Frederick J. Dutile Elementary



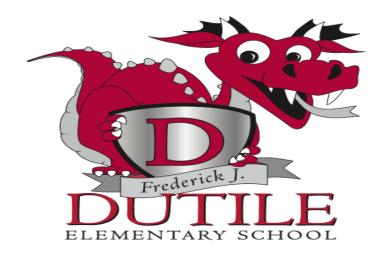
10 Biagiotti Way, N. Billerica, MA 01862 Tel: 978-528-8530 Fax: 978-528-8539

Dear Dutile Community,

On behalf of the faculty and staff, it is my pleasure to welcome you to the Frederick J. Dutile School. We invite you to become involved, to visit, to volunteer, and join in on the fun being planned by our enthusiastic staff and parent groups throughout the year. The Dutile community – faculty, staff, parents, and business partners - come together as a team to set high expectations for our students. We strive to provide quality education in a safe and nurturing environment while considering the needs of the individual child. We believe:

- A supportive family is an integral part of a child's development.
- All students are Safe, Responsible, and Respectful.
- Every child and adult has positive qualities and individual needs.
- The community is a valuable component of the school.
- A healthy school environment fosters awareness of and respect for individual differences.
- All students merit equal opportunity.
- Assessment and evaluation are important tools in monitoring student progress.
- Differentiated instruction, varied teaching strategies, and diverse experiences are important to learning.
- This handbook is a broad view of our school programs and information that will be helpful to you as a parent/guardian. We know that some procedures outlined in this handbook may change due to medical guidelines, issued at the State or Federal level. Also, any additional information will be updated in the handbook throughout the school year. By working together, we are able to affect the skills, attitudes, habits, and values that will define the adults our children will become. Together we will help each child achieve their full potential. I invite you to invest in your child's success by becoming active in this educational partnership.

Respectfully yours, Christine Balzotti Principal



2021-2022

Vision: To create, through a culture of CARE, a collaborative community that empowers each student to reach his/her maximum intellectual and social emotional potential.

Because we CARE...

It is the mission of the Dutile School that teachers, staff, parents and students are partners in the learning process. As a community, we ensure that all students are provided opportunities to achieve and demonstrate measurable and continuous growth in academic and personal excellence. The Dutile School is committed to providing a culture of **CARE**, in which each member of the school community is empowered to reach his or her maximum potential.

Our approach to the education and care of children,

- Fosters collaboration with the Community;
- Ensures a safe, welcoming and respectful Atmosphere for all;
- Prepares our students for the **Rigors** of higher education and its **Relevance** to our global society;
- Promotes and celebrates the **Excellence** of each of us and the inherent **Equity** of us all.

Student and Parent Handbook

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Dutile Daily Schedule

Grades K - 4

7:45 a.m	All Staff start of day
7:50 a.m	Bell Rings
7:55 a.m	Doors Close – School Begins
Recess Schedule: 20 minutes	
9:25 – 9:45	Kindergarten
12:30 – 12:50 p.m	Grade 1
10:15 – 10:35 a.m.	Grade 2
9:45 – 10:05 a.m.	Grade 3
11:00 – 11:20 a.m	Grade 4
Lunch Schedule: 25 minutes	
10:50 – 11:15 a.m.	Lunch – Grades 2 & 3
11:25 – 11:50 a.m	Lunch – Grades 4 & K
12:00 – 12:25 p.m	Lunch – Grade 1
2:00 p.m	Dismissal of Walkers
2:02 p.m	Bus Calls
2:05 p.m	Dismissal of Busses
2:15 p.m	End of Day for Staff

Early Release: Lunch and Recess Schedule:

Grade 1 Lunch: 10:05-10:30 Recess: 9:30-9:50

Grade 2&3 Lunch: 10:40-11:05 Recess: 11:05-11:25

Grade 4 &K Lunch: 11:15-11:40 Recess: 10:00-10:20

General Information

Central Services Directory

Website	www.billericak12.com
Superintendent of Schools	
Assistant Superintendent Dr. Jill Geiser	
Director, Finance Operations	
Director, Special Education	
Dutile Elementary Directory	
Website	billericak12.com
Main Number	978-528-8530
Fax Number	978-528-8539
Principal Mrs. Christine Balzotti	
Secretary Mrs. Eileen Stack	
Nurse Mrs. Mary Sforza	
Psychologist	
School Social WorkerMrs. Victoria Dore	
Special Education Staff	978-528-8532

Dutile Staff

Principal Secretary
Mrs. C. Balzotti Mrs. E. Stack

Classroom Teachers

KindergartenSecond GradeFourth GradeMrs. M. MontgomeryMrs. L. CamaraMrs. T. HoranMrs. M. GodzykMrs. E. ConteMs. K. KellyMiss D. CarlsonMrs. E. Thompson

First Grade
Mrs. J. Cohen
Mrs. S. Hamm
Mrs. L. Andrade
Mrs. K. Dares
Mrs. L. Salerno
Ms. K. Dooley

Specialists

LITE

Reading **Math Coach School Nurse** Miss C. Barry Mrs. M. Sforza Ms. G. Hughes-Coach Mrs. L. Follows-**Food Service Special Education Staff** Interventionist Mrs. C. James Mrs. D. Cody **Custodians** Mrs. K. Irons **School Psychologist** Mrs. T. Ahern Mr. T. Ellis, Sr. Custodian Mrs. C. LaRosa Miss. A. Carresi Music **Social Worker** Wellness

Mrs. V. Dore Mr. E. Woodworth

Occupational Therapist Art Instructor Mrs. K. McGarr

Mrs. C. Costa

Physical Therapist

Mrs. C. Donoghue Ms. K. Joseph

All staff in the Billerica School System maintain an email address composed of the individual's first initial followed by the last name @billericak12.com:

Support Services

School Psychologist, School Social Worker and Social Emotional Learning Specialist

A part-time school psychologist and full-time school social worker are available to all students at the Dutile. The counselors work closely with teachers, parents, and children. The counselors provide guidance and counseling services to groups and to individual students in the areas of personal and academic growth, social skills development, decision-making, and middle school transition.

The school psychologist and social worker assist the school principal and staff in developing a positive school environment. They are available for counseling as the need presents itself. In addition, the school psychologist participates in team evaluations, administering cognitive testing and gathering data that will be used in the team's determination regarding whether special education services are indicated.

The school psychologist and school social worker are available to consult with parents when individual and/or family circumstances indicate consultation may be beneficial. They further serve as a clearinghouse for information and as a referral source to community service agencies.

Special Education

Special education services at the Dutile School include classroom modification, monitoring, and specially designed programs. If you have any concerns regarding your child's educational profile, please raise your concerns with the classroom teacher as a first step in building an appropriate means for your child to access the curriculum.

Education Plans are developed individually to address these learning styles. Special education programs may include the following:

Academic Support Services

Teacher of the Hearing Impaired Teacher of the Visually Impaired Teacher of the Learning Disabled Physical Therapy Speech and Language Therapy Occupational Therapy School Psychologist Social Worker

Staff liaison at the Dutile can be reached by phone at 978-528-8530.

Team Chair: Mrs. Donna Canfield, dcanfield@billericak12.com Principal: Mrs. Christine Balzotti, cbalzotti@billericak12.com

RTI Mission Statement

The Dutile School will provide high-quality instruction, maintain ongoing parent communication, and integrate appropriate academic and behavioral interventions to improve student achievement. Our goal is to be proactive by administering universal screenings and continuous, reliable, and valid assessments to identify students at risk. Through the RTI model, early interventions will be provided to struggling learners in order for them to access the curriculum and meet state standards. In the multi-tiered system, differentiated instruction will be provided and measureable goals will be set for the student. Research-based interventions will be implemented to ensure students' success. Meaningful data will drive decision making in choosing appropriate interventions. Academic and behavioral growth will be closely monitored for effectiveness of instruction and the need for any modifications. In the process, our team will be able to identify students that may be eligible for special education services.

Reading Coach, Math Coach, and Interventionist

Coaches:

The Dutile School has coaches for both Reading and Math. The mission of the coaching role in the Dutile School is to build/refine staff capacity and advance the achievement of all students. Their objectives are:

- ·To use standards and student data to ground all work with teachers.
- ·To develop/expand content knowledge base and effective teaching strategies.
- ·To support the implementation of curriculum and curricular resources including a focus on practice standards, rigor, and engagement.
- ·To provide differentiated job-embedded professional development that supports individual teachers (e.g. planning, modeling, co-teaching, facilitating grade level meetings).

Interventionists:

The Dutile School also has interventionists for both reading and math. The primary role of the interventionist(s) is to provide support for students who are not meeting benchmark. Students are assessed throughout the school year with both formal and informal assessments. The results of those assessments are used to determine which students require direct instruction from an interventionist. The direct instruction could be one-to-one, small group, long or short term. Assessments are ongoing, programs are flexible, and improvement is expected.

Arrival/Dismissal Procedures

Arrival:

The Dutile doors will open at 7:45a.m. Students being dropped off by car **are not allowed out** of the vehicle until that time. This also holds true for bus students and walkers. At 7:45a.m., staff will direct students to specific entrances depending on their grade and then they will go directly to their class.

Entrances: Kindergarten enters front side door. Grade 1 and RISE students will enter outside door grade 1 wing. Grade 2 will enter outside front of building stairs to the second floor. Grades 3 and 4 will enter through the main entrance.

Face masks may or may not be required-will be updated to follow health/safety protocols.

Dismissal:

Students will be dismissed at different locations. The bell rings at 2:00 p.m. Signs will be hung at locations.

- 1. Walkers, parent pick-up for grades 3 and 4 will be at the back portables by the music room.
- 2. Kindergarten will be dismissed at the back door of the front portables.
- 3. Grade 1 and 2 will be dismissed by the gym doors by the playground.
- 4. Busses will then be called one at a time.
- 5. Fun Club will be last and called to the cafeteria by grade.

Please contact the main office with any questions.

Parent Conferences

Parent conferences can be arranged with your child's teachers at any time convenient to both parties. Arrangements can be made by sending an email to the teacher or calling the office.

Conferences maybe conducted in-person, virtually by phone or email.



Fall Conference:

November 4, 2021......12:00-2:00 p.m., 6:00-8:00 p.m.

Spring Conference:

March 31, 2022......12:00-2:00 p.m., 6:00-8:00 p.m.

Contacting School Personnel

Teachers will establish the best method for a parent to contact them at the "Back to School Night" meeting. If there is ever a concern regarding your child, contact the classroom teacher first by calling the main office and leaving a message or emailing the teacher. All other staff members receive messages through the secretary in the main office or email.

Kindergarten Screening

Kindergarten screenings will be a provided to children entering kindergarten. They are screened in the areas of fine motor/gross motor, speech and language, cognition, visual motor and visual memory. For further information, call the school office.

Kindergarten Registration

Kindergarten registration will be held in the spring. Parents should make every effort to register their child at this time. Orientation for incoming kindergarteners and their parents will be held the day before they start school.

A child is eligible to enter Kindergarten when:

- The child is five years of age on or before August 31, of the current year.
- An immunization certificate covering the following is presented: diphtheria, measles, mumps, polio and pertussis.
- An examination by the family physician is required within 1 year preceding entrance, and every three to four years thereafter.
- Proof of Residency



School Records

The vast majority of the materials found in student folders are duplicate copies of materials given to the child and parents: report cards, standardized test information, etc. Regulations pertaining to the release of information about students shall be in conformity with Sections 34A, 34B, and 34E of Chapter 71 of the General Laws, Chapter 71B of the General Laws and Section 13 and Chapter 76 of the students' rights of confidentiality, inspection, amendment and destruction of students' records. Parents of Billerica students or the students themselves, when they reach eighteen years of age, may review their records as maintained by our schools upon written request.

If you are moving from Billerica, please come to the school office to sign an official withdrawal form. Your new school district will request your child's records soon after you register with them. We cannot furnish records without your written permission.

Cancellations, Delayed Starts and Early Release

School cancellation or delayed start notices can be heard on radio stations WCAP 980 AM, WBZ 1030 AM, WRKO 680 AM. Billerica Cable Access TV makes school cancellation announcements on Channel 52. An automated message will be sent via Blackboard Messenger.

Please be sure that emergency dismissal information for your child is clearly written on the emergency contact form sent home in September. Any change in the dismissal arrangements should be made in writing to the classroom teacher.

Should the Superintendent of Schools determine an early dismissal is necessary, students will be sent home before the end of the day. IT IS THE RESPONSIBILITY OF THE PARENTS TO INSTRUCT THEIR CHILDREN IN THE PROCEDURE THEY WANT THEM TO FOLLOW, I.E. WHICH NEIGHBOR TO GO

TO,

ETC.

Fun Club

to download.

The Fun Club is a joint effort between the Billerica Boys and Girls Club and the Billerica School Department. The club is held in the cafeteria of the Dutile. There is a modest cost. Please arrange for consistent alternate transportation (i.e. Bus, pick up, etc.) if your child is not attending Fun Club all five days. For further information call the Boys and Girls Club: 978-667-2193.

Report Cards and Progress Reports Online

Progress reports are issued online three times a year, at mid-term. A progress report is a non-graded report informing parents of their child's academic and social development. Report cards are also issued online three times a year. The report card has a detailed explanation of the marking system used to communicate each child's progress toward the curriculum standards established for that grade level in the Massachusetts Curriculum Standards. Report cards and Progress Reports will be available to view on the Aspen Family Portal. You can log in to the portal from our school's homepage or https://ma-billerica.myfollett.com/aspen/logon.do. It will also be available in .pdf form for you

If you have any problems logging on to the Aspen Family Portal, please email portalhelp@billericak12.com. Please be sure to include your name and your children's names. If you are able to log on but have concerns about the report card itself, please contact the teacher directly.

Safe School Guidelines

The Dutile School makes every effort to ensure a safe, responsible, and respectful school environment. All doors are secured while school is in session, and the staff is trained in evacuation and safety procedures. School, Playground and Cafeteria Rules are established and enforced; students are supervised at all times. Staff monitors the hallways and playground areas before school and during dismissal. In addition, our school has developed a crisis plan to address emergencies that arise unexpectedly. Grade-level leaders assist with communication during a crisis, and designated staff members work together to respond to and manage any crisis situations. Follow-up services, such as notification letters summarizing the situation and describing available support services, are provided when necessary.

School Visitors

All visitors will stop at the front office and sign in using their license. At this time, you will receive a guest badge which will allow you access to your destination. After you complete your business, you will return to the front office where you will return the guest badge.

People who arrive at a destination within the Dutile School without the identifying guest pass will be asked to return to the front office to register and pick up a pass.

Early Dismissal

Children who leave school early must have a note/email/phone call from a parent specifying date/time and reason for early departure. This note should be handed to the classroom teacher. Parents/Guardians must buzz the front door entrance and identify themselves. A staff member will bring their child out to them.

Tardiness

Students should make every effort to arrive at school on time as tardiness is very disruptive to classrooms already in session. Late-arriving students should stop in at the office to be certain of being counted in attendance. A child is considered tardy at 8:05 a.m. Tardy arrivals are documented on report cards as well as absences.

Parent Engagement

The Dutile Community believes that the role of the parent(s) is to encourage and enrich their child's intellectual, social and emotional potential; to support and cooperate with school staff in the educational training of their child; and to participate in their child's education both at school and at home through a variety of volunteer opportunities, resources and workshops offered by the Dutile PTO.

Parent Teacher Organization

The Dutile School Parent Teacher Organization exists to ensure that all Dutile 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:

- 1. Bring programs by outside educational groups and cultural performers to the school.
- Sponsor assemblies and social events for the school community and host speaker information nights for both Staff and Parents in the areas of -
 - Health
 - Math
 - Science
 - Research Technology
 - Developmental reading strategies
 - Coping, problem solving skills and conflict resolution for both student and parent development
 - Internet safety
- 3. Organize volunteers for enhancement of the school's physical environment.
- 4. Provide funds for a variety of classroom projects, library programs, school equipment and technology needs.
- 5. Award an annual scholarship to a Dutile School alumnus who is graduating from high school.

To support these activities the PTO conducts one major fundraising event each year. Membership is open to all teachers and to all parents with students currently attending the Dutile School.

Parent Teacher Organization (Cont'd)

Membership entitles one to run for an elected position on the PTO Executive Board. The Executive Board works with the Principal to direct the business of the organization, and the Board reports monthly to parents and teachers at an open meeting at the school. All are welcomed, invited, and encouraged to attend.

The PTO publishes an agenda and minutes of meetings, as well as a column in the school's newsletter to keep the school community informed of PTO activities and to solicit suggestions. A PTO mailbox is maintained at the sign-in outside the school office and communication is encouraged. The PTO can be reached via email at dutilepto@gmail.com.

Dutile School Site Council

One of the provisions of the 1993 Education Reform Act requires each school in Massachusetts to elect a school building based council with its members comprised of the principal, parents, teachers and members of the community. The council is representative of the Dutile School Community and provides a vehicle to advise the principal on the policies and programs at this particular school. The school can provide information to parents on the specific details of the Education Reform Act and the School Improvement Plan developed annually by the School Site Council at the Dutile.

The Site Council meets once or twice monthly, in the evening, in the Library. Parents are encouraged to nominate themselves for open positions on the Council beginning each October.

Information for Students

Attendance Policy

According to Chapter 76, Section 1, of Massachusetts General Law, students are expected to attend class every day that school is in session. The Billerica Public Schools believe that regular and punctual school attendance provides an essential foundation for educational progress and assists students in developing habits necessary for success in college and career. Students who are absent miss critical classroom instruction, opportunities for social interaction with teachers and peers, and clarification of assignments. Extended absences impair academic progress and undermine student grades.

An excused absence/tardy includes:

- Documented illness or injury signed by a medical professional on letterhead
- Bereavement/family funeral
- Major religious observances
- Extraordinary family circumstances (excused at the discretion of the principal)
- Documented court proceedings
- At the high school level up to three days for college visits

An *unexcused* absence/tardy is not covered by the aforementioned definition. Examples of an unexcused absence may include, but may not be limited to:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
- Family vacations
- Non-emergency family situations

When a child is absent, the parent or guardian must call or email the school of the beginning of the school day to notify the school of the child's absence and the reason for the absence.

- After a student is absent three (3) consecutive days, the school nurse will also call home.
- When a student accrues five (5) unexcused absences, a letter will be sent home, describing an action plan for addressing the student's attendance.
- After ten (10) unexcused absences, per M.G.L Chapter 76, Section 1, a referral will be made to the Supervisor of Attendance.

While attendance at school is important, a child with a fever or contagious disease should not be in school.

Parents may request work for students who are absent by calling the school office. Class work may be picked up at the end of the day or sent home with a sibling.

Appropriate Dress

The style of dress or appearance is generally determined by the student and parents. However, students should consider health, safety, and weather conditions when selecting school clothing. Clothing that presents a danger to the health or safety of a student or is distracting to the educational process is not permitted. Any article of clothing seemingly offensive either by appearance, language, or intent will be considered inappropriate.

Students should arrive well groomed and appropriately dressed for school activities, virtually and in-person. We recommend clothes and shoes that are comfortable and practical for activities such as gym, outdoor recess and art projects. If a student's attire is inappropriate, the parent will be notified and asked to bring a change of clothing.

Homework

It is important that homework involves student, teacher, and parents alike.

For the student, homework is a tool for review of material learned in the classroom. For the teacher, homework is a way to measure a student's comprehension of the day's lessons. For the parents, homework is a way to become involved in their child's educational development. Parents are encouraged to explain or discuss homework assignments with the student as needed. In general students should spend 15 to 30 minutes at their grade level on homework each night. If your child is struggling with homework, please discuss the situation with his/her teacher.



Billerica School Lunch

School Year 2021-2022

School Lunch Prices

Elementary: Lunch \$ FREE

Elementary: Breakfast \$ FREE

Information for 2022/2023 School Year

Lunchapp.com

As a time-saver free/reduced lunch applications are available online for the 2020-2021 school year at www.lunchapp.com Applications submitted online are processed within 48 hours during the school year. All submitted applications will receive a confirmation letter from Billerica School Lunch.

Meal Magic

Billerica School Lunch is proud to have Meal Magic in all schools. POS (point of sale) allows students/parents to view/manage student lunch accounts. Student PIN, account balance and sendmoneytoschool.com information remains the same from one school year to the next. Please review the information that was sent home specific to your child(ren) or for further inquiries call the School Lunch Office at 978-528-8782.

Sendmoneytoschool.com

Online prepayments can be made to your child's School Lunch account by credit card at www.sendmoneytoschool.com. There is a fee of \$2.99 per transaction (a transaction could be one child or several children). There is no charge for sending in cash or check or using the site to check available balance or purchases made by your children. Please call the office if you do not have your child's unique account # for online access.

Illness/Injury

In the event of illness/injury during the school day, the student should report to the classroom teacher. The classroom teacher will then grant permission to visit the school nurse. If the nurse determines that the student is too ill to remain at school, she will contact the parent or guardian.

Emergency Drills

Fire drills are held four times a year to test the mechanical fire alarm system and to teach students the safest way to exit the building in case of a true alarm. Upon hearing the alarm, students are to exit the building quickly and quietly under the direction of the classroom teacher. A Lock Down drill is also practice twice a year with the support of the Billerica Police Department. Teachers instruct students how to either barricade or evacuate given the location of the emergency.

Telephone Use

Cell phones are not allowed in school but if absolutely needed, it should be kept in the child's backpack during school hours and on the bus.

As always, messages about changes in routine or extenuating circumstances should be directed in writing to the classroom teacher.

In case of an emergency, parents should contact the school office at 978-528-8530. In the rare event that a student may need to use a phone, they may use the phone in the main office.

Lost and Found

The lost and found is located in a bin on the first floor by the stairs.

School Pictures

School pictures will be taken October 7, 2021, and picture make-up is November 18, 2021

Musical Instruments

Brass, wind, percussion and string instrument lessons are available to fourth grade. These are half hour lessons scheduled during the regular school day in coordination with the classroom teacher's schedule. Lessons are free of charge.

Information regarding the rental or purchase of instruments is available.

First year students are eligible for beginner band. Second year students participate in advanced band. Band rehearsal and practices are held at the Marshall Middle School. Transportation is provided from the Dutile to the Marshall. Parents are responsible for transportation home.

Behavioral Guidelines

All adults at the Dutile School will contribute to all children's self-esteem, allow for individual differences and help to instill in each child a love of learning. Adults will remember that children are people with feelings. They will respect and listen to the thoughts of the children and be quick to praise children's successes.

All children at the Dutile School will behave in a manner that recognizes the importance of order in a community dedicated to the joy of learning; children will conduct themselves with proper attention to manners, language and common courtesy befitting a community gathered together for their benefit.

Adults and children at the Dutile School will treat each other as they themselves wish to be treated, recognizing that school is a safe place where all come together to learn, although individual learning styles may vary.

Students appreciate the school rules—whether for the hallways, cafeteria or playground—are established for the common good. Through conscientious observance of the rules, the student helps the school to function as a safe and enjoyable place of learning.

At the Dutile we are SAFE, RESPONSIBLE, and RESPECTFUL...

1. SAFE

Keep self and others out of danger

2. **RESPONSIBLE**

Take care of self, others and school

3. RESPECTFUL

Treat yourself and others with kind words and actions

A Behavioral Expectation chart and Behavioral Consequences are in place at the Dutile.

General Guidelines

Respect school property and the property of others.

The Dutile is a smoke-free school. There is no smoking permitted in the building or on the school premises.

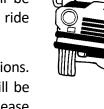
No weapons, including pocketknives, water guns, scissors, tools or sharp implements of any kind may be brought onto school property. Any violations will be subject to disciplinary action under the Education Reform Act of 1993. Any parent with questions regarding the acceptability of articles carried to school may contact the principal for clarification.

Cafeteria

Students are escorted to the cafeteria by the classroom teacher. We ask that students observe the basics of good manners during the lunch period and the cafeteria expectations. Cafeteria Aides are present in the cafeteria daily during the lunch hours to assist with behavior management and support. Their main duty is to supervise and remind students, when necessary, of their responsibilities. The students at the Dutile, in a combined effort with the teaching staff, have created their own list of expectations to follow.

Bus Information

Students who are eligible for transportation provided by the Billerica Public Schools will be assigned a bus and a bus stop location in the fall of each school year. Only students who are assigned to the bus will be allowed to ride that particular bus. Students may not choose to ride another bus for the purpose of after school activities.



At the beginning of each school year, teachers review bus expectations. For students who do not follow the rules, a bus conduct report will be sent to the principal. For further information about bussing, please contact Eastern Bus Company at 978-362-1142.