



**THE YEAR AT BAKER SCHOOL: A Welcome Guidebook for New Families**  
***A Supplement to the Baker School Handbook***  
***First Edition — 2011-2012***

*Presented by the Baker School Parent Teacher Organization (PTO)*

Welcome to the Edith C. Baker School!

The Baker School Handbook provides a detailed listing of the expectations and rules of behavior at Baker. This Guidebook supplements the information in the Handbook by providing an outline of a typical year and answering FAQs (Frequently Asked Questions) that many new parents have.

Please carefully read both the Handbook and the Guidebook – together, they provide a comprehensive overview of what you can expect from your Baker experience. We hope you will take advantage of the many opportunities and ways families can enrich the high quality public education of their child(ren) in Brookline.

Best wishes for a great school year!

*The Baker School Parent Teacher Organization (PTO)*

**PLEASE NOTE:**

*For up-to-date scheduling details throughout the school year you should refer to the Baker School website at [www.bakerschool.org](http://www.bakerschool.org) / 617.879.4500 or the PTO at [www.bakerschoolpto.org](http://www.bakerschoolpto.org) / [bakerpto@gmail.com](mailto:bakerpto@gmail.com).*



## IMPORTANT TELEPHONE NUMBERS AND WEBSITES FOR ADDITIONAL RESOURCES

### BAKER SCHOOL

Baker School Main Office	617-879-4500	<a href="http://www.bakerschool.org">www.bakerschool.org</a>
Baker School Handbook	<a href="http://www.bakerschool.org/home/forms">http://www.bakerschool.org/home/forms</a>	
Absentee Call-in (call anytime)	617-879-4508	
Nurse's Clinic	617-879-4514	
Extended Day	617-323-6661	<a href="http://www.bsed.org">www.bsed.org</a>

To email any member of the faculty or staff: [firstname\\_lastname@brookline.k12.ma.us](mailto:firstname_lastname@brookline.k12.ma.us)

Calendar – Baker School	<a href="http://www.bakerschool.org/calendar">http://www.bakerschool.org/calendar</a>
Calendar – Brookline Public Schools	<a href="http://www.brookline.k12.ma.us/interesting/calendar.html">http://www.brookline.k12.ma.us/interesting/calendar.html</a>

### BAKER PTO

Co-Presidents	<a href="mailto:bakerpto@gmail.com">bakerpto@gmail.com</a>	<a href="http://www.bakerschoolpto.org">www.bakerschoolpto.org</a>
Newsletter or Website Submissions	<a href="mailto:bakerschoolnews@gmail.com">bakerschoolnews@gmail.com</a>	
New Family Resources Online	<a href="http://www.bakerschoolpto.org/new-family-info.html">http://www.bakerschoolpto.org/new-family-info.html</a>	
Baker ECS (Enrichment and Challenge Support) – Parent Reps	Tatiana Berger & Emily Reith	

### BROOKLINE RESOURCES

Town of Brookline	<a href="http://www.brooklinema.gov">www.brooklinema.gov</a>
Public Schools of Brookline (PSB)	<a href="http://www.brookline.k12.ma.us">www.brookline.k12.ma.us</a>
<i>Superintendent, Bill Lupini</i>	
<i>Brookline School Committee Meetings – Robin Coyne, Secretary</i>	
<i>Additional information may be found online at the PSB site regarding: commuter families, international families, METCO program, and student support services</i>	

Brookline Recreation	<a href="http://www.brooklinerec.com">www.brooklinerec.com</a>
Brookline Libraries	<a href="http://www.brooklinelibrary.org">www.brooklinelibrary.org</a>
South Brookline Neighborhood Association	<a href="http://www.sbna.org">www.sbna.org</a>
Brookline Education Foundation	<a href="http://www.brooklineeducation.org">www.brooklineeducation.org</a>
SEPAC (Special Education Parent Advisory Council)	<a href="http://www.brooklinesepac.org">www.brooklinesepac.org</a>
B-PEN (Brookline Parent Education Network)	<a href="http://www.b-pen.org/index.html">www.b-pen.org/index.html</a>
Brookline Community Foundation	<a href="http://www.brooklinecommunity.org">www.brooklinecommunity.org</a>
Brookline QUEST	<a href="http://www.brooklinequest.org">www.brooklinequest.org</a>
Brookline Mental Health Center	<a href="http://www.brooklinecenter.org">www.brooklinecenter.org</a>
Climate Change Action Brookline	<a href="http://www.climatechangeactionbrookline.org">www.climatechangeactionbrookline.org</a>
Steps to Success	<a href="http://www.brooklinestepstosuccess.org">www.brooklinestepstosuccess.org</a>
Bountiful Brookline	<a href="http://www.bountifulbrookline.org">www.bountifulbrookline.org</a>



## A YEAR AT BAKER SCHOOL - An Outline for your Planning

<b>FALL – WINTER</b>	<p>A <u>packet of forms</u> will come home in backpacks from the school. Sign and return them to the school office (Health/Immunization Forms &amp; Emergency/Directory Contact Forms)</p> <p>Get connected by <u>email</u>:</p> <ul style="list-style-type: none"> <li>• Opt-in to PTO email newsletter list at <a href="http://www.bakerschoolpto.org">www.bakerschoolpto.org</a></li> <li>• Join your class email lists that either your teacher or Room Parents organize</li> </ul> <p><u>New Family Orientation</u> - in first week of school after dropoff, meet with school administrators and PTO for a welcome coffee, the “Boohoo Yahoo”</p> <p>Sign up to be a <u>Room Parent</u> to assist your classroom teacher, organize class activities and support the PTO’s activities. Sign-up by paper or email when PTO sends out the Call for Volunteers.</p> <p><u>International Parents Orientation</u> - last week of September. Includes presentations by ELL staff, school administrators and PTO (including KPO/Korean Parents Organization)</p> <p>Back to School <u>Classroom Curriculum Events</u> - each grade hosts a morning or evening presentation for parents detailing the year’s curriculum. You will be notified by your classroom teacher.</p> <p><u>Program Curriculum Presentations</u> - throughout the year, starting in September, Baker Specialists host a presentation describing their work in and out of classrooms with students. Specialties include: Think Math, Literacy, ECS (Enrichment and Challenge), Special Education.</p> <p><u>Principal Coffees/Community Presentations</u> - Dr. Brown hosts a series of coffees with parents, either by grade grouping or by topic. Usually held at 8:05 am, starting in the Fall.</p> <p><u>Family Directory</u> - upon receipt of data from the Town of Brookline (based on parents’ filling out the packets sent home by the school) PTO compiles a Directory of addresses and phone numbers that is distributed to parents electronically.</p> <p>PTO <u>Back to School Breakfast</u> on the Upper Playground - 7:30 AM weekday in September - families, teachers and staff meet informally before school</p> <p><u>Annual Fund</u> – PTO’s yearly donation drive to fund programs and classroom support. Donate anytime online at <a href="http://www.bakerschoolpto.org">www.bakerschoolpto.org</a> or look for your letter in the mail with complete details (October)</p> <p><u>Early Morning Gym Class</u> - PE teacher Kelly Nelson provides an extra morning of PE for grades 3 -8 every Tuesday for a nominal fee. Sign up via BSED.</p>	<p>For Parents</p> <p>For Parents</p> <p>For Parents</p> <p>Volunteers Needed</p> <p>For Parents</p> <p>For Parents</p> <p>For Parents</p> <p>For Parents</p> <p>For Parents</p> <p>For Families</p> <p>For Parents</p> <p>For Students</p>
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Fall Fundraising Events – Social events to raise funds for the PTO’s operating budget and great opportunities to meet other parents.

For Parents  
Volunteers Needed

Student Council - Since its inception in the 2010-2011 academic year, Student Council is a popular activity for grades 3-8. Under Dr. Brown’s supervision, they plan school wide activities and fundraisers. More info on the Baker School site.

For Students

School Photos - early October, throughout the day. Retakes, approximately two months later. Parent volunteers can sign up for short shifts to assist photographers.

For Students  
Volunteers Needed

Career Day - on a day in mid October, parents and community members speak to older students about their careers. All parents will be invited to sign up via school.

For Students  
Volunteers Needed

Halloween - Around different holidays, grades may celebrate as a group, with parents invited to bring food or party supplies, or attend the celebration (depends on the grade). Your classroom teacher will provide you with details.

For Students  
Volunteers Needed

Thanksgiving Assembly - Organized by the School, various grades perform at the all-school assembly, for students only.

For Students

Scholastic Book Fair 3 day book sale, week after Thanksgiving - PTO and many parent volunteers set up and sell books for children and adults, as well as fulfill teacher wish lists for their classrooms. Parents may purchase requested books for any teacher, including specialists.

For Students  
Volunteers Needed

Winter Holiday Assembly - Music teachers prepare an all-school assembly featuring some grades singing songs, reciting poems, or playing music. Grades featured vary by year.

For Students

**WINTER –** Valentine’s Day - lower grades celebrate with individual classroom parties and in 2011 the Student Council held an afterschool party for PK-1 students

For Students  
Volunteers Needed

Korean/Chinese New Year - lower grades celebrate with individual classroom parties often featuring parents coming in to bring traditional foods and activities. Your classroom teacher has more details.

For Students  
Volunteers Needed

100<sup>th</sup> Day of School - Kindergarten traditionally celebrates the 100th day with a big party! Your teachers will provide details about donations of supplies and parent volunteer opportunities. Lower grades usually celebrate in their classrooms, and third grade celebrates “halfway day” on the 90th day of school instead.

For Students  
For Families

MLK Day Assembly - lower and middle grades celebrate in assemblies featuring readings and musical performances by students, organized by the school.

For Students

American Heart Association Wear Red Day Fundraiser - Informational packet mailed in January from PE Faculty, event in early February

For Students

MCAS Testing - State standardized testing for Math and English, includes ELL testing. More information will be available from the school.

For Students

Science Night - Open house evening science activities

For Students

Musicals and Performances - 7<sup>th</sup> and 8<sup>th</sup> Grade musical directed by Music and Drama staff, Kindergarten's Carnival of the Animals, 1<sup>st</sup> Grade's BUGZ show, and instrument and choral concerts highlight the spring. Ask your classroom teacher for more details.

For Families

Korean Bazaar - the Korean Parents Organization holds a yearly sale of Korean goods and specialties to promote Korean culture

For Families  
Volunteers Needed

Spring Fair CommunityFest for Families - Afternoon fair with games, bouncy houses and activities for all students and families. Variety changes each year, many volunteers are needed to help bring it together.

For Families  
Volunteers Needed

Teacher and Staff Appreciation Luncheon – Annual PTO-sponsored event for all Baker teachers and staff to enjoy each others' company and delicious homemade foods prepared by parents. Volunteers help make food, provide coverage for staff, and assist with setup and cleanup

Volunteers Needed

Art Show - organized by Arts Faculty, an evening show of all students' work hanging at school

For Families

Graduation - Celebration of 8<sup>th</sup> Graders as they move onto High School, hosted by 7<sup>th</sup> Grade parents in the Circle at the end of June

For Families

*This is an informal listing of the major events that happen yearly – new events can be added at any time,*

*and individual classes or grades may have other special days not listed here.*

*Please ask your classroom teacher if you need advance notice of events for your planning.*





## FREQUENTLY ASKED QUESTIONS

***PLEASE NOTE THAT ADDITIONAL INFORMATION FOR MANY OF THE FOLLOWING TOPICS CAN BE FOUND IN THE BAKER SCHOOL HANDBOOK***

### **PICKUP & DROPOFF**

#### **What time does school start and end?**

The school day starts at 8:00 a.m. for all students; doors open at 7:50 a.m. Students who are not in their classroom by 8:00 a.m. are considered tardy (late). Pickup is at 2:20 p.m. Pre-K ends at 12:15 p.m. Doors to the school lock at 8:10 a.m. If you arrive after that time, please enter through the front main door and sign in at the office. As you sign in, take a numbered tag to wear around school identifying yourself as a visitor then return the tag when you leave. Parents are encouraged to establish a meeting location with their children that is away from the classrooms at pickup to keep the hallways clear for students.

#### **Can my child come to school early?**

Students may be dropped off at 7:30 a.m. to the Cafeteria and they are released to their classrooms at 7:50. Students are not to wander the halls before 7:50, as teachers do not open their classrooms to students before 7:55.

#### **Where can I park my car for pickup and dropoff?**

You may park on either side of Beverly Road, except when there is heavy snowfall and No Parking signs are posted. You may park on the designated side of Zanthus Road (please watch signs). NOTE: in the winter, from approximately December through March, Beverly Road becomes a one-way street during pickup and dropoff, starting at Zanthus and ending at Grove (Independence) St. This is coordinated through the Brookline Police Department for public safety and parents and Beverly Rd Residents are notified before it is instituted yearly.

#### **Can I use the school parking lot during school hours? Can I park in the Circle?**

Parents may not park in the school parking lot, and may not make U-turns in the lot during pickup and dropoff. This is to ensure the safety of children walking. Parents may not park in the Circle during pickup and dropoff as the Circle is a traffic lane those times of day and must be kept clear for busses. Brookline Police will ticket cars who park illegally or who leave their cars in the spaces marked "live parking only" – you must remain in the car if you stop there for a few minutes at dropoff or pickup.

#### **Is there a school bus for Baker?**

Local residents who live outside the walkable area may inquire to the Town about the local bus. METCO families should receive bus information through their METCO coordinator.

#### **How do Early Dismissal Days work?**

Please check the master Brookline Public Schools calendar for all early dismissal days, as they vary by grade (some are K-6, some are K-8). Baker's Grade 5 traditionally hosts a series of movies in the Auditorium on early dismissal days as a fundraiser for their field trips. For a small fee, students watch an age-appropriate movie



and receive a snack and drink. Fifth grade teachers and students supervise. Early dismissal days are typically scheduled to accommodate Parent-Teacher Conferences.

## **BEING LATE, ABSENT or SICK**

### **What if my child will not be in school or will be late?**

It is very important that you let the school know if your child will not be in school for any reason, sickness, travel, etc. Please notify the school by calling 617-879-4508 any time - you can leave a message. If your child is late due to a medical appointment, please have the doctor's office write a note for the school. Your child must sign in upon arriving to school in the main office.

### **What happens if my child becomes ill during the school day?**

Baker School has a full time nurse, Tricia Laham. If your child becomes ill at school, he or she will be taken to the nurse's office and you will be notified.

## **SCHOOL CANCELLATIONS OR EMERGENCIES**

### **How can I find out if school is cancelled or having a late opening due to a weather situation?**

"No school" and delayed opening announcements due to weather are given to several radio and TV stations, including WBUR 90.0 fm and TV channels 4, 5 & 7. Cancellations and delays will also be posted at [www.brookline.k12.ma.us](http://www.brookline.k12.ma.us). Parents are called if school is cancelled for other reasons. Return your contact information so the office knows how to reach you.

### **If case of emergency during the school day, will the school contact me?**

Yes, it is critical that the school has your telephone numbers - home, office and cell - so we can get in touch with you in an emergency. The school will send forms home for you to fill out. Please complete the forms and return them as quickly as possible. Baker practices a twice yearly evacuation drill (students walk to Temple Emeth) and a lockdown drill (students secure themselves inside their classrooms), as well as occasional fire drills.

## **VACATION DAYS**

### **When are the vacation days?**

You can view the master calendar for the entire school year at the Public Schools of Brookline website: [www.brookline.k12.ma.us/interesting/calendar.html](http://www.brookline.k12.ma.us/interesting/calendar.html) or search "Calendar" from the PSB homepage. Please also refer to the Baker School handbook. Parents are encouraged to plan family vacations that align with given vacation days.

## **CONTACTING OTHER PARENTS AND FAMILIES**

### **Will I receive a Directory of Baker Families so I can make playdates for my child?**

In younger grades, teachers will compile a "Playdate List" for their own classrooms and distribute the list on paper. The PTO compiles a Directory of all families based on the data received from each family in the Fall. The Directory is available electronically only, and is distributed to current Baker families, for personal use only.



Email addresses are not shared in large distribution due to privacy concerns. Parents who opt in to receive school emails may manually opt out of PTO emails using Safe Unsubscribe on our website, or may contact their classroom teacher and room parent directly to be removed from the class lists if they prefer.

### **What resources are there for International Families?**

Baker is an international school and we try to provide social activities for all our parents. All parents are invited to participate in all our programs. Our large Korean population has enjoyed a strong Korean Parents Organization that works with PTO to support the school, especially with their Spring Bazaar, selling Korean specialties to the Baker community every year. Depending on the year, some parents support an International Parents Group that meets for coffees or other activities. When there is interest, PTO assists in organizing efforts; however in some years we have found that parents may not have the time for a dedicated international activity. Interest fluctuates from year to year.

## **IN THE CLASSROOM**

### **How do I communicate with my classroom teacher?**

Each teacher has a different preference - some are comfortable on email, some prefer to arrange a phone call. They will tell you in the fall at your Classroom Curriculum event. Please remember that emails are considered public records so do not include anything in an email to a teacher or staff member that you would not be comfortable sharing publicly. You may email a teacher and ask them to return a phone call to you about a personal matter, without going into written detail about the matter. You may also send your child to school with a note for your teacher requesting a meeting or phone call.

### **How does the school communicate with me regarding on-going events and activities?**

- Your classroom teacher may ask for your email address and they may send emails or an emailed newsletter; or they may send a paper newsletter home in backpacks. Your Room Parents may email you using the teacher's list, or, if your teacher does not create a list for classroom use, your Room Parents may circulate an optional sign-up form they will use to communicate with you throughout the year.
- The school will email the Baker Bulletin every Monday afternoon to all parents with a current email address on file. The Baker Bulletin is also accessible on the school's website, [www.bakerschool.org](http://www.bakerschool.org). The school will also email important notices from the Superintendent of Schools, or the School Nurse, as needed. Sometimes you will receive a "robo-call" from the school or the Town (School Department) about various issues such as a weather closing, a planned evacuation drill, or a negative balance in your child's cafeteria account.
- The PTO will email a newsletter every two weeks to parents, and we will also email grade-level announcements, appeals for volunteers, or important information in tandem with the school's emails. To make sure your email address is on file with the school, contact Peggy Hallisey in the Baker Office at 617-879-4500, or complete the Data Packet that will be sent home to all families each Fall. To make sure your email address is up-to-date with the PTO, visit our website and click "Join Mailing List" to update your profile. For Kindergarten, PTO will include extra printed flyers sent home in backpacks on occasion.

If you are in school for pickup or dropoff, please look for posted flyers on your classroom doors, in the Kindergarten Wing, and various Bulletin Boards around the school (PTO's board is next to the Auditorium,



Extended's is at their door, Enrichment Class Listings are hung adjacent to the Auditorium). Please also bookmark the school's website ([www.bakerschool.org](http://www.bakerschool.org)) and the PTO's website ([www.bakerschoolpto.org](http://www.bakerschoolpto.org)) for up-to-date information.

### **My child is having a problem in school - what do I do?**

First, talk to your classroom teacher. They will help you determine the next best steps. If the problem is academic, there are support professionals at school who can assist you. If it is behavioral, you may want to arrange a meeting with your classroom teacher and the guidance counselor. If you suspect bullying, please educate yourself on the NEW 2011 Massachusetts laws regarding Bullying Intervention, posted on the Public Schools of Brookline website. The language you use in discussing a potential bullying problem with your classroom teacher determines the direction the solution will take. Please read the new law.

### **When are Parent-Teacher Conferences?**

In the Fall and Spring. Your classroom teacher will inform you of the dates. You will sign up on paper outside the classroom, or via email, as the teacher prefers. Morning and evening hours are available. Kindergarten conferences are usually held later in the spring than the rest of the school's to allow for each child to be more developed and ready for first grade before discussing the best placement for the following year.

### **Can my child bring snack to school?**

In the lower grades children do bring snack to school. The Baker Pre-K and Kindergarten classes are NUT FREE and we ask that no food containing nuts (peanuts or other types of nuts) be brought into the classroom for snack or for parties. Your classroom teacher will provide additional information about allergies that may be in your class each year.

### **How does Baker celebrate childrens' birthdays in school?**

Each classroom teacher has their own guidelines which they will communicate to you directly. In general, in grades where snack is a scheduled part of the day, the birthday child may bring a nut-free snack for the entire class if they choose.

### **How can I get more involved in the school and in my child's classroom?**

Teachers welcome parent volunteers at various occasions throughout the year. Most lower-grade teachers will post sign-up sheets for specific events, and you can volunteer to be a Room Parent through the PTO as well to assist your teacher with various ongoing needs. Talk to your child's teacher and sign up online to be informed of volunteer opportunities and to receive the PTO Newsletter. Please visit our website, [www.bakerschoolpto.org](http://www.bakerschoolpto.org) and click the "Join Our Mailing List" box to get started.

### **Can I chaperone my child's field trips? When are they?**

Please ask your classroom teacher about trips your class may be taking. Parents are required to submit a CORI form to the school (criminal background check). You can download the CORI form on the Baker School website (forms page) or ask your classroom teacher for one. If you want to plan ahead to take a day off from work to join a field trip, please ask your classroom teacher for dates.



## **IN THE CAFETERIA**

### **Can my child bring peanut butter or other nuts for lunch?**

Yes, nuts are allowed in the cafeteria and we provide a nut free table for children with allergies. Pre-K students do not eat lunch at school unless they are in Extended Day.

### **How does my child buy food in the Cafeteria?**

Parents will receive printed information each Fall containing their child's PIN ("Personal Identification Number") number for Brookline Food Services and instruction on how to use the online PayPams system to load money to their account. Using PayPams requires a service charge, however, it allows parents to monitor what their children are buying. Alternately, parents can deposit cash or a check to the mailbox hanging on the wall outside the cafeteria. When your child reaches a negative balance in their account, parents will receive an automatic phone call from Food Services with a reminder to replenish the account. Middle grades are permitted to use the vending machines in the cafeteria. There is no longer a microwave available for student use due to Brookline Fire Safety regulations. For more information, visit the Food Services link on the Public Schools of Brookline webpage, [www.brookline.k12.ma.us](http://www.brookline.k12.ma.us). You can also download the monthly menu there.

## **AROUND SCHOOL**

### **What is the difference between Baker School Extended Day (BSED) and After School Enrichment?**

Enrichment classes are semester long once-weekly classes taught by Baker teachers after school, run by BSED. Classes vary but typically include: sports, fencing, art, cooking, karate, chess, etc. You will receive a printed booklet from Enrichment at the start of each semester. Enrichment classes are open to all students whether or not they are enrolled in Extended Day, and fill on a first-come, first-served basis. Kindergarteners must be picked up from the classroom by a parent or older sibling and delivered to the Cafeteria to attend an Enrichment Class.

### **Where is the Lost and Found?**

At the base of the first stairwell (enter the school and descend the first set of steps on your right just past the main office); and outside the Gym (enter the school and proceed straight to the end of the hall). Please check regularly! PTO donates unclaimed items to charity seasonally.

### **Where do I go if I signed up to volunteer in school?**

You must sign in the Guest Log at the main office when you arrive to volunteer and sign out when you leave. This is for everyone's safety so the school knows who is in the building at all times. If you need directions inside the school, please ask the office staff.

### **Where are the classrooms my child will be using - gym, library, ELL, Learning Center, etc.?**

Beginning in the 2011-2012 school year, the Student Council will be organizing building tours for new families. Please contact the main office for details (617-879-4500).

### **What do I do if my child forgot something at home they need at school for the day?**

Please bring the item to the main office and the office staff will phone the classroom for a student to retrieve the item.