



Heath School

A Metco Partnership School

100 Eliot Street, Chestnut Hill, MA 02467

617-879-4570

Dr. Asa Sevelius

Principal

Mr. Kirtan Patel

Vice Principal

Heath Family Resource Guide

COVID-19 edition

GOALS

This resource guide is designed to be a tool to families at the Heath School. In it are our shared practices and procedures that support all of the adults working in the building and remotely in being able to communicate effectively and clearly and support a professional community of educators

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Attendance

1. School starts at 8:00 am and ends at 2:30 pm
2. Attendance will be entered each day into Aspen by the homeroom teacher no later than 8:45am regardless of remote or in person learning.
3. If your student is going to be absent, please communicate with the Front office.
4. If your child has a medical appointment, please call the office to let us know that they are being dismissed early for the day.



Arrival/Dismissal Procedures

Arrival Procedures

1. Please don't drop students off early. Drop them off as close to 7:55 (first bell). We don't have staff on site due to remote schooling. We will be welcoming students to school at 7:50.
2. All arrival and pick up procedures will occur outside of the building at the following locations for the current in-person groups.



3. Face masks are required for students, staff, and parents.
4. Social distancing is required with those not from the same household while waiting to enter the school building.
5. Students will sanitize their hands when they enter the building through their designated entrance at a hand sanitizing station in their classroom.
6. Tardy students and parents/guardians will be greeted at the main door, and a staff member will escort students to classrooms. Please ring the doorbell to alert staff to your arrival.



7. To ensure safety for all, parents will not be allowed to escort students into the school building. Parents with students in multiple grades may stand at any relevant door and then take the other student(s) to their respective door(s).

Dismissal Procedures

1. Students will be dismissed from the same designated door they arrived through.
2. Teachers will escort their classroom directly to the door, and students will not be allowed to reenter the building.
3. Students needing to wait for a younger sibling, should make prior arrangements to have an outdoor meeting spot at dismissal. Remember not to gather with other students not from the same household.
4. At the end of the school day, students must be picked up by family members or released into the care of our extended day program. If students are playing after school on school grounds, please maintain social distance and use good judgement.
5. If your child is enrolled in **Extended Day**, those internal dismissal protocols will be followed.



Bathroom Safety and Procedures

Student Bathrooms

1. Limited students will be allowed in a bathroom at one time
 - a. 1st floor bathrooms - 1 student at a time
 - b. 2nd floor bathrooms - 2 students at a time
2. Classrooms/grades will have specific bathrooms they are to use to increase safety and prevent students walking around the school
3. Students will wash hands
 - a. 20 seconds of vigilant hand washing with running water and soap
 - b. Paper towels are encouraged rather than hand dryers

Bathroom Cleaning Protocols

1. All bathrooms continue to be cleaned and disinfected before and after school
2. Multi-stall bathrooms will get an additional cleaning and disinfection during the middle of the day, times will vary as we cannot close all bathrooms at once for cleaning
3. Common touch points will be disinfected at the end of each day by custodial staff



Breakfast

1. Students that will be eating the school breakfast should enter the front of the school at 7:30
2. Students will be guided to the cafeteria by a staff member
3. Hand sanitizers and bathrooms will be available for students to wash their hands before and after breakfast.
4. At each lunch table, only 2 students will be able to sit at marked locations to be socially distant.
5. Students will be escorted to their classroom starting at 7:50 by a staff member.



Chromebooks

Chromebook Policy:

Students and Parents are responsible for taking care of the school chromebook that has been given to them. Please read the technology loan agreement [here](#). Below is the main portion of the agreement.

Student Responsibilities:

- I agree to handle the device carefully and protect it from potential sources of damage, including extreme heat or cold, food and drinks.
- I will not misuse or damage the device in any way and use the appropriate device A/C adapter to charge.
- I will not give the device to another student for his/her use.
- I will follow all Public Schools of Brookline (PSB) regulations and policies governing the use of the PSB hardware and software, including, but not limited to, the Responsible Use of Technology Policy (See Student Handbook), as well as all applicable State and Federal laws, including copyright and intellectual property law, pertaining to software and information.
- I will not release any personal information to strangers and will keep accounts/passwords secure.
- I will not remove or alter any PSB or other identification labels attached to, or displayed on, the device.
- I will properly secure the device at all times and place it in a protective case when not in use and for travel.
- I will let a dean/staff member know, as soon as possible, if I am experiencing any issues with the device.
- I agree to return the device in the same condition it was checked out, this includes not modifying software or adding labels or markings.
- I agree to return the device before summer break or when requested, and/or upon my withdrawal from Brookline Public Schools.

Parent/Guardian Responsibilities:

- I will help ensure the safe and timely return of the equipment before summer break or when requested and/or upon my child's withdrawal from Brookline Public Schools.
- I will not attempt to repair the device and will ensure that the program head is notified of device issues.
- I understand that I am responsible to pay a replacement cost if there is any intentional or accidental damage to the device, or if the device is lost.
- I understand that it is to be used as a tool for learning and that my child will comply with the Brookline Public School's Responsible Use of Technology Policy when using said equipment.
- I understand that most home networks are not typically filtered, so I will supervise my



child's use of the Internet and the device while at home.

Chromebook + Zoom Troubleshooting Steps

It is best practice to restart your chromebook and log-in before the start of each school day. A quick restart will take care of many problems.

1. Restart the Chromebook and log back-in. *If the problem persists, move to the next step.*
2. In Zoom, enable "[Automatically Adjust Microphone Volume](#)". *If the problem persists, move to the next step.*
3. Update the Chromebooks Operating System ([Check for updates yourself](#)). *If the problem persists, move to the next step.*
4. Is your Internet slow? Do a [speed test](#) on your internet. Try the speedtest with one computer and then add other computers to see what your speed is and if your internet can handle the load. *If the problem persists, move to the next step.*
5. Reach out to the [student help desk](#) for further assistance (armed with the speed test results). *If the problem persists, move on to the next step.*
6. If you have not heard back from the help desk by the next day, we will swap out your chromebook for a new one
 - a. Write a short description of the problem and add the label Heath (ie. In Zoom my audio is very choppy - Heath) on a sticky note and attach it to the chromebook.
 - b. Call the school at 617-879-4570 to make arrangements to come to school and pick up a new chromebook.
 - c. Come in at the arranged time to leave your old chromebook and pick up a new one.

Conferences

- All family conferences will be held virtually using either Google Meet or Zoom for the 2020-2021 school year unless the COVID-19 pandemic ends.
- Teachers will be in contact with more information at a later date.



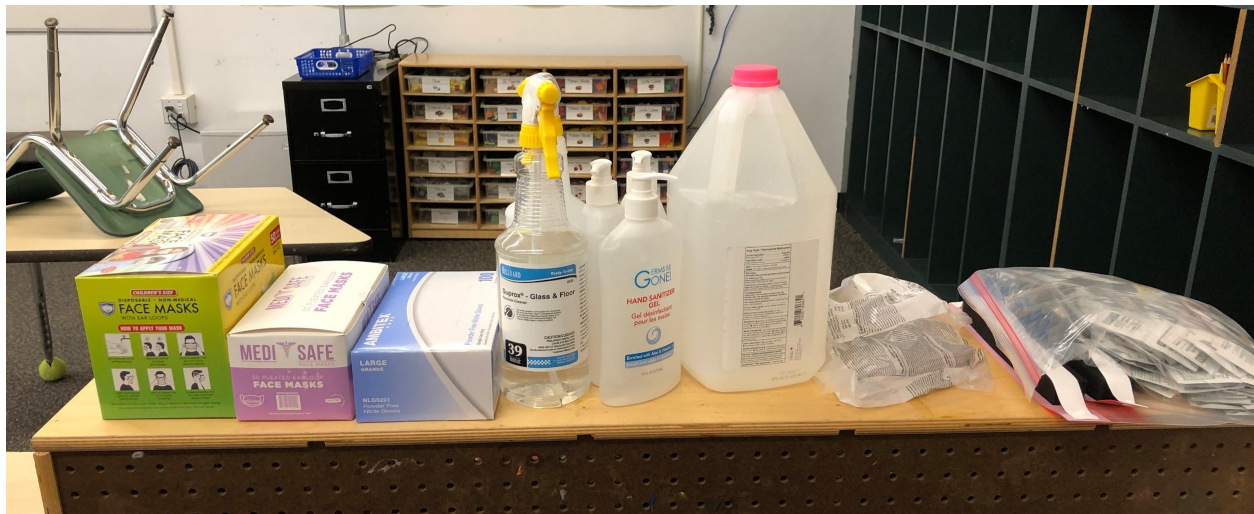


COVID-19 Cleaning Protocols and Procedures

Cleaning Supplies

Each classroom will be given the following supplies:

1. Gallon Bottle of Hand Sanitizer (in storage cabinet out of plain view where possible)
2. Small Bottle(s) (3 to 6) of Hand Sanitizer (on teacher desk) (dot sticker with handwritten mo/yr over original expiration date)
3. Alcohol Wipes (individual packets)
4. Labeled Spray bottle of *Suprox* neutral cleaner (spray and wipe). *Gloves recommended as per manufacturer.*
5. Labeled spray bottle of QT+ disinfectant/cleaner (spray and walk away, students cannot be in the room when QT is sprayed, wear gloves)
6. Paper Towels (estimated 2 week supply for desk cleaning)
7. Box of nitrile gloves
8. Safety glasses/goggles
9. Box of Masks (Backup for forgotten / damaged mask)
10. 2 Face Shields



Classroom Cleaning Protocols

Tasks and products

1. Cleaning product - Suprox, peroxide based neutral cleaner, highly diluted



2. Disinfectant - Alcohol Wipe
3. Desks can be sprayed with Suprox by staff and wiped by middle school and older students with gloves on.
4. Desks can be wiped down with an alcohol wipe by students or staff
 - a. Gloves are not needed to use alcohol wipes
5. Like all cleaning products, the manufacturer recommends gloves and PPE for using Suprox.
 - a. Suprox in its Ready To Use (RTU) form is about as low risk a cleaning product as there is available on the market, so if some forgets to use gloves the product has the lowest rating "0" on a scale 0-4.
6. Students and staff should wash hands with soap and water after using cleaning products.
7. Staff can use all of the above products as students perform to clean
8. Staff can use the QT+ Disinfectant spray provided to disinfect surfaces when students are not in the area
9. Gloves and protective eyewear are recommended when using a disinfectant

End of the Day Classroom cleaning

- The custodial staff will be using an electrostatic gun and disinfectant to disinfect the surface of the desks, chairs, common touchpoints (sink, counter space, display table, light switch, etc) in the rooms.

Building Cleaning Protocols

1. All bathrooms continue to be cleaned and disinfected after school is dismissed as they have in the past
2. Multi-stall bathrooms will get an additional cleaning and disinfection during the middle of the day, times will vary as we cannot close all bathrooms at once for cleaning. A Schedule for mid-day cleaning will be posted for students and staff to plan accordingly to access an alternate bathroom if needed.
3. Common high touch points will be disinfected at the end of each day by custodial staff or



a professional cleaning service

4. All rooms that are in use by students will be disinfected at the end of each day by custodial staff
5. Medical waiting room room will be disinfected by custodial staff after covid suspect student or staff is dismissed. Nurse will call the custodian. If more than 1 person is in the room, the nurse will call the custodian when the room is empty.
6. Clinic floors, including bathroom floors will be washed daily by custodial staff.
7. If additional cleaning is required the custodian will be called.
8. Trash liners will be replaced daily in all clinic spaces.



COVID-19 Mitigation Practices

The Must-Dos: Masks, Health, & Social Distancing

When school begins in the hybrid model, our individual and collective health and safety will be paramount. Please understand that our safety precautions and protocols are also not negotiable. Please make sure you adhere to the following:

- Masks are required; masks worn properly work! Still not sure how to wear a mask? Let our Brookline nurses teach you, [here](#).
- Wash your hands, use hand sanitizer. We will have regular times to wash our hands many times each day.
- Practice social distancing at all times, even when at play.
- Sign the **Student Health Attestation** (required):
https://docs.google.com/forms/d/e/1FAIpQLSeP9SpXyQxVrGkxubR_th1Fclypzwe6cuGYHM8CEJ0Z9ojXRA/viewform
- Check out this resource and read it with your kids so that everyone has the same understanding, [here](#).

Masks

- Should be worn at all times.
- Perform hand hygiene before putting on mask
- Fit snugly but comfortably against the face (covering nose and mouth)
- Be secured with ties or loops
- Contain multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered or hand washed without change or damage to shape
- Perform hand hygiene after removing mask

Mask Policy

1. All students are expected to wear face coverings (with some exceptions) while in the building and engaged in learning or play outside. If a student refuses, the teacher will get help from the school nurse or school leaders
2. There will be scheduled mask breaks for students throughout the day
3. Disposable child sized masks (meant for backup) are available and on site for students who forget their mask at home or whose mask becomes dirty or damaged during the day.



Physical Distancing

In classrooms

- During in person learning all students in larger group settings will be spaced at least 6 feet apart at single occupancy desks facing in the same direction in the classroom
- Students should not sit in a circles

In hallways

- 6 feet of physical distance will be adhered to during transitions, waiting for the bathroom, during mealtimes, when traveling to and from outdoors; arrival and dismissal routines, during all indoor and outdoor activities.
- Students will walk on only one side of the hallway
- Schools will have additional directional signage added as we welcome students in a hybrid model

Hand Washing and Hand Hygiene Practices

Please continue to emphasize and teach good hand washing practices to your children at home. At school, students will do the following:

- Hand Hygiene (hand washing or sanitizing) is required for staff and students:
 - upon arrival to school
 - before and after eating
 - before putting on and taking off masks
 - before and after recess
 - after using the bathroom
 - before dismissal
 - after contact with shared materials
 - after blowing their nose
- Handwashing protocol
 - [CDC: When and How to Wash Your Hands | Handwashing](#)
- Hand Sanitizing (only if hands are not visibly soiled)
 - Put enough sanitizer on your hands to cover all surfaces.
 - Rub your hands together until they feel dry (this should take around 20 seconds).
 - Do NOT rinse or wipe off the hand sanitizer before it's dry; it may not work well against germs.

Cleaning and Disinfecting

Cleaning and disinfecting are part of a broad approach to preventing infectious diseases in



schools. PSB will adhere to a strict cleaning routine.

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing an estimated 99% of them, it lowers their numbers and the risk of spreading infection. So cleaning is still a very good thing that can be performed by all.

Disinfecting kills about 99.9+% of germs on surfaces or objects when the chemical sits for the minimum dwell time. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Disinfecting can be performed by staff with appropriate time to do so.



Frequently Asked Questions (FAQ)

Masks

1. All students are required to wear a mask while on school grounds, inside and out.
 - a. If the mask is loose, we will ask the student to fix it first. If they are not able to fix it, we will send them to the nurse's office to get help.
 - b. Regarding inappropriate masks, the nurse will communicate with the family directly.
2. What happens if a student does not wear a mask?
 - a. They will be given a mask from the teacher supply box.
 - b. If a child refuses to wear a mask, other staff, like the school nurse or a school leader, will come to help.
 - c. If a child does not comply with the mask rule, parents will be called. From there we will work collaboratively to plan for a return to class while wearing a mask or make a collaborative decision about next best steps for the safety of all involved.
3. Will the district be providing back up masks for students who may misplace or soil masks while in school?
 - a. Yes, that and other safety/cleaning supplies are listed in the doc below.
 - b. <https://docs.google.com/document/d/1G7iASac6jqR4xu5B0Jnd2XaUxVkOHZU9k-Vh9CL1HjQ/edit>
4. Where will mask breaks take place?
 - a. Preferably use outdoor spaces/tents
 - b. If needed to be inside, due to weather conditions, students should have a quiet snack break (speaking produces more aerosol).

Field Trips

Only virtual field trips are permitted during the 2020-2021 school year until further notice.



Hybrid Learning

Managing Expectations: Teaching & Learning in a Hybrid Model

Based on our experiences with children and from the feedback students and families have provided, our remote start has been successful. We are very proud of this work and are thankful for the traction we've made at the start of the school year.

As a team, we are busy preparing for this shift to a new, never-before-tried learning model: hybrid learning. While our commitment to high-quality learning opportunities is unwavering, please recognize that this shift will absolutely impact how your child is learning in school. Children will now have weekly opportunities to be both learning in school and learning remotely. This will allow children the chance for in-person learning opportunities. It also may conversely decrease the teacher time each student will receive.

Some of you have expressed anxiety about the quality of work and connection children will receive on remote days; worries of "another spring" creeps in. While I do not feel – quite confidently – we will have "another spring" (I mean, in March we truly began teaching remotely during a crisis), as a staff working closely to see the possibilities in the model.

There is a trade off to everything. To be clear, the trade off might be time with a teacher. But the hope is that the quality of time will be a salve to the quantity.

That said, students will be given learning opportunities every day during school hours. These sessions will be either asynchronous or synchronous or a combination through the day. Social touchpoints, rigor, and core content will be prioritized. All children will continue to receive specials.

Hybrid Schedule

WEEK 1					
	Monday	Tuesday	Wednesday (12:00pm Dismissal)	Thursday	Friday
COHORT A	In-person	In-person	In-person	Remote	Remote
COHORT B	Remote	Remote	Remote	In-person	In-person
WEEK 2					
	Monday	Tuesday	Wednesday (12:00pm Dismissal)	Thursday	Friday
COHORT A	In-person	In-person	Remote	Remote	Remote
COHORT B	Remote	Remote	In-person	In-person	In-person



During the **School Committee** meeting on October 8th, the hybrid model was discussed extensively. Here is the slide deck from the meeting ([click](#)) and here is the recorded meeting ([click](#)).

The District also has a **Reopening Hub** ([click here](#)) full of great info!

Managing All the “Stuff” You’ll Need in School

When your child returns to school in the hybrid model, they will need to prepare for the day a little differently. Here are some things they will most likely need during the school day:

- Headphones
- Chromebooks (fully charged) – need a school-issued ChromeBook? Let us know by contacting our Education Tech Specialist, Matt Durant (matt_durant@psbma.org)
- In grades 6-8 students will not be using lockers; they will carry belonging in their backpacks. Thus, pack light each day
- Water bottles, filled each morning at home
- Lunches, unless you’ll be eating the lunches offered at school (free of charge through December)

Teachers may have additional needs for your consideration. Please be on the lookout for those updates.

Illness and Injury Management

All kinds of minor injuries occur at school – scraped knees, a loose tooth, chapped lips, and more. Injuries or other physical ailments that can be handled in the Classroom (to minimize the spread of COVID-19) are:

- Minor cuts, scrapes and abrasions: apply a bandage
- Old bruise/injury: wait for 30 minutes, send to clinic if pain persists
- Minor stomach & headache: drink some water, wait 30 minutes, send to clinic if no improvement (strongly encourage all students to have a water bottle)
- Hunger: offer snack
- Bug bites: cool compress to alleviate itchiness
- Chapped lips can wait to be treated at home unless visibly cracked. If you like, send a chapstick to school with your child.

Medical Needs that Need to be Seen in the Clinic



Of course, if a child is injured or sick, we will help!

- Cut or abrasion that requires more than having the student cleanse and apply a simple bandage
- Minor nosebleed that does NOT stop after 1 minute of student pinching nose with a tissue
- Stung by a bee/wasp
- Vomiting
- Or, at the discretion of the teacher and nurse

Emergency: Call health clinic, nurse will come to student

- Allergic reaction
- Problems breathing
- Head injury
- Issue related to diabetes or other known chronic disease/illness
- Significant injury

What to do if a child is ill or exhibiting symptoms during the school day?

- Sick students will be kept at home, however, illness can appear at any time. In order to manage this, staff will observe students throughout the day and refer students who may be symptomatic to the school nurse.
- If the staff suspects the student may have symptoms of COVID-19, staff will call the nurse and a staff member will escort the student to the clinic, preferably with their belongings to go home.

Lunch

Student Lunches

1. Students will eat lunch in their homeroom classroom at their desks spaced 6 feet apart.
2. Students must wash their hands before eating.
3. Remove the mask. Place in a paper bag (provided).
4. All students must remain in their assigned seat in the classroom for the duration of lunch period.
5. When students are done eating, they put their mask back on before throwing away their garbage.
6. Students will be dismissed one at a time to throw away trash and recycling.



7. Wash hands.

Recess

Each class will be given a designated recess time and outdoor space when we are engaged in in person learning opportunities. We will do our best to rotate the spaces amongst sections so students have a variety of play experiences throughout the week.

Safety Protocols and Procedures

1. Students should keep their masks on the whole time.
2. Close physical contact should be limited and 6' feet distance maintained. Brief moment of passing another student is ok.
3. Use only the identified entry and exit doors when leaving and re-entering the building for recess blocks
4. Games and activities that encourage physical contact or proximity less than 6 feet will not be permitted
5. There are NO contact sports during recess including, but not limited to:
 - a. Football game (throwing and catching are permissible but games are not)
 - b. Soccer game (passing and shooting are permissible but games are not)
 - c. Tag
 - d. Basketball games (throwing, catching, and shooting are permissible but games are not)
6. Students and Staff will use hand sanitizer / wash hands before and after going outside



Remote Learning Technology

Learning Platforms

In addition to the many online learning tools. The following three tools will be the main learning platforms.

Kindergarten - 2nd Grade

- Teachers in Kindergarten to 2nd grade will be using [Seesaw](#). Seesaw is a simple way for teachers and students to record and share what's happening in the classroom. Seesaw gives students a place to document their learning, be creative and learn how to use technology. Each student gets their own journal and will add things to it, like photos, videos, drawings, or notes. More parent support can be found [here](#).

3rd - 5th Grade

- Teachers in these grades will use [Google Classroom](#). Google classrooms is a one-stop shop online classroom where students can engage with learning. Teachers will share digital assignments through there.
- Want more help with Google Classroom? Check out this Video Series for Families - Get your involved with opportunities to see student assignments and check out their student's work: <https://bit.ly/gcvideosforfamilies>

6th - 8th Grade

- Teachers in these grades will use [Canvas](#). Detailed information about the following and more can be found [here](#):
 - Getting Started
 - How do I view grades?
 - Submitting Work
 - Reviewing feedback
 - How to videos
- Canvas is the learning management system (LMS) used by all Brookline middle and high school students. It can be a valuable resource for parents as well. To support students in remote learning, parents can now access the Canvas parent app for iOS and Android. [This page](#) is a brief overview (and video!) of what parents can do with the Canvas app and also includes instructions on how to link the parent app to your student's accounts. You'll be able to monitor your student's work submissions, see feedback from teachers, and view grades. For more detailed information, check [this page](#).



Zoom

Zoom Expectations

1. Students are expected to have their cameras on during Zoom calls unless teachers give other directions. Keeping cameras on helps with improving engagement and participation.
 - a. If a student is not comfortable with keeping the camera on, please communicate with a teacher.
 - b. Middle school Zoom Student Expectations can be found here. [Zoom Student Expectations Slide Deck](#)
2. We want to protect our students and staff while using zoom. In order to do this, all students must:
 1. Log-in with your brooklinek12.org accounts!
 2. Don't Share The Zoom Link
 3. You May Not Rename Yourself
 4. You May Not Share Your Screen
 5. You May Not Private Chat
 6. You May Not Annotate
 7. Talk About Zoom Bombing With Your Guardian(s)
 8. More details about the above actions can be found here:
<https://docs.google.com/presentation/d/1byYWAMgyRAzUghFVbA8ElfL5qKW80kmGppCTvlCuKV0/edit?usp=sharing>

Zoom Advice for Students from Students

Last school year, we gave a survey to students to understand their experience in Virtual Schooling. They offered the following feedback to their peers:

● **attitudes:**

- stay positive – there's always reason to try hard
- don't slack off even though teachers aren't face-face – teachers are watching your effort
- do even optional assignments
- it's good for your brain to be working

● **time management**

- *****have a routine – each day of the week - everyone has a different schedule
- add your zoom classes to your calendar,
- create own schedule for HW -
- create schedule/calendar for whole week
- do your work on time – schedule to avoid digging a hole / don't procrastinate
- find a quiet place to do HW
- prioritize school work



- **communication**

- ** communicate with others especially when work is hard – don't closet up your emotions on struggling
- *****don't be afraid to reach out to teachers – ask, email, know that you will get the response even if not right away
- communicate with partners in groups

Technology Support for Families

- Additional tech support can be found here:
<https://sites.google.com/psbma.org/psbextendedlearning/tech-support>
- Dealing with slow internet? Find help [here](#).



Snacks and Water Bottles

Snacks

1. Students can eat snacks indoors or outdoors. Outdoors preferred. Snacks should be eaten at scheduled times. Grazing is not allowed due to safety issues.
2. Students must wash their hands before eating.
3. Remove the mask. Place in a paper bag (provided).
4. All students must remain seated 6' apart.
5. When students are done eating, they put their mask back on before throwing away their garbage.
6. Students will be dismissed one at a time to throw away trash and recycling.
7. Wash hands.

Water Bottles

1. Students should bring their own water bottles to prevent needing to use water fountains.
2. 3 Water bottle fillers stations have been added school-wide

Virtual Learning

- Teachers will be providing students with a learning experience that also matches best practices regarding screen time.
- It is incredibly hard for adults to be on Zoom all day. With that in mind, teachers will balance synchronous (live) teaching with asynchronous teaching models.

Synchronous Learning

- Synchronous learning happens in real time. This means that students and their teacher interact in a specific virtual place at a set time. Common digital platforms for such learning include Google Hangouts and Zoom.

Asynchronous Learning

- Asynchronous learning happens on the student's schedule. The classroom teacher will provide materials for reading, lessons for viewing, assignments for completing, and students can work according to their schedule, so long as they meet the expected



deadlines. Common methods of asynchronous online learning include self-guided lesson modules, pre-recorded video content, virtual libraries, lecture notes, and online discussion boards.

Student Support - Virtual Tutoring

Many parents have reached out to share their deeper appreciation of what teachers are able to do with students after first hand experiencing some of the challenges in teaching. Teaching is hard, and it has been especially difficult for many parents. The Brookline Teen Center offers virtual tutoring to middle school students. Find more information [here](#).

Visitor Policy

1. Visitors will not be allowed to enter the school for any reason.
2. Parents will not be allowed to enter the school for any reason unless cleared by the Principal/Vice Principal/Nurse