

# AUBURN PUBLIC SCHOOLS

## 2023-2024 HANDBOOKS: UPDATES/CHANGES

**SCHOOL NAME: Bryn Mawr & Pakachoag**

**PRINCIPAL: Brooke Beverly & Jennifer Stanick**

*We have combined the Bryn Mawr and Pakachoag School Handbooks to have a consistent K-2 Student Handbook. We have removed redundancies and updated language to ensure our handbooks are an accurate representation of our schools and expectations. Throughout the handbook, we revised the language to be more positive and proactive (rules changed to expectations, child changed to student, his/her changed to they, and parent changed to parent/guardian).*

<u>DESCRIPTION</u>	<u>2022-2023 HANDBOOK LANGUAGE</u>	<u>EXPLANATION OF CHANGE OR UPDATE</u>
Insert linked bookmarks		Easier access to specific information without having to scroll
Title Page		Updated for combined handbook
Table of Contents & Order of Sections		Updated pagination for accuracy & order of sections
Principal's Letter		Updated & combined
Faculty and Staff Directory		Updated with current staffing
Important Phone Numbers		Updated with current staffing
Page 14 Visitors	We invite all visitors to enter our building using the front door. The administrative secretary will greet you and invite you into the vestibule. You will be asked to sign in and leave your license or a valid photo ID. All visitors are asked to wear a "Visitor Badge" so that they are easily identified.	All visitors should enter our building using the front door. The secretary will greet you and invite you into the vestibule. You will be asked to sign in. All visitors are asked to wear a "Visitor Badge" so that they are easily identified. All visitors are expected to be respectful and follow our school code of conduct on school grounds.
Page 14 Volunteers		Updated volunteer opportunities and updated CORI information
Page 15 Attendance	Not in previous handbook	Added: Attendance letters will be sent home each trimester to alert families of accumulated absences.
Page 16 Pakachoag Arrival		Updated to include new drop off lane
Page 17 Attendance, Arrivals, and Dismissals	Not in previous handbook	<b><u>Added: DO NOT PASS A SCHOOL BUS WHEN THE RED LIGHTS ARE FLASHING.</u></b>
Page 18 Bus Schedules		Updated to reflect that the District Office handles busing schedules.
Page 18 Behavior Purpose Statement	<p>Bryn Mawr Elementary School is a positive and respectful community that promotes healthy development. Together, teachers, students and families share the responsibility for everyone's learning in a safe environment.</p> <p>We are like a family at Bryn Mawr. Together we discover, learn and grow with respect.</p>	Our schools are positive and respectful communities that promote educational and social-emotional development of students. Everyone in our school communities shares the responsibility for a safe learning environment.

	<p>We live by the Golden Rule: “Treat others the way you would like to be treated.”</p> <p>Pakachoag did not have one.</p>	
Page 19 P.B.I.S.	P.B.I.S. was under 2 sections in 2022-2023, and now combined in one section.	<p>ADDED: Every effort will be made to apply the consequences in a consistent manner. Whenever possible and appropriate, we will incorporate the principles of restorative practice of relationships, respect, responsibility, repair and reintegration.</p> <p><i>Second Step and P.B.I.S. are Tier 1 supports that are available for all students.</i></p>
Page 20 School Wide Behavior Expectations & Code of Conduct	<p><b><u>School has three school-wide behavioral expectations:</u></b></p> <ol style="list-style-type: none"> <li><b>1. I am safe.</b></li> <li><b>2. I am respectful.</b></li> <li><b>3. I am responsible.</b></li> </ol> <p>Our <b>Code of Conduct</b> represents our vision, values and expectations of how everyone in our school community will behave. Our main theme is “The Golden Rule: Treat others the way you would like to be treated.” There are three guiding principles:</p> <ol style="list-style-type: none"> <li><b>1. I am safe.</b></li> <li><b>2. I am respectful.</b></li> <li><b>3. I am responsible.</b></li> </ol>	<p><b>Our school-wide behavioral expectations:</b></p> <ol style="list-style-type: none"> <li><b>1. I am safe.</b></li> <li><b>2. I am respectful.</b></li> <li><b>3. I am responsible.</b></li> <li><b>4. I am kind.</b></li> </ol> <p>Our Code of Conduct represents our vision, values and expectations of how everyone in our school communities will behave. These are our guiding principles:</p> <ol style="list-style-type: none"> <li><b>1. I am safe.</b></li> <li><b>2. I am respectful.</b></li> <li><b>3. I am responsible.</b></li> <li><b>4. I am kind.</b></li> </ol>
Page 20 General Expectations	Children and adults come together at school and spend many hours together. A school needs rules of behavior to make sure that everyone can be free of distraction, fear, or discomfort, so that the learning process can take place.	There are expectations of behavior at school to ensure everyone is safe, and students can learn while feeling comfortable and can focus on their learning. Whenever possible, we utilize logical consequences and restorative practices to help our students learn about how to make appropriate choices. Classrooms will focus on a sense of community to help prevent conflict, encourage students to accept responsibility, and rebuild relationships.
Page 20 Playground/Recess Expectations	<ol style="list-style-type: none"> <li>1. No rough play (tackling, pushing or tripping).</li> <li>2. No hard balls or bats.</li> <li>3. No throwing of objects (stones, sticks, etc.).</li> <li>4. Proper footwear is to be worn at all times.</li> <li>5. Primary school children are not allowed to ride their bicycles to school.</li> </ol>	<ol style="list-style-type: none"> <li>1. Students should play safely and respect the personal space of their classmates. This means rough play and doing things intentionally to hurt others is not allowed.</li> <li>2. There are soccer balls, playground balls, and basketballs available for use. Hard</li> </ol>

	<p>6. Students should refrain from bringing to school items that are not conducive to their learning environment. This includes toys, toy weapons, electronic equipment, and other non-educational items.</p>	<p>balls or bats are not allowed for safety reasons.</p> <ol style="list-style-type: none"> <li>3. Items such as stones or sticks should be left on the ground for safety reasons.</li> <li>4. Students should refrain from bringing items from home to school that are not conducive to their learning environment. This includes: toys, toy weapons, electronic equipment (including cell phones or SmartWatch devices), trading cards and other non-educational items that distract students from their education unless provided specific permission.</li> <li>5. Students should play safely and respect the personal space of their classmates. This means rough play and doing things intentionally to hurt others is not allowed.</li> <li>6. There are soccer balls, playground balls, and basketballs available for use. Hard balls or bats are not allowed for safety reasons.</li> <li>7. Items such as stones or sticks should be left on the ground for safety reasons.</li> <li>8. Students should refrain from bringing items from home to school that are not conducive to their learning environment. This includes: toys, toy weapons, electronic equipment (including cell phones or SmartWatch devices), trading cards and other non-educational items that distract students from their education unless provided specific permission.</li> </ol>
Page 20-21 Bus Expectations	<ol style="list-style-type: none"> <li>1. All rules of safety, as designed by AA Transportation Co., Inc. are to be followed at all times. These include eating, moving about the bus, fighting, and yelling.</li> <li>2. Students must obey the instructions of the bus driver. Students are under the supervision of the bus driver and are directly responsible to him/her.</li> <li>3. Fighting, teasing, pushing, verbal abuse, and damaging property are forbidden.</li> <li>4. Students are to sit on the bus, face forward, and keep their backpacks on their laps.</li> </ol>	<p>In order to keep everyone safe for the duration of the bus ride, the following expectations are to be followed:</p> <ol style="list-style-type: none"> <li>1. Students should remain seated, facing forward at all times.</li> <li>2. Students must listen to the instructions and follow directions of the bus driver.</li> <li>3. Students are expected to keep their hands, feet and bodies in control in their seat (not in the aisles)</li> <li>4. Be respectful, use appropriate language, quiet voices and kind words.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Younger children will sit in the front of the bus, with the older children sitting toward the back.</li> <li>6. Children are not to change seats on the bus unless asked to do so by the bus driver.</li> <li>7. Incidents of misbehavior on the bus will be reported to the principal for investigation and possible disciplinary action. In cases of serious or repeated misconduct, the principal, at his/her discretion, may suspend a student's opportunity to ride on the school bus for a definite length of time as determined by the principal. In cases of suspension of riding opportunities, written notification of the reason for suspension as well as the beginning and ending dates of the suspension, will be sent to the student's parents/guardians. During the suspension period, the student must maintain regular and punctual attendance at school, with parents/guardians assuming responsibility for transportation to and from school. Refer to Chapter 76 MA General Laws relating to Education, Sections One and Two.</li> </ol>	<ol style="list-style-type: none"> <li>5. Respecting the bus is important. Students and families may be responsible for any damage conducted.</li> <li>6. All items, including food, should remain in student backpacks with the exception of a book to read unless there is a documented accommodation.</li> <li>7. Younger students will sit in the front of the bus, with the older students sitting toward the back.</li> <li>8. Students are not to change seats on the bus unless asked to do so by the bus driver. Some students or buses may have assigned seats.</li> <li>9. Incidents of misbehavior on the bus will be reported to the principal for investigation and possible disciplinary action. Please refer to the <a href="#">Bus Safety Expectations of the Auburn Public Schools found in the Appendix</a>.</li> </ol>
Page 21 Lunch Time Rules	<ol style="list-style-type: none"> <li>1. Good manners are expected at all times.</li> <li>2. Talking, in an appropriate voice, will be allowed during most of the lunch period, but quiet may be needed to facilitate clean-up and dismissal.</li> </ol>	<p>Added:</p> <ol style="list-style-type: none"> <li>1. Students are expected to be responsible by cleaning up after themselves.</li> <li>2. Students should remain in their seats in the cafeteria and raise their hand if they need assistance.</li> <li>3. Students should be responsible with their lunch cards and remember to get all of their lunch items as they go through the line.</li> <li>4. As allergy aware schools, students should not share food.</li> </ol>
Page 21 Dress code	<p>Students are encouraged to dress respectfully, comfortably and cleanly at all times. Clothes should not interfere with safe movement. Sneakers must be worn on physical education class days. A schedule of physical education classes is sent home during the first week of school. Footwear should always be appropriate for school and play. Flip flops are not allowed for safety reasons.</p>	<p>Removed No flip flops</p> <p>Added:</p> <ol style="list-style-type: none"> <li>1. Hats or hoods should not be worn indoors without permission or documented accommodation.</li> <li>2. If clothing is inappropriate for school, the school reserves the right to provide students with alternate clothing.</li> <li>3. Student dress should be appropriate for all seasonal weather.</li> </ol>

Page 21-22 General Expectations Not Yet Noted	<ol style="list-style-type: none"> <li>1. Aggressive acts, such as bullying, are not allowed. Keep hands and feet to yourself.</li> <li>2. Politeness and respect for others are expected at all times.</li> <li>3. Defiance and talking back will not be tolerated. Use an inside voice in school situations.</li> <li>4. No profanity is allowed.</li> <li>5. All property should be treated with respect. It is the responsibility of the parent/guardian to pay for the repair or replacement of damaged and/or missing articles or property.</li> <li>6. Students are expected to move about the building in an orderly quiet fashion.</li> <li>7. Selling and trading of objects, food, and goods by students is not permitted.</li> <li>8. Gum chewing is prohibited.</li> <li>9. No personal electronic equipment is to be brought to school.</li> <li>10. Use of roller blades or skateboards is not permitted on the school grounds. These items should not be brought to school. Sneakers with in-line skates inserted into the soles are also not to be worn in school.</li> </ol>	<ol style="list-style-type: none"> <li>1. Classrooms will focus on a sense of community to help prevent conflict, encourage students to accept responsibility, and rebuild relationships.</li> <li>2. Keep hands and feet safely to yourself.</li> <li>3. Politeness and respect for others are expected at all times.</li> <li>4. Use an inside voice throughout the building.</li> <li>5. Profanity is not allowed.</li> </ol> <p>Removed from General Expectations Not Yet Noted and Added to Dress Code: No clothing with offensive language or graphics is allowed nor is clothing depicting drugs, tobacco, or alcohol.</p> <ol style="list-style-type: none"> <li>6. All property should be treated with respect. It is the responsibility of the parents/guardians to pay for the repair or replacement of damaged and/or missing articles or property.</li> <li>7. Students are expected to move about the building in an orderly quiet fashion to respect learning going on in other classrooms and to be safe traveling throughout the hallways.</li> <li>8. Selling and trading of objects, food, and goods/toys by students is not permitted.</li> <li>9. Gum chewing is not allowed, unless it is a documented accommodation.</li> <li>10. Use of bikes, roller blades or skateboards is not permitted on the school grounds during school hours. These items should not be brought to school. Sneakers with in-line skates inserted into the soles are also not to be worn in school.</li> <li>11. Removed from General Expectations Not Yet Noted and Added to Weapons Policy: Knives, weapons, or other potentially dangerous items (such as fireworks, matches, lighters) are prohibited on school grounds. This includes plastic replicas.</li> </ol>
Page 22 Bullying		Grouped all PBIS together
Page 23 Destruction of School Property		Included school technology
Page 21 Photo Release	<p>Press Release</p> <p>From time to time, the press will come to photograph various activities that take place at the school. Photos may be taken of your child at these activities. Please carefully read and sign the electronic release form at the beginning of the school year if you do not wish to have your child's photograph published.</p>	<p>Photo Release</p> <p>To share learning activities that are happening at our schools, photographs will be taken to share with our school community through family communications, the district social media pages, and from time to time local newspapers. Please carefully read and sign the electronic photo release form. If you do not</p>

		wish to have your student's photograph published, please notify the office at any time.
Page 24 Health Screenings (Per Lead Nurse, Kerri Astrella)	<b>Body Mass Index Measurement (BMI):</b> Massachusetts General Laws and Regulations (105 CMR 200.500) requires that students in grades 1, 4, 7 and 10 will have their height and weight measured and body mass index (BMI) calculated. <b>Parents/Guardians may opt out of this screening by providing written notification to the school nurse prior to the screening.</b>	Massachusetts General Laws and Regulations (105 CMR 200.400 and 105 CMR 200.500) requires that students in designated grades have the following health screenings conducted in school each year:  Vision: Grades Pre-K, 1, 2, 3, 4, 5, 7, 10 Hearing: Grades K, 1, 2, 3, 7, 10 BMI: Grades 1, 4, 7, 10  Parents/Guardians may opt out of these screenings by providing written notification to the school nurse prior to the screening.
Page 25 Stock Medications (Per Lead Nurse, Kerri Astrella)	<b><u>Over-the-Counter medications:</u></b> 1. A medication order form signed by the child's physician/health care provider 2. A consent form signed by the parent. You will find this on the bottom of our Medication Order form. 3. The medication in the original container. Please do not send in pills in any other container or a plastic bag.	The school nurse may keep over-the-counter medications stocked in the nurse's office for general use as deemed medically necessary. The nurse is permitted to administer these medications with parent/guardian permission, and under the guidance of standing orders written by our district physician. These medications may include: <ul style="list-style-type: none"> <li>• Tylenol (Acetaminophen)</li> <li>• Motrin (Ibuprofen)</li> <li>• Benadryl (Diphenhydramine)</li> <li>• Bacitracin Ointment</li> <li>• Aquaphor/ Vaseline</li> <li>• Hydrocorti sone Cream</li> <li>• Calamine Lotion</li> <li>• Cough Drops</li> </ul> Please carefully read and sign the electronic "Over the Counter Medication" consent form.
Page 26 Behavior Screening	In support of DESE's initiative and based on an increasing need for social and emotional support for students, Auburn may screen students to identify or predict students who may be at risk. The use of	Removed- not being administered K-2

	<p>universal screenings refines and strengthens our efforts to help all of our students be successful by allowing us to take positive and preventative measures as early as possible. This would not be a diagnostic tool, but a screening tool to gauge potential risk. The behavior screening tool, would focus on social behaviors affecting academic engagement, with your permission. You will also be given the option to have your child opt out of the screening process. When appropriate, and with your permission, the results of the tool will be used to provide identified students with mentoring, social skill building and other support to help them engage positively in learning.</p>	
Page 26 Reading		Removed Rockets To Reading (Bryn Mawr) & Incentive Reading (Pakachoag) and Combined for General Reading suggestions
Page 27 Homework Rationale	<p>The purpose of homework is to develop independent study habits, to reinforce classroom instruction, and to encourage family involvement in the child's academic development.</p> <p>Classroom teachers will share specific homework expectations with parents/guardians for their students at the beginning of the school year. We value a strong home/school connection, and encourage you to ask your child about the day's events to spark conversation about the work he/she is doing and the progress that is being made.</p>	<p>Removed Purpose of Homework (and added the literacy part to the reading section and left Homework Rationale</p> <p>Homework is an integral part of the learning process and a necessary reinforcement to classroom instruction. Like all school experiences, homework should help students to gain maturity and independence. Because learning is also a lifelong process which extends beyond the school, it is important for students to recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school.</p> <p>Removed from Homework Rationale and Added to Reading Section: Literacy is at the heart of all we do as a primary school. During the early years of school, it is critical our students build strong foundational reading skills and develop a love for reading. We strongly recommend reading for at least 15 minutes to and with your child each and every day.</p>
Page 27 Assessments		<p>Tests changed to Assessments</p> <p>Added: i-Ready Assessments</p>
Page 27 Social Emotional Supports		Guidance was changed to "social emotional learning", guidance counselors changed to school counselors and added social worker

Page 27 Classroom Placement	<p>When making classroom placements, a variety of factors are considered, all in an effort to create heterogeneous, equitable groupings. Careful consideration is given to each placement. Classroom teachers work together to create room assignments, and those initial lists are reviewed by specialists, the reading specialist and special education staff. After careful review by the principal, the lists are finalized. Classroom placements are established in the spring and notification is made to Parents/Guardians in the last report card envelope.</p> <p>During the last week of school, all children will participate in a “Step-Up Day” where they will visit their new classroom and meet their new teacher. Those children moving from second to third grade will visit Swanson Road Intermediate School, get a tour of their facility, and visit the third grade classrooms.</p>	<p>When creating classroom assignments, a variety of factors are considered, all in an effort to create heterogeneous, equitable groupings. Staff work collaboratively to create balanced classrooms to meet the needs of our diverse student population. Individual teacher requests may not be honored.</p> <p>Schools will create transitions for students as they enter the next grade level.</p>
Page 27-28 Food Services		Update cost for milk, lunch and snack if needed
Page 28 Food Related Allergies	<p>We must do all we can to provide all students with a safe learning environment. <b>Bryn Mawr School is a NUT FREE ENVIRONMENT, please do not send any peanut or nut containing products for your child to eat during lunch or snack.</b> Individual student’s food allergies will be dealt with on an individual basis. At these grade levels, prevention and education/safety are our primary goals.</p> <p>If we have a student with a life-threatening allergy there may be a need for certain accommodations to take place in the school building to keep the child as safe as possible. Depending on the student’s needs, medical orders, and circumstances, these accommodations may include, but not be limited to the following:</p> <ul style="list-style-type: none"> <li>● A ban on certain foods in the classroom/building.</li> <li>● A specific table in the lunchroom that does not allow students sitting at this table to eat a particular food that is an allergen.</li> <li>● Limited types of snacks or treats in the classrooms/building.</li> </ul> <p>These accommodations, or any others required to keep a student as safe as possible, will be communicated in writing to families in a classroom, or the entire school as</p>	<p>We must do all we can to provide all students with a safe learning environment. Individual student’s food allergies will be addressed on an individual basis. At our schools, prevention of allergic reactions and allergy education/safety are our primary goals.</p> <p>As allergy aware schools, if we have a student with a life-threatening allergy there may be a need for certain accommodations to take place in the classroom and/or school building to keep the student as safe as possible. Depending on the student’s needs, medical orders, and circumstances, these accommodations may include, but not be limited to the following:</p> <ul style="list-style-type: none"> <li>● A ban on certain foods in the classrooms/buildings.</li> <li>● A specific table in the lunchroom that does not allow students sitting at this table to eat a particular food that is an allergen.</li> <li>● Limited types of snacks or treats in the classrooms/buildings.</li> </ul> <p>These accommodations, or any others required to keep a student as safe as possible, will be communicated in writing to families in a classroom, and the entire school as necessary.</p>



	necessary, if a situation arises that requires these accommodations.	
Page 28 Celebrations	<p>One of the milestones each year for your child is celebrating his/her birthday! As a school community, we would like to celebrate your child in a special way! Instead of sending in a food treat to the classroom which can exclude children who have allergies or other dietary restrictions, we would like to celebrate with books. We ask that your family donate a special book to your child's class library. Feel free to wrap the book for your child to open in front of his/her classmates. Your child's teacher will dedicate the "Birthday Book" on the inside front cover and read the book or a chapter to the class. Thank you in advance for your generosity!</p> <p>In consideration of the feelings of all of our students, birthday party invitations will <b>not</b> be distributed in school. If you require the names, addresses/emails of your child's classmates, please contact the school at least one week in advance. Out of respect for each family's privacy, telephone numbers are not distributed.</p>	<p>One of the milestones each year for your student is celebrating their birthday! As a school community, we would like to celebrate your student in a special way! Instead of sending in a food treat to the classroom which can exclude students who have allergies or other dietary restrictions, we would like to celebrate with books. Your student can bring in a special school appropriate book to be read to their class. If your family opts to, you can donate the book to your student's classroom library.</p> <p>In consideration of the feelings of all of our students, birthday party invitations will <b>not</b> be distributed in school. In the beginning of the school, families have the option of adding their contact information to be shared with their student's classmates.</p>
Additional Information Letter-AHERA		Change date to August 2023
Auburn Public Schools calendar		Update to approved 2023-2024 Auburn Public Schools calendar
Appendix		Update District Policy sections as needed; included bus safety