **Math Counts**

Seventh and eighth graders can participate in the Math Counts training and competition that meets before and after school. First meeting dates are announced in the Runkle News and in 7<sup>th</sup> and 8<sup>th</sup> grade math classes. Competition occurs once during the year.

### **Other Enrichment Activities**

The Runkle P.T.O. has elected Math & Science Enrichment liaisons who will work with a parent committee to help plan additional enrichment activities for Runkle students. Please see the Volunteer section of this handbook for more information on joining this committee.

## **The Arts**

### **Music In The Morning**

Short concerts (vocal and/or instrumental) are presented by Runkle students, faculty and staff at various times throughout the year between 7:40 – 7:55 a.m. in the cafeteria. See the PTO section and directory for more information.

**Performing Arts At Runkle (P.A.A.R.)**

The P.A.A.R. Committee is funded by the PTO and works to bring arts professionals into Runkle at all grade levels. This group has sponsored concerts and plays in the past few years as well as providing performing arts connections to curriculum content.

**Eighth Grade Musical/Play and First Grade Chorus**

In the Spring, the eighth grade will present a musical for the Runkle community. All first graders are also invited to participate by singing one or more of the large chorus numbers. Auditions for eighth graders are announced in classes and through the Runkle News.

**Runkle Music and Arts Festival**

The Music and Arts Festival takes during a week in May. It is full of arts activities and performances. Past years' festivals have included student musical performances, an adult musical performance in the evening, an art show, and a student theatrical production. Look for information about the Music and Arts Festival in the Runkle News.

## **VOLUNTEER OPPORTUNITIES, COMMITTEES AND SCHOOL ORGANIZATIONS**

The Runkle School offers parents a wide variety of opportunities to get involved. These include organizations such as the P.T.O., School Council and Runkle Extended Day Board that have elected members. There are also a number of specialized committees that enhance life at Runkle through the arts, math enrichment, student activities or community action. As you will see on the following pages, the time commitment for these activities can be as little or as much as you would like to make of it. **We would hope that each parent at Runkle would be willing to donate at least one hour during the school year to supporting the school.** Obviously, many parents contribute much more than that. We appreciate all of the things you do to help make our school such a wonderful place to educate our children and create a strong community. Below is a list of many of the volunteer opportunities available to you at the Runkle School. We encourage you to become involved by contacting a representative of one of these groups (described on the following pages).

### **Boards (Elected)**

Parent/Teacher Organization (P.T.O.)

School Council

Runkle Extended Day Board (R.E.D.)

### **Committees**

Community Action

PTO Annual Appeal (Fundraising)

Enrichment & Challenge Support

Math & Science Enrichment

Music & Arts

Performing Arts at Runkle (P.A.A.R)

### **PTO Community Building Events**

Book Fair

Book Swap

Eighth Grade Graduation Reception

Family Bingo Night

International Night

Math & Science Night

Runkle Reads

Family Ice Skating Night

### **Classroom Opportunities**

Room Parents

Math Volunteers

Chaperones

Understanding Disabilities

### **Communications**

Runkle News & Calendar

Yellow Pages (Directory)

## SCHOOL COUNCIL

The School Council is a state-mandated committee whose membership includes the school principal and a parent as co-chairs, teachers, parents, and members of the surrounding community. The School Council functions as an advisory council to the Principal. Each year, the work of the council includes:

- adopting educational goals for the school that are consistent with local and statewide policies,
- identifying the educational needs of the students attending Runkle,
- reviewing the annual school building budget, and
- formulating a school improvement plan.

All meetings are open and announced in the Runkle News. Elections are held annually in the Spring for positions on the School Council for the following year. All parents are welcome to attend meetings and to participate in the discussions. For meeting dates, please visit [www.runkle.org](http://www.runkle.org). or you may check the Town Clerk's office.

### Parents:

Elizabeth Ascoli  
Elvira Castelli-Perez  
Sandy Costello, Co-Chair  
Anne Depew  
Valerie Godhwani  
Rosemary McElroy

### Staff:

Vanessa Beauchaine, Principal, Co-Chair  
Marcy Bienen, Second Grade Teacher  
Stephanie Convicer, Fourth Grade Teacher  
Kristen Haynes, Kindergarten Teacher  
Debbie Mercer, Enrichment Challenge and Support Teacher  
Tracy Paradise, BCBA and Teacher Leader for Professional Development

**Community Member:** Jane Morgenstern

The Council typically meets once per month in the Library on the main floor of Runkle School. The agendas are posted on the Brookline Town Calendar and meeting times and minutes are posted on [Runkle.org](http://Runkle.org).

## School Council Meetings Dates 2013-2014

Wednesday November 13 – 4:00 p.m.-6:00p.m.  
Wednesday January 8 – 4:00 p.m.-6:00 p.m.  
Wednesday March 5 – 4:00 p.m.-6:00 p.m.  
Wednesday April 16 – 4:00 p.m.-6:00 p.m.  
Wednesday May 28 – 4:00 p.m.-6:00 p.m.

Wednesday December 11 – 7:00 a.m.-8:30 a.m.  
Wednesday February 12 – 7:00 a.m.-8:30 a.m.  
Wednesday March 26 – 7:00 a.m.-8:30 a.m.  
Wednesday May 7 – 7:00 a.m.-8:30 a.m.  
Wednesday June 4 – **7:30a.m.** -8:30 a.m

## THE PARENT-TEACHER ORGANIZATION (PTO)

The Runkle PTO is the parent-teacher organization that oversees and coordinates academic enrichment activities and community building events at the school.

The PTO is the primary source of fundraising for Runkle. Each fall, the PTO Annual Fund appeal goes out to parents; it is the PTO's only fundraiser. Funds are allocated to various programs and approved at a public budget meeting each June for the following school year. The PTO funds or supports activities and services essential to the school, including teacher stipends, field trip buses, homework help center, library materials and various community events. It also sponsors regular Parent Informational sessions – an opportunity for informal conversations with other parents and staff.

All parents are considered members of the PTO (no dues required) and are invited to attend its meetings. The PTO board consists of parents who are elected at the end of each year to serve the following year. The board typically meets once a month to plan activities and discuss outstanding issues. All meetings are announced in the Runkle News and the online school calendar at [www.runkle.org](http://www.runkle.org). Parents are encouraged to participate in the PTO, and to contact any of the board members with questions, concerns or suggestions.

### PTO Board 2013–2014

Shalini Kasida	skasida@hotmail.com (Co-President)
Trish Blais	trishblais@comcast.net (Co-President)
Jayne Friedberg	jayneb1@rcn.com (Room Parent Coordinator)
Val Godhwani	valgodhwani@gmail.com (Treasurer)

### Members-at-Large:

Dyan Bhatia	dyanbhatia@gmail.com
Catherine Burke	cfburke@rcn.com
Lynne Chuang	lchuang@aquent.com
Amara Cohen	amara7@comcast.net
Sandra Davidson	sdavidson@all-cpas.com
Rosemary McElroy	mylod@alum.mit.edu
Jemelle O'Neill	gogogo010600@jemelle.com
Elvira Perez	elviraperez@hotmail.com
Jen Reed	brooklinejenr@yahoo.com
Karla Schallies	karla.schallies@gmail.com
Marva Tomer	metomer@yahoo.com

### Teacher Representatives:

Angela Galanopoulos	angela_galanopoulos@brookline.k12.ma.us
Teresa Gallo-Toth	teresa_gallototh@brookline.k12.ma.us

## **PARENT VOLUNTEER COMMITTEES**

### Community Service

This committee reaches out to the school and the greater Brookline communities. Members run a holiday toy drive and food drives. Contact Jayne Friedberg at [jayneb1@rcn.com](mailto:jayneb1@rcn.com).

### Enrichment and Challenge Support (ECS)

The town-wide ECS Chair meets monthly with parent representatives of each of the Brookline Public Schools. For more information, contact the town-wide coordinator, Mies Boet-Whitaker at [mies\\_boet-whitaker@brookline.k12.ma.us](mailto:mies_boet-whitaker@brookline.k12.ma.us). Contact Runkle reps George Sopel at [georgesopel@hotmail.com](mailto:georgesopel@hotmail.com) or Paul Seidel at [seidel@maths.mit.edu](mailto:seidel@maths.mit.edu).

### Grant Committee

Chaired by the outgoing PTO Co-President(s), this committee funds innovative programs or resources at Runkle. Parents, teachers and administrators may submit applications. For more information, contact Sandy Costello at [samcos2001@yahoo.com](mailto:samcos2001@yahoo.com) or Emily Dolbear at [emily.dolbear@gmail.com](mailto:emily.dolbear@gmail.com).

### Green Team

As part of a town-wide effort, a Green Team at each elementary school in Brookline works to lower its carbon footprint, integrate an energy conservation program into the curriculum, and carry out special events such as Car-Free Day. Contact Megan MacGarvie at [mmacgarv@bu.edu](mailto:mmacgarv@bu.edu) and Spring Salvin at [springsalvin@comcast.net](mailto:springsalvin@comcast.net).

### Math and Science Enrichment

This committee offers after-school math and science enrichment opportunities, including Family Math and Science Night (organized by Ricardo Monteiro at [ricardo.monteiro@me.com](mailto:ricardo.monteiro@me.com), Megan MacGarvie at [mmacgarv@bu.edu](mailto:mmacgarv@bu.edu) and Neena Haider at [nhaidern@gmail.com](mailto:nhaidern@gmail.com)), Astronomy Night (organized by Lynne Chuang at [lchuang@aquent.com](mailto:lchuang@aquent.com) and Candace Lun Plotkin at [candacelun@post.harvard.edu](mailto:candacelun@post.harvard.edu)), Techsploration workshops (organized by Eugene Shih at [eugene.shih@gmail.com](mailto:eugene.shih@gmail.com)) and weekly Math Challenges, contact [pto@runkle.org](mailto:pto@runkle.org).

### Performing Arts at Runkle (PAAR)

Funded by the PTO, PAAR brings performing arts professionals or speakers to all grades at Runkle. This committee coordinates events, such as Chinese ribbon dancing, a Native American show, and a special middle school event. Contact Amara Cohen at [amara7@comcast.net](mailto:amara7@comcast.net).

### PTO Annual Fund

This committee leads the PTO Annual Fund's direct appeal, which provides all PTO funding, including teacher stipends, arts/math enrichment and field trip support. Contact Jen Reed at [brooklinejen@yahoo.com](mailto:brooklinejen@yahoo.com) and Kirsten Lockwood at [klockwood@rcn.com](mailto:klockwood@rcn.com).

### Welcome Wagon

This committee welcomes new parents and students from outside Brookline to the school by connecting them with a host family to help the transition. Contact Elvira Perez at [elviraperez@hotmail.com](mailto:elviraperez@hotmail.com), Karla Schallies at [karla.schallies@gmail.com](mailto:karla.schallies@gmail.com) or Marva Tomer at [metomer@yahoo.com](mailto:metomer@yahoo.com).

## **CLASSROOM VOLUNTEER OPPORTUNITIES**

### **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)]

### **Chaperones**

Parents act as field trip chaperones in grades K - 6. Contact your class teacher if you are interested in chaperoning.

### **Math Tutors**

Parents interested in volunteering time in the primary classrooms to support math instruction can become math tutors. Training is provided and mandatory. Parents are placed in classrooms based on student need and teacher interest. Contact our math specialist: michelle\_schweiger@brookline.k12.ma.us

### **Room Parents**

These volunteers act as the primary liaisons between the teacher, parents and PTO. Their main responsibility is to convey important messages from school to home but they also help coordinate volunteers for classroom events such as breakfasts and potluck suppers. Email is widely used making this an easy job.

### **Understanding Disabilities Program**

Fourth grade students at Runkle participate in the Understanding Disabilities Program, as do their peers in each elementary school in Brookline. It is a four-part, experiential program in which the children learn about a variety of disabilities, how to be helpful and, most important, how to view people with disabilities as more similar than different i.e., people not to be made fun of or feared. This is a wonderful program. The children love it as do the many parents who make it possible. Although the town provides the curriculum and the speakers, the program is primarily staffed by parents and other volunteers. While 4<sup>th</sup> grade parents are particularly encouraged to volunteer we welcome parents of all ages.

## **PTO EVENTS**

The PTO organizes a variety of events each year for the entire Runkle community, many of which are free. Others charge modest fees to cover the cost of running the event. While many of these events, such as International Night, have become traditions, some new activities are added each year according to the interest and enthusiasm of our families.

All PTO events are community-building activities and not fundraisers. The PTO's fundraising is limited to one PTO Annual Fund drive each year; parents are asked to donate to this fund, sparing the community from organizing time-consuming fundraising activities. Any costs associated with an event are to cover the cost of the event itself.

We urge all parents to volunteer to work on at least at one event during the year. We also welcome your ideas for other activities at Runkle. In addition to the coordinators listed below, feel free to contact the PTO Co-Presidents at [pto@runkle.org](mailto:pto@runkle.org) with any questions or comments. Thank you for your help and participation.

### Halloween Fair

A Runkle tradition, the Halloween Fair takes place the week before Halloween on school grounds. This year's event will be on Friday, October 25. It is a community event sponsored and run by the PTO. Contact Jen Reed at [brooklinejenr@yahoo.com](mailto:brooklinejenr@yahoo.com) or Karla Schallies at [karla.schallies@gmail.com](mailto:karla.schallies@gmail.com).

### Music in the Morning

This group schedules short vocal and instrumental concerts for the Runkle community on the second Wednesday of every month before school. Runkle students, staff, and parents share their music. Contact [pto@runkle.org](mailto:pto@runkle.org).

### Gingerbread House Decorating

A great holiday craft activity for the kids, this fun event for all ages will take place after school on Friday, December 6. Seating for this event is limited, so sign up early to secure a spot for your child. Please contact Kate Leness at [kleness@gmail.com](mailto:kleness@gmail.com).

### Runkle Book Swap

The school's book swap, held in late January, gives all Runkle students the chance to trade their well-read books for ones they have always wanted to read. Run by the PTO, it takes place in the library. See the Runkle News for details. For information or to volunteer, contact Catherine Burke at [cfburke@rcn.com](mailto:cfburke@rcn.com) or Dyan Bhatia at [dyanbhatia@gmail.com](mailto:dyanbhatia@gmail.com).

### Ice Skating Night

This ice skating party, for the entire Runkle community, takes place at Brookline's Larz Anderson Skating Rink. Contact Kun-Tee Chang at [kunteechang@gmail.com](mailto:kunteechang@gmail.com) for details.

### Bingo Night (Primarily Kindergarten-Second Grade Parent Volunteers)

Bingo Night is a game night for all Runkle children and their families. Sponsored by the PTO, it is typically held early on a winter Friday evening. Children are invited to play Bingo for a chance to win prizes. Parents may purchase Bingo cards at the door and help younger children play. Pizza, beverages and desserts are also available. To help at this event, contact Bonnie Hatzieleftheriadis at [bonniehatz@gmail.com](mailto:bonniehatz@gmail.com), Jayne Friedberg at [jayneb1@rcn.com](mailto:jayneb1@rcn.com) or Sandra Davidson at [SandraSDavidson@all-cpas.com](mailto:SandraSDavidson@all-cpas.com).

### Runkle Reads

This celebration of reading, run by the Runkle School librarian with the help of parent volunteers and group leaders, takes place once a year. The special evening event, held at school, encourages students and parents to read and discuss a book based on grade level. Contact Rosemary McElroy at [mylod@alum.mit.edu](mailto:mylod@alum.mit.edu).

### Runkle Book Fair

The book fair, held in the spring, is coordinated by the librarian in conjunction with the PTO. It offers parents an opportunity to purchase books for their children or as donations to their child's classroom. This event is staffed by parent volunteers. All proceeds benefit the Runkle Library. For more information, contact Diane Ring at [ringdi@bc.edu](mailto:ringdi@bc.edu) or Jemelle O'Neill at [gogogo010600@jemelle.com](mailto:gogogo010600@jemelle.com).

### Music and Arts Festival

This special week long festival is held in May. Runkle students and family members and teachers perform individually and in groups. Performances are held before and after school. Art Gallery Night is an evening event showcasing the art of all Runkle students. Contact Spring Salvin at [springsalvin@comcast.net](mailto:springsalvin@comcast.net).

### International Night and Potluck Dinner (All Grades)

International Night brings the entire Runkle community together for an evening of food, music and dance from the many cultures of our diverse community. For information or to volunteer, please contact Katja Vinha at [kvinha@gmail.com](mailto:kvinha@gmail.com).

### Eighth Grade Graduation and Festivities (Seventh Grade Parent Volunteers)

By tradition, seventh grade parents are responsible for organizing the eighth grade graduation day reception each year. The PTO provides seventh grade room parents information about organizing this event. All parents are encouraged to support this memorable tradition. Contact [pto@runkle.org](mailto:pto@runkle.org) if you are interested in organizing this event.

### Teacher Appreciation Lunch (Eighth Grade Parent Volunteers)

Traditionally, the eighth grade parents host a teacher appreciation luncheon on the last day of school. The PTO provides the room parents for sixth, seventh and eighth grades information about organizing this much-appreciated event. All parents are encouraged to help out. Contact [pto@runkle.org](mailto:pto@runkle.org) for details.

## **Community Organizations**

### **Brookline Education Foundation**

The Brookline Education Foundation is a non profit organization dedicated to supporting Brookline's commitment to excellence in public education. The Foundation raises private funds to support innovative teaching, administrative leadership, professional development, and community participation in the schools. Supporters and donors include parents, citizens, and businesses who share the belief that strong public schools are essential to the quality of life and future well-being of the town.

The Foundation works closely with the Brookline School Department in a unique partnership, identifying needs and opportunities where its efforts can make a difference to teachers and children. Foundation monies are used to fund new approaches to professional development and systemwide improvements that the schools could not otherwise afford. The Foundation seeks out and supports innovation and leadership among teachers and administrators through grants and awards. To find out more: [www.brooklineeducationfoundation.org](http://www.brooklineeducationfoundation.org) or contact your Runkle parents on the Brookline Education Foundation Board. Linda Carlisle [lkcrem@aol.com](mailto:lkcrem@aol.com), Jennifer Shapiro [jennifershao@gmail.com](mailto:jennifershao@gmail.com),

## Runkle School Staff

The standard email protocol for all school staff is  
firstname\_lastname@brookline.k12.ma.us

**Principal:** Vanessa C. Beauchaine, Ed.D.

**Vice Principal:** James A. Stoddard

**Secretary:** Beatrice Moyer

**Building Aide:** Linda DelVecchio

**Nurse:** Janet Campbell

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**Pre-School:** Pam Carlson

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**Kindergarten:**

Danielle Halwick

Kristen Haynes

Tanya Paris

---

**1<sup>st</sup> Grade:**

Deanne Dixon

Joanne Guzzi

Ashley Haese

---

**2<sup>nd</sup> Grade:**

Marcy Bienen

Deirdre Madden

Marian Voros

---

**3<sup>rd</sup> Grade:**

Sarah Haesy

Emily Leonard

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**4<sup>th</sup> Grade:**

Stephanie Convicer

Jennifer Pablico-Stelmack

John Strecker

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**5<sup>th</sup> Grade:**

Mark Allyn

Emily Kattf Almeida

Alyssa Rubenstein-Schneider

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**6<sup>th</sup> Grade:**

Geri Belle – Language Arts/Social Studies

Djems Domerson – Science

Saeed Ola – Mathematics

Eileen Woodford – Social Studies

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**7<sup>th</sup>/8<sup>th</sup> Grade:**

Ania Bigda – Language Arts  
Colleen Boyle – Spanish  
Djems Domerson – Science  
Eric Lass – Mathematics  
Saeed Ola – Mathematics  
Chad Pelton - Science  
Shira Schwartzberg - Social Studies  
Marnie Weiss – French  
Eileen Woodford – Social Studies

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**Specialists:**

**Art:** Alaina Ortiz

**ASD Programs:** Theresa-Mary Cote, Rebecca Kemp, Tracy Paradise, Justine Sands, Allison Sokoloff, Cathy Stahl

**Educational Technology:** Jenny Murphy

**ELL:** Maria Marrero, Liz Greco

**Enrichment & Challenge Support:** Debbie Mercer

**Guidance:** Nadene Moll, Rebecca Sneider

**Learning Center:** Angela Galanopoulos, Michiko Hattori, Anna MacIver

**Librarian:** Teresa Gallo-Toth

**Math Specialist:** Michelle Schweiger and Pamela Wells-Rockhead

**Occupational Therapy:** Sarah DiMeo

**Physical Education:** John McTaggart, Jennifer Schultz, Ed Tubridy

**Physical Education/Health:** Jennifer Schultz

**APE:** Colleen Ryan

**Psychologist:** Nadene Moll

**Literacy Specilaists:** Kristin Gray and Amy Sweeney

**Special Education Elementary Team Facilitator:** Donna Finnegan

**Speech/Language:** Erica Landry, Lisa Anne Guerra, and Laura Vish

**Spanish K-4:** Shenandoah Paun

**Spanish 4-6:** Monica Hayes

**Spanish 6-8:** Colleen Boyle

**Custodians:** Fran McGreal and Micah Mellor

**Kitchen Manager:** Suzanne Twomey

**Kitchen Staff:** Maria Morales

**Extended Day:** Toby Greenfield and Matt D'Agostino

## **APPENDIX**

## Appendix A

### Student Discipline

Students enrolled in the Public Schools of Brookline are expected to be respectful and courteous of others. Certain conduct by students at school or at school related events is prohibited by the Rules of Conduct found in this Handbook, by the policies of the Public Schools of Brookline, and by certain Massachusetts General Laws. The Policy Manual of the Public Schools of Brookline is available in the Principal or Headmaster's office and online at [www.brookline.k12.ma.us](http://www.brookline.k12.ma.us).

### **Drugs and Weapons at School are Prohibited and Assaulting School Staff is Prohibited**

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

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

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

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

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

(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.

### **Lockers**

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

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

Chapter 71: Section 37H½ provides the following:

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

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

decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

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

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

#### **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).

#### **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]

## Appendix B

### HEALTH SERVICES

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

#### Mandates

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

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

Scoliosis- 5,6,7,8,9

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

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

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

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

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

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

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

- 4) The nurse may follow -up with periodic checks of individual children who had lice to make sure they have not been reinvested.

### **Guidelines for the Administration of Medications in School**

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

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

### **Non-prescription Medications**

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

### **Prescription Medications**

#### **A. Daily Medications: Short Term**

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

he/she should not attend school for at least 24 hours after the administration of an initial medication dose.

#### B. Daily Medications: Long Term

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

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

#### C. Students Carrying Their Own Medications

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

#### D. Aspirin and Ibuprofen

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

#### **Field Trips**

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

- A staff member, delegated by the school nurse, will administer medication if permitted by MDPH regulation. Exemptions include non-emergency medications for which an assessment is needed. ie, neither Tylenol nor Benedryl can be delegated to unlicensed staff.

OR

- A student may take the medication from envelopes which the parent/guardian has prepared. Each envelope will contain individual doses of medication. The staff member will hold the medication for safe keeping.
- Students may carry and self administer their own medications such as inhalers for asthma and in some cases EpiPens, when appropriate to do so.
- Please be sure to discuss the specific medication practices for the field trip with the school nurse 48 hours before a day trip and two weeks before an overnight trip.
- Please contact the school nurse if you have any questions about the medication administration practices.

## Appendix C

### Technology Acceptable Use Policy (AUP)

#### 1 4 b. Technology Education and Student Technology Use Policy (Revised Policy)

##### Definitions

Technology: A range of hardware and software tools used to enhance learning, promote progress, and facilitate communications.

Inappropriate: Unsuitable or destructive, such as, but not limited to, spreading computer viruses, using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing, or otherwise objectionable or criminal language in a public or private message.

Academic: Related to scholarly performance in school, or any other work related to school.

##### 1 4 b. 1. Technology Education

The Public Schools of Brookline (PSB) views technology as an important tool for advancing educational excellence. In keeping with the system's educational mission, teachers now use and introduce to students a variety of new technologies in order to help students learn more effectively. These new technologies present opportunities as well as special challenges for all citizens. This policy, and its related administrative procedures that include a student/parent or guardian contract, is designed to ensure that our students utilize new technologies responsibly.

##### 1 4 b. 2. Student Technology Use

The purpose of student use of technology (including but not limited to computers, PSB network, and the Internet) in schools is academic. Therefore, by this policy, the PSB notifies all student users and their parents/guardians that they must understand the following:

- PSB makes every reasonable effort to minimize the risk that student users will encounter inappropriate material on the Internet during school. However, there is no absolute guarantee that our efforts will be successful. Therefore, PSB takes no responsibility for non-school information or materials that are transferred through the PSB network and/or the Internet;
- PSB requires students, when using school technology, to refrain from intentionally viewing and/or downloading inappropriate non-academic material. If a student is unsure if material is inappropriate, said student should consult with his/her teacher. The consequences of violating this policy are outlined in the contract related to the policy and referred to in the last paragraph.
- PSB requires all students to refrain from utilizing computers, networks or telephone systems for any communications which could be interpreted as means for bullying, threatening, or in any other manner designed to frighten or inappropriately inhibit or influence the actions of any other individual.
- PSB will not be liable for the actions of anyone connecting to the Internet through the PSB network. All users shall assume full liability, legal, financial, or otherwise, for their actions;
- PSB makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Accordingly, the PSB shall not be liable for any loss or corruption of data resulting from use of the network;
- PSB reserves the right to review and/or inspect all student work (data) stored in its computers, on its storage media, and on its servers at any time;
- PSB prohibits the illegal distribution of software or files, otherwise known as "pirating". This includes, but is not limited to, copyrighted material. Any students using our network to transfer such software and/or files, and any whose accounts are found to contain such illegal software and/or files, may have their accounts permanently revoked and may be reported to appropriate legal authorities;
- PSB reminds all student users that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As such, all student users must behave in an ethical, respectful, responsible and legal manner in

connection with such use;

- PSB reserves the right to change or modify this policy, or any related contract or procedure, at any time without prior notice, due to the changing nature of technology and its usage.

Notification to Students and Parents/Guardians

PSB will develop administrative procedures to ensure:

- that at the beginning of each school year, all students to whom this policy applies and their parents/guardians, will be notified about this policy, and will receive a copy of it, along with the related contract;
- that students are educated, in age-appropriate language, as to the specifics of what the contract contents actually mean, and
- that the contracts are signed, collected and retained in an appropriate location, and become part of the student's record.

Originally Voted: 6/2/92, #92-308 (Technology Education) and 4/25/96, #96-47

(Internet Use and Contract Guidelines) Policy Revised and Approved: 4/6/06, #06-38

(Draft administrative guidelines and contract are attached.)

## **Appendix D**

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

Under Massachusetts law, the Brookline Public Schools is required to obtain Criminal Offender Record Information (CORI) 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 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)]

### **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.

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

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

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

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

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

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

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

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

However, if a satisfactory resolution cannot be achieved informally, an employee or student may file a written complaint with the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall respond in writing within 30 days. If the individual is not satisfied with the response, he/she may take the complaint to Massachusetts Department of Education, Program Quality Assurance, 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]

### **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 unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives, (including de-escalation techniques), have failed or been deemed inappropriate, and with extreme caution.

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 J(5)(k)]

## **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]

## **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.

## **Appendix E**

### 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.

## Appendix F

### Bullying Prevention

The definition of “bullying” used in Brookline is:

***Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.***

Brookline is committed to providing a safe learning environment for **all** students. To that end, there is a comprehensive social/emotional learning curriculum and bullying prevention plan in Brookline. Through the *Responsive Classroom* and *Developmental Designs* approach to learning and the *Social Thinking* program, students are able to learn specific skills that will enable them to engage with others in a respectful and responsible manner.

In addition to this proactive approach to building a positive school culture, there is also a bullying prevention curriculum called *Olweus* that was implemented in all of the Brookline schools during the 2012-2013 school year. The goals of *Olweus* are to reduce existing bullying issues, prevent new bullying issues from developing, and foster positive peer relationships.

As part of *Olweus*, there is an annual survey for students in grades 3-12. Through the survey results, we are able to ascertain where particular “hot spots” might be within the school for bullying-like behaviors to occur. The four *Olweus* bullying prevention rules are posted in each learning area as well as the common areas in the building:

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

Students are empowered to report bullying-like behaviors to adults. Reporting behavior is not the same as “tattling” on others. We praise students for reporting something that they feel is “not right” or “unfair.” We can also teach students in the moment the difference between a conflict and a “bullying” situation and provide them with different strategies for managing a conflict if that is the most appropriate next step.

When a teacher or parent becomes aware of what may be a bullying situation, it is reported to the principal and/or vice principal. If you have any questions about a situation that is occurring with your child, please be sure to contact your child’s teacher, guidance counselor, or administrator.

To view the Bullying Prevention Implementation Plan in its entirety, go to:

[http://www.brookline.k12.ma.us/index.php?option=com\\_content&view=article&id=403:public-schools-of-brookline-bullying-prevention-and-intervention-plan&catid=64:news&Itemid=181](http://www.brookline.k12.ma.us/index.php?option=com_content&view=article&id=403:public-schools-of-brookline-bullying-prevention-and-intervention-plan&catid=64:news&Itemid=181)

## Important Numbers

**Absence/Tardy Line: 879-4249**

**Main Office: 879-4650**

**Principal:** Vanessa C. Beauchaine, Ed.D. 879-4650

Vanessa\_beauchaine@brookline.k12.ma.us

**Vice Principal:** James A. Stoddard 879-4650

jim\_stoddard@brookline.k12.ma.us

**Secretary:** Beatrice Moyer 879-4680

beatrice\_moyer@brookline.k12.ma.us

**Extended Day:** Toby Greenfield 879-4665

edrunkle@brookline.k12.ma.us

### **Guidance Counselors:**

Nadene Moll (K-2) (617) 879-4698 nadene\_moll@brookline.k12.ma.us

Rebecca Sneider (3-8) (617) 879-4242 rebecca\_sneider@brookline.k12.ma.us

**Librarian:** Teresa Gallo-Toth (617) 879-4678 teresa\_gallototh@brookline.k12.ma.us

**METCO:** Marcia Rose-Brown (617) 879-4650 marcia\_brown@brookline.k12.ma.us

**Nurse:** Janet Campbell (617) 879-4682 janet\_campbell@brookline.k12.ma.us

### **P.T.O. Co-Chairs:**

Shalini Kasida skasida@hotmail.com (Co-President)

Trish Blais [trishblais@comcast.net](mailto:trishblais@comcast.net) (Co-President)

**Newsletter Editor:** [runklenews@brookline.k12.ma.us](mailto:runklenews@brookline.k12.ma.us)

**E-Mail:** To reach staff via e-mail, the standard email protocol for all school staff is:

firstname\_lastname@brookline.k12.ma.us

**The John D. Runkle School  
50 Druce Street  
Brookline, MA 02445  
617-879-4650  
www.runkle.org**

**ABSENCE/TARDY LINE: 617-879-4249**

Please call before 8:00 a.m. and provide your name, child's name, grade,  
teacher and  
expected dates of absence.

**SNOW DELAY INFORMATION:**

Radio: WBZ 1030, WEEI 850, WRKO 680

TV: Channels 4, 5 and 7

(Listen for Brookline, MA not Brookline, NH)