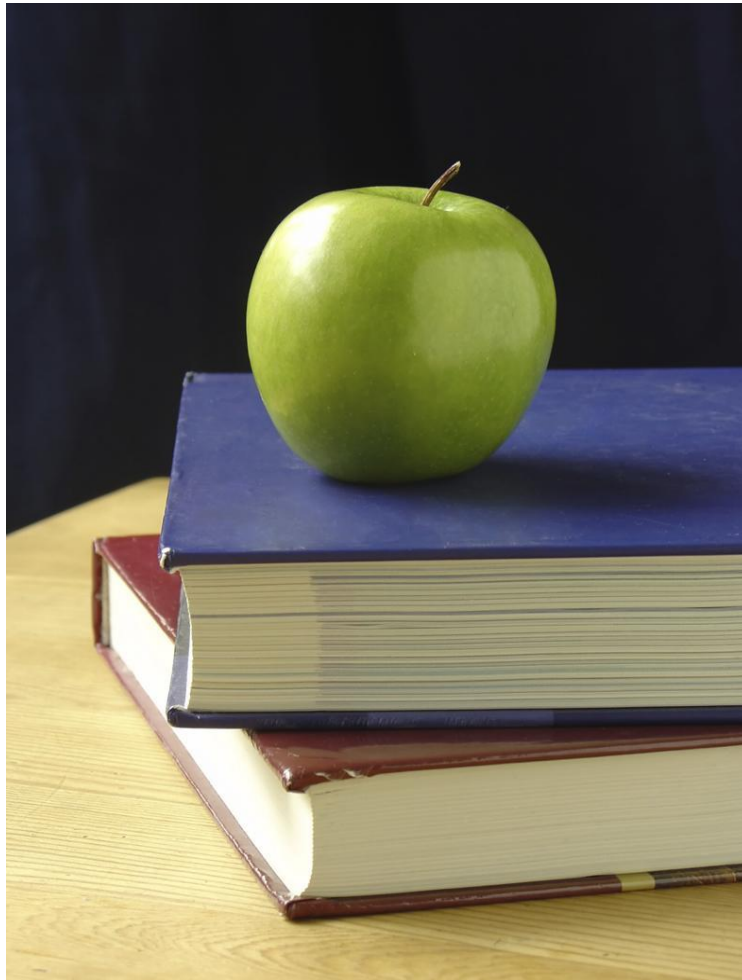


# John F. Kennedy Elementary School



Student Handbook  
2020-21

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**John F Kennedy School  
20 Kimbrough Road  
Billerica, MA 01821  
(978) 528 8570**

September 1, 2021

Dear Students and Parents,

Welcome to the John F. Kennedy Elementary School. I trust that you will enjoy being a part of our school community and each child will feel respected and safe during their time in our care.

While we cannot encapsulate everything that makes up the Kennedy School into one document, this handbook is intended to provide information to you about our school and its procedures. I hope that you will find it a useful resource.

Have a wonderful school year!!

Sincerely,

David Marble  
Principal

## Billerica Public Schools

### Directory

John F. Kennedy Elementary School	978 528 8570
Superintendent of Schools, Mr. Tim Piwowar	978 528 7908
Assistant Superintendent, Instruction Mrs. Jill Geiser	978 528 7920
Director of Finance and Operations Ms. Robin Hulsoor	978 528 7910
Coordinator of Health Services and Wellness Mr. Bernie McCann	978 528 7924
John F. Kennedy School Mr. David Marble, Principal	978 528 8570
Mrs. Megan Keough, Assistant Principal	978 528 8570
Mrs. Kim Nolan, RN	978 528 8580
Special Education Mrs. Amy Emory	978 528 8591
Director of School Nutrition Mrs. April Laskey	978 528 8784

## **Daily Information**

### **Emergency Contact Information**

Schools are required to keep emergency information for every child in school. The information must be updated each year because of job changes, change of residence, new neighbors and friends, etc. Your cooperation is necessary to keep the file current by promptly providing any changes. Parents are also encouraged to fill out, and keep current, the forms. Without accurate information, we cannot keep families informed in the case of emergency.

### **No School, Delayed Openings and Early Dismissal**

On days when inclement weather necessitates the closing of schools, the Superintendent of Schools will notify area radio and television stations as early as possible.

Additionally, there will be a message sent to each household via a communication system that allows emergency communication between the school and parents. It is imperative that the school has an updated primary phone number for each student who attends the Kennedy School. If you change your phone number, please alert the office staff immediately.

In the event the Superintendent of Schools determines an all-day closing is not necessary, he may implement a **delayed opening** that will be broadcast as above. This means school will start either one (1) or two (2) hours later than usual. School dismissal for all students will be at the regular time.

Should the Superintendent of Schools determine an **early dismissal** is necessary, students will be sent home before the end of the day. Again, while this is rare, it is necessary for parents to keep contact information up to date, as we will use School Messenger to inform you of an early release. **IT IS THE RESPONSIBILITY OF THE PARENTS TO INSTRUCT CHILDREN IN THE PROCEDURE THEY WANT THEM TO FOLLOW, AND RECORD THIS INFORMATION ON THE OFFICE EMERGENCY CARD.**

### **Arrival/Dismissal**

School hours are 8:35 a.m. to 2:35 p.m. Our school offers an Early Morning Care, beginning at 7:25, for a reasonable fee. For information, contact the school office.

Students walking or being driven to school should plan to arrive at school between 8:20 and 8:30. School doors open at 8:25 for all students.

If a student arrives by bus, he/she must return by bus unless parents notify us differently. No bus student may leave the bus line to go home on foot or with an adult.

Parents/guardians should come into the office to have their child dismissed from the bus line. Parents/guardians who are dismissing students **must show valid identification** before students will be dismissed to their care.

Parents who drive their children to school should be aware of and respect the traffic pattern established for the safety of the students. Parents should also be courteous to and obey the directions of the crossing guards who are there not only to keep traffic flowing but also to keep everyone safe.

### **Dismissal Procedures for Students Who Are Walking Home Alone**

If a child walks or bicycles alone to school, he/she is doing so with parental knowledge. Students will be dismissed out the main door and walk home before all buses have been called. Written permission needs to be on file in the office if your child will be walking home alone.

We encourage parents to review bike safety with their children. **Please remember that children age 12 and under are required by law to wear bike helmets.** Please park bicycles in the bicycle rack. Helmets may be stored on the bike or in the classroom.

### **Dismissal Procedures for Students Who Are Taking the Bus.**

Students will be called to their buses by the bus name. Students are expected to walk to the bus and follow the bus expectations. Per School Committee Policy EEA, all K-4 students must have a parent, guardian, or other approved individual present at the bus stop in order for the students to be released from the bus. If no parent, guardian, or other approved individual is present, the student(s) will be returned to the school they attend for pick up. Year-long exceptions will only be valid with written consent from a parent /guardian submitted to the principal of your child's school.

Students who are eligible for bus transportation will be provided a bus pass from the child's school.

### **Absence**

Please see the District Attendance Policy in Section 2 of this Handbook.

### **Tardiness**

Students should make every effort to arrive at school on time. Parents should make every effort to help their child start the day in an organized way by arriving to school on time. Tardy students must stop in at the office so they can be properly recorded in attendance.

### **Early Dismissal (by parent)**

Children who must leave school early must have a note from a parent sent in to the classroom teacher. The note should specify date/time and reason for early dismissal. No child will be dismissed to anyone other than a parent unless it is specified in a signed note. No child will be dismissed early to walk or bicycle home. Parents must come in to the office to pick up their children.

### **Appropriate Dress**

Students are expected to be well groomed and appropriately dressed for school activities. The student and parents generally determine the style of dress or appearance. However, clothing that presents a danger to the health or safety of a student, or is distracting to the educational process, is not permitted. If a student's attire is deemed inappropriate, the parent will be notified and asked to bring in a change of clothing. We strongly encourage the marking of jackets, boots, gloves, and hats to reduce the frequency of lost clothing.

### **Telephone Use**

The school telephone is for school business only. Students may request to use the phone in extenuating circumstances that require a parent to be contacted. The use of cell phones is not allowed during school hours. Students are discouraged from bringing cell phones to school at all. Students who bring cell phones to school must keep them in their backpack at all times. Cell phones that are taken out of backpacks will be confiscated and released only to parents.

### **Lost and Found**

Unclaimed articles of clothing, books, pencils, lunch boxes, toys, etc. are placed in a lost and found box near the office. Students and parents may claim lost articles in this box. Lost articles of value (watches, money, etc.) are turned into the office. Articles not claimed will periodically be donated to a non-profit organization.

### **School Visitors**

School policy is to allow only those visitors who have legitimate business at the school. As a matter of courtesy and safety, all guests, visitors and parents must first **sign in** at the office, produce **identification**, and pick up a **visitor's pass**. Staff members have been instructed to direct visitors who may have forgotten their passes back to the office.



### **School Safety**

The school has developed crisis plans to address emergencies. Faculty and staff will work together to provide communication, respond to and manage any crisis that arises. Safety drills are conducted periodically to test the mechanical alarm and to teach students the safest way to exit the building in case of a real emergency.

### **Homework**

Homework is an excellent way for students to apply, review, and practice skills taught in class. Therefore, all students are expected to complete homework assignments.

These assignments should be done at home. Parents are encouraged to create a positive attitude toward homework by checking its completion, providing a quiet atmosphere for study and communicating to the teacher any problems, concerns or questions.

## **Billerica Bullying Intervention/Prevention Plan**

### **Student Handbook Insert for Elementary Students**

The plan listed below is a brief overview of the full Billerica Bullying Intervention Plan, which was developed by the Billerica Public Schools. The elementary student handbook addition was developed so that our youngest students can begin to understand the concept of bullying, the impact of bullying, and the interventions necessary to maintain a safe learning environment.

**In May 2010, Massachusetts passed an anti-bullying law.** The law defines bullying as **repeated** written, verbal, or electronic communication, or a physical act or gesture that happens during school, at the bus stop, on the bus, or while walking to and from school. This also includes before and after school activities or out of school activities that carry into the school.

These include, but are not limited to, actions that:

- cause physical or emotional hurt or pain to a student, or causes damage to a student's property. For example: making another student cry.
- make a student feel unsafe. For example: a physical or nonverbal threat against another student, thereby creating a hostile environment.
- disrupt another student's ability to learn. For example: a student cannot complete his/her work because he or she feels upset with being teased at recess or after school.
- affect a student's ability to make friends and feel included. For example: not including others in play or at work.
- disrupt the entire school. For example: a rumor starts and the whole school is impacted.

### **Definitions:**

**Cyberbullying** is bullying that includes but is not limited to phone and computer communications such as texting, emails, photos, video, instant messaging, blogs, and web pages.

This includes:

- pretending to be another person
- knowing another student is pretending to be another person
- posting of inappropriate material that can be viewed by others that creates harm

A **hostile environment** is an unsafe environment

An **aggressor** is the bully.

The **target** is the student being bullied.

For this document, the **Principal** refers to either the Principal him/herself, or his/her designee.

The **complainant** is the person who initially reports a potential incident of bullying.

A **bystander** is a person who is present at an event or incident but does not take part.

### **How Bullying at School Is Handled**

When the Principal at your school gets a complaint of bullying, the Principal will speak with the complainant and /or the “target” to gain understanding of the events, timeline, and individuals involved. The facts will be studied, and the Principal will determine whether the incident report is considered bullying by the definition of bullying. **The Principal has two options for resolving school-related conflict: informal and formal.**

#### **First Option: Informal Resolution**

If the Principal decides that this incident can be resolved through conflict resolution, the “target” and “aggressor” will be brought together and the incident will be discussed. The Principal will help the two parties resolve the conflict. The parents/guardians of both sides of the conflict will be notified by the Principal (as required by state and federal laws). S/he will discuss the issues and the resolution or non-resolution of the incident. When the conflict is resolved and everyone is satisfied with the resolution, the conversation between the students will remain confidential and no further actions are taken.

If any of the people involved in the informal conflict resolution are not satisfied with the outcome of the intervention, they may officially call for the second option, formal resolution.

**Informal Complaint-Steps Made Simple (See “Billerica Public Schools Bullying Prevention and Intervention Plan” for complete information regarding this procedure)**

1. Report bullying to any adult in school.
2. The principal will investigate the complaint.
3. If appropriate, the students will be brought together.
4. The principal will try to get the students to work out the problem.
5. Principal will contact parent/guardian of students involved to report the complaint, the resolution or non-resolution of the conflict.
6. Those students involved have the option of filing a formal complaint if not satisfied with the solution, or they may choose to have the complaint handled formally at any time.

**Second Option: Formal Resolution**

**Step One:**

The complainant will submit an Initial Bullying Reporting Form

**Step Two:**

The Principal will conduct an investigation, using the Bullying Investigation Form to document progress. The Principal will interview students, look at electronic, written, and verbal information, investigate past and current patterns of behavior, gather when, where, how and why the incident occurred, establish the relationship of the students involved, and make a determination if the policy on bullying has been broken. The investigation will be completed within fifteen (15) school days (barring extenuating circumstances) from when the incident is reported.

**School officials may take immediate action to protect any students identified as involved in the incident, even before the investigation is completed, if the investigator feels this is needed. This includes the assistance of appropriate professionals and/or agencies. Anyone who reports incidents of bullying, whether they experience it themselves or reports an incident of bullying that occurred to someone else, is entitled to such assistance.**

**Step Three:**

Once the Principal receives all the information, s/he will review results of the investigation and decide what disciplinary actions are necessary. Decisions concerning disciplinary action will occur within five school days.

Discipline may include: reprimand, detention, suspension, expulsion, academic interventions or other punishments. In extreme circumstances, the Police can be notified. Alternatively, “targets” and “aggressors” may be recommended for therapy and/or guidance, if such formal methods of intervention are deemed appropriate to the situation.

**Step Four:**

The Principal will keep a written record of the incident, the investigation, and the intervention/discipline.

Parents/Guardians of all students involved in the reported incident will be notified of the result of the investigation. In cases where it is determined that bullying did occur, parents of both the target and aggressor will be sent a formal Parental Notification of Bullying Incident. The discipline of the “aggressor” will be kept confidential and will follow the law. This notification will occur within 5 school days.

**Formal Complaint- Steps Made Simple (See “Billerica Public Schools Bullying Prevention and Intervention Plan” for complete information regarding this procedure):**

1. Complainant files Initial Bullying Reporting Form to Principal.
2. Principal (or designee) will investigate the report through interview of students involved, bystanders, and review of all additional information (within 15 days). Principal documents investigation with Bullying Investigation Form.
3. Principal determines if the incident(s) or pattern of behavior breaks the policy on bullying.
4. Principal reviews all information regarding the incident or pattern of behaviors.
5. Principal determines disciplinary actions; a bullying education component may be included in or added to these disciplinary actions (within 5 days).
6. Principal notifies parent/guardian of all students involved (within 5 days).
7. Law Enforcement might be notified if deemed appropriate.
8. Confidentiality and Disciplinary Codes are followed as the law requires.

**Appeals**

Refer to the “Billerica Public Schools Bullying Prevention and Intervention Plan” for more detailed information on the implementation plan for the Massachusetts State Law on bullying prevention, as well as the appeals process.

To have the complaint investigated again, complainant must write a letter to the superintendent outlining the reasons why he or she is requesting another investigation. The request MUST be received within 7 days of receiving the results of the first investigation.

**Confidentiality**

The confidentiality (privacy) of the complainant, target, aggressor, and any witnesses will be respected as much as possible.

**Making a False Accusation:**

Any student who reports a false accusation of bullying or retaliation will be subject to discipline including, but not limited to, reprimand, detention, and/or suspension.

# Questions

## What can I do if I am the target of a bully?

**Do not be afraid to report the bullying.** The bullying will often get worse if you do not report what is happening to your parents, your principal, and your teacher. Teasing and bullying can make you feel isolated and alone and can damage your self-esteem. Protect your self-esteem by asking for help. **Telling on a bully is not tattling.** Adults want help to be sure you are safe both at school and outside of school. Some tips on what you can do to empower yourself and to stop the bullying include:

1. If you feel comfortable, tell the bully to stop what they are doing that is bothering you. This may be easier if you have a friend with you.
2. If possible, remove yourself from the area that the bullying is occurring. For example, if it is happening at recess find the teacher and let them know what is happening to you. If this adult does not take action, tell another adult.
3. Do not start teasing the bully or hit them.
4. Tell other adults that you trust including the school principal, the school counselor/school psychologist, the school nurse, and your teacher. You will need to have someone to talk to about how you are feeling as well as to have the reassurance that the bullying will not reoccur.
5. When reporting the bullying try to be as specific as possible. It is important for the principal to know who is the bully, when is the bullying occurring, where it is occurring. The principal will also want to know if the bullying has happened before and for how long it has been occurring and if there have been witnesses to the bullying such as other students or school staff.
6. Tell your parents about the bullying immediately. They will take their own follow-up steps to ensure your safety at home and at school.
7. Tell yourself that it is not your fault. Believe that you do not deserve to be mistreated by a classmate or student at school or on the bus or at outside of school activities.

## How can I help my child if he or she has been bullied?

1. Listen calmly to your child about what is occurring. Try to be comforting without letting your child know how upset you are about what is happening. Remaining in control will help you to focus on your child's feelings and be able to ask the specific Who, What, When, Where questions that will be required to gain a full understanding of what is occurring. Take notes about *what your child is sharing* so that you can thoroughly answer the questions that will be asked of you when you make a report to the school principal.
2. Encourage your child to talk about his or her feelings with a school counselor. Contact the school counselor to grant permission for them to meet with your child.
3. Remember to reinforce that your child should not try to engage the bully or decide to take matters into his or her own hands by hitting the bully.
4. Practice role-playing what your child would do if he or she found themselves with the bully.
5. Advise them to stay in groups of their friends and not to be alone in areas where the bully could speak to them without the benefit of witnesses.

6. Reiterate that they are not at fault for the bullying and that they did the right thing by sharing what was going on with you.
7. Reassure your child that you will work with the school to protect them and ensure that the bullying does not occur.
8. Spend time with your child on their preferred activities that will bring them some joy.
9. Arrange some social events with your child's peers which would be positive for them.

### **School Safety**

The school takes issues that affect the safety of the school community with the utmost seriousness. In cases where words or deeds threaten violence to a student or a group of students, the principal may determine that those responsible for such threats remain out of school pending an assessment that they do not represent a danger to themselves or to others. A licensed professional outside the school system will conduct such an assessment.

### **Playground**

We have developed a schedule that provides plenty of free space for the children to play and a set of rules to foster a safe and respectful environment. All children are expected to practice good sportsmanship and fair play. Proper conduct on playground equipment is expected at all times. Children are encouraged to participate in small and large group activities to develop social skills and positive interaction with others. They are expected to show respect to each other and the staff on duty. No fighting or rough play will be permitted. No contact sports or games that may cause personal injury or damage clothing will be allowed. No food or drink is permitted in the playground and all trash must be properly disposed of. Leaving the play area without permission is not allowed; all students will promptly line up and quietly reenter school at the end of recess.

### **Bus Conduct**

All rules of general conduct also apply to conduct on the school buses. All students are provided with a School Bus Handbook at the beginning of the school year. Teachers review the handbook with the students before it is sent home for the parents to review with their children. The handbook details reporting and correction procedures as well as outlines offenses. Some of which include:

Minor Offenses- Excessive mischief, eating/drinking or littering, being rude/discourteous or annoying, inappropriate language, violating safety procedures, minor bus destruction.

Major Offenses- Fighting, insubordination, use of smokeless tobacco, smoking, use of or selling of alcohol, any action or deed that shall be deemed a hazard to students' health or safety.

Offenses that may result in expulsion from school- Possession of a dangerous weapon or possession of a controlled substance (drugs), assault of a staff member.

In most instances, a first minor offense reported by a driver in writing will result in a written notification to the home that the pupil has been warned. Parent/guardian must sign acknowledgment form and return it on the next school day.

A **second minor offense** reported will result in the pupil being placed on behavioral probation, and written notice from the principle indicating what behavioral modification must be completed by the student. Behavioral modification shall be determined by the principal. Examples: detention, in-house suspension, report writing, loss of recess, minor cleaning of the bus, etc.

A **third minor offense** reported generally will result in a (3) three-day suspension bus privileges. Thereafter, any single written infraction will result in a (5) five-day loss of bus privileges.

If the **first offense constitutes a major hazard**, no warning needs be given, and the principal may suspend a pupil from the bus for up to five days and shall notify the parents, the bus driver, and the superintendent's office. Any infraction reported thereafter will result in a loss of bus riding privileges.

### **Consequences for Misbehavior**

The intention of a consequence is to build an environment where all students understand the necessity of rules and the natural consequences that occur when rules are broken. All students must feel safe and supported in our school.

Most misbehaviors are handled directly and immediately by the teacher or supervisor in charge at the time. For more serious behaviors, the Principal or designee will become involved. All cases are handled in a "case by case" manner. The Principal will investigate the incident in order to familiarize himself with all relevant context and determine appropriate consequences, including, but not limited to, phone call home, loss of privilege, development of restitution plan ("How do we make amends?"), development of behavior plan ("How do we make sure this doesn't happen again?"), in-school suspension, or at home suspension.

## **General Information**

### **Report Cards and Progress Reports**

Report cards for grades K-5 will be issued three (3) times a year. Progress reports for grades 1-5 will precede report cards at the mid-point of each marking period.

The information on each card reflects the programs that are taught by grade level and content area.

### **Conference Schedule**

Regularly scheduled conferences to discuss a student's progress are held two (2) times a year. At this time, special area teachers as well as classroom teachers are available to talk with parents.

### **Back to School Night**

Parents are invited to an Back to School Night held one (1) evening early in the school year. At this time parents will be introduced to the school, visit the classrooms, meet the teachers and receive information about our programs.

### **Field Trips**

The administration along with the classroom teacher determines the destination and frequency of field trips. In general, parent volunteers serve as chaperones. The classroom teacher also determines the number and method for choosing chaperones. Signed permission slips are required and will be provided in advance of any field trip.

### **Health**

1. A registered nurse is assigned to each school full time and is available for students requiring medical attention.
2. In the event of an illness or injury, the student should report to the classroom teacher who will then refer them to the school nurse. If the nurse determines that the student is too ill to remain at school, the student will be dismissed to the parents or any person designated to assume this responsibility. Parents are required to provide transportation.
3. State approved screening protocols will be carried out by the school nurse. Vision and hearing screening is required each year. BMI screening will be offered to first and fourth grade students. Fifth grade students are offered postural screening.
4. An emergency information form for each student is on file with the nurse. Parents should see that all information is accurate and current.



### **Communicable Diseases**

Parents should notify the school nurse as soon as possible if a student is ill with certain highly contagious diseases (examples: Strep, MRSA, Meningitis, Measles, Mumps and Chicken Pox), and the student must see the school nurse before being readmitted. Upon return to school after a contagious disease, the student must submit a note from their physician, which indicates that s/he is medically cleared to return to school. If you have any questions on a particular disease please call the school nurse.

### **General Medication Policy**

Please refer to the Student and Parent Handbook Section II.

### **Medication on Field Trips**

Billerica Public Schools are registered with the Massachusetts Department of Public Health for the limited purpose of permitting the delegation of prescription medication to unlicensed school personnel on Field Trips and short-term special school events.

All Schools will be under the same parameters:

1. Every effort will be made to have the parent of a student requiring medication to attend the field trip.
2. If possible, scheduled medications would not be given at home in the morning. The nurse prior to embarkation of the field trip would give the medication normally given to the student in the morning.
3. Students requiring scheduled medications on field trips would need an extra prescription bottle with the medication to be dispensed.

### **School Records**

Student records are maintained in accordance with the Department of Education regulations, and are readily accessible to parents. Please **note** that when a student transfers to another school, provided that parents sign a release, we automatically forward the student's complete record to that school.

### **Student Information**

During the year, there are times when we release "directory" information about students such as names, ages, awards received, or participation in school activities. Such information may be in the form of print, pictures, or videotapes. Parents have the right to request that this information not be released without their prior consent. If you do not wish to have any information released to the media or printed in school programs, please fill out the form provided in Section II of this document and return it to the office.

### **Kindergarten Registration**

Kindergarten registration will be held after winter vacation. Orientation for incoming kindergarten students and their parents will be held in the spring and fall.

Requirements for entering kindergarten:

1. The child is five (5) years of age on or before August 31 of the school year.
2. A birth certificate.
3. A Certification of all required immunizations and medical tests.
4. An examination by the family physician is required within the six (6) months preceding entrance.
5. Proof of residency (e.g. utility bill).

### **Kindergarten Screening**

Screening tests for vision/hearing, fine/gross motor skills, speech, language and cognition, visual motor and visual memory will be provided to all kindergarten students in the spring before they start Kindergarten. The purpose of these tests is to determine if the student has any special educational needs.

### **Special Programs**

#### **Kennedy PTO**

The Kennedy School Parent Teacher Organization (PTO) exists to ensure that all Kennedy School children attain the highest advantages in physical, mental, social and cultural education through the cooperative efforts of parents, teachers and administrators.

To achieve its purpose, the PTO sponsors a broad spectrum of activities:

- Brings programs by outside educational groups and cultural performances to the school.
- Sponsors assemblies and social events for the school community.
- Organizes volunteers for the enhancement of the school's physical environment.
- Provides funds for a variety of classroom projects, library programs, school equipment and technology needs.
- Awards annual scholarships to former Kennedy School students who are graduating from high school.

To support these activities the PTO conducts a number of fundraising events each year.

Membership in the PTO is open to all parents, teachers, legal guardians, volunteers and staff. There are no annual dues, however donations are always appreciated, and we strongly encourage everyone to join.

Membership entitles one to run for an elected position on the PTO Board. The Board consists of the President, Vice-President, Secretary, Treasurer, Educational Programs (2), Funding Programs, Fundraising (2), Hospitality (2), Publicity (2), Event Coordinators (2), Grant Writer and Web Master. The Board meets monthly to conduct the business of the PTO. To provide opportunities for parent and teacher input, these meetings are held at the school and all are welcome to attend. All members in attendance are entitled to vote.

A PTO mailbox is maintained in the school office and communication is encouraged. Several newsletters are distributed to parents each year. All current information can be found on the school website as well as email addresses for the entire Board.

### **School Improvement Council**

A committee of elected parents and teachers as well as the school principal and a community member meet monthly to address the needs of the school as mandated by the Education Reform Act. Elections are held at the school for open positions on the council on the date of our annual Back to School Night. The School Council publishes an annual School Improvement Plan, which is available for viewing in the school office.

### **Volunteers**

We welcome and encourage parents and other volunteers to help us in a variety of ways. Perhaps you can help monitor the cafeteria and recess, work in the library, or conduct a special class project. If you are interested, please call us for more information.

### **School Pictures**

Individual and class school pictures are taken in the fall with the delivery planned before the winter holidays. Purchase is optional.

### **School Insurance**

Health and Accidental Insurance Policies are available to each student on an annual basis at a reduced group rate. Application forms are distributed at the beginning of the school year. Participation is voluntary.

### **Fun Club After-School Child Care**

The Fun Club is a joint effort between the Billerica Boys and Girls Club and the Billerica School Department. There is a before school program and a program for kindergarten students in either morning or afternoon sessions available at the Boys and Girls Club at 19 Campbell Rd. and an after school program available at the Kennedy School. All

programs are offered at a modest cost. For more information visit, [www.billericaboysgirlsclub.com](http://www.billericaboysgirlsclub.com), or contact Mrs. Mahoney at 978-667-2193.

## **Support Services**

### **Reading Support**

Reading support is provided to meet the individual needs of students who are experiencing difficulty reading within the classroom. Children are referred for testing by their classroom teacher or a parent. Once tested, a strategy may be designed to remediate areas of weakness. Remedial instruction is provided in tutorial groups outside the classroom as well as within the classroom under the direction of the classroom teacher.

The reading specialist has a broad range of materials and activities available for all students. These materials/activities are designed to reinforce and enhance students' skills and allow them the enjoyment of reading at all levels.

Reading incentive programs involving the community are coordinated and implemented by the reading specialists.

**Leveled Literacy Intervention (LLI)**, is a small group, supplementary intervention program designed to provide powerful, daily small group instruction for the lowest achieving children in the early grades. It consists of a series of intensive 30 minute, daily lessons implemented by the Reading Specialists. The goal of LLI is to bring children to grade-level achievement within 14-18 weeks. .

### **Special Education**

The special education services at Kennedy School range from classroom modification and monitoring to involvement in self-contained program designed to directly address the learning differences of students with more complex learning difficulties.

Education Plans are developed individually to address the unique educational needs of the students with disabilities. Special education programs may include the following:

- Academic support services
- Speech and language therapy
- Physical/Occupational Therapy
- Social Worker services
- School psychologist services

## **SEPAC**

Billerica Advisory Committee for children with Special Needs was formally organized when Massachusetts State Law, Chapter 766, mandated parent advisory committees for each school district. This is an organization of parents who have children with a wide range of special needs. This organization allows parents to share knowledge and experience with each other and the school system for the purpose of helping each child receive a quality educational program that meets his or her special needs.

Membership is open to any Billerica resident or employee, any person providing a service to children or any interested individual.

## **Out-Reach**

### **Project Beam**

Project BEAM is a non-profit, community-based early intervention program serving children birth to age three. Their mission is to provide family-centered services and support to children who are experiencing, or who are at risk for, developmental delays and to promote the growth and development of these infant and toddlers. Eligibility for early intervention is based on a multidisciplinary team evaluation using normed assessment instruments.

For more information or to make a referral, please call the office of Project BEAM at 978-528-8596.

### **Project Support**

Project Support is an integrated preschool program that utilizes a developmentally appropriate curriculum for children three to five years of age. For more information on registration or special education services, please call the office of Project Support at 978-528-8597.

Detailed information regarding elementary special education services may be obtained by calling the Director of Special Education, Special Education Office, 978-528-8590.