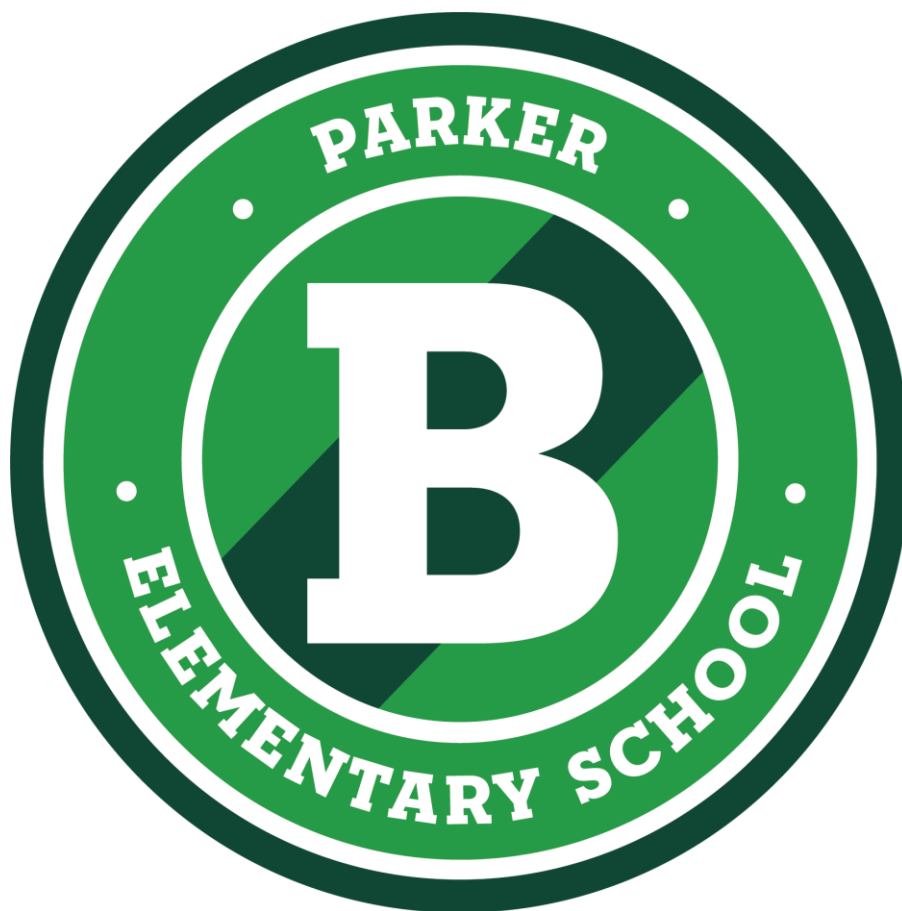


Parker Elementary School



School Handbook

Section I

2021-2022

<http://www.billerica12.com/schools/parker-elementary>

September 2021

Dear Parker Families,

On behalf of our faculty and staff, it is my pleasure to welcome you to the 2021-2022 school year at Parker Elementary School. We are looking forward to a productive partnership with you to make a positive difference in the school experience for all our children. You are invited to become a part of our school and your child's education. As a team, we can work together to ensure the best possible educational environment for your children where their academic, social, physical, and emotional needs are met.

At Parker Elementary School, our goal is to ensure that all of our students and staff are able to learn in a safe and supportive environment. This fall, we are planning for the in-person return of all students and staff. Please note that procedures outlined in this handbook for staff and students may be subject to change in order to be in compliance with safety protocols. Any changes made will be shared with our community.

At the Parker School, we promote a school community based upon our core values of being Respectful, Responsible, Kind, and Safe through our school-wide Positive Behavioral Intervention Support System (PBIS).

We appreciate your support and wish you and your child an exciting, fun-filled, academically challenging year. We are confident that by creating a partnership between school and family, we can positively affect the skills, habits and values of our students, which will result in success this school year, and in the future.

This handbook will assist you in understanding the procedures of our school. Should you have questions or concerns, please contact us at 978-528-8610.

Sincerely,

Christine M. Gibelli

Christine M. Gibelli
Principal

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School Mission

The Parker Elementary School is a learning community made up of students, parents, and school staff that strives to support a climate of *continuous learning, reflection, and growth*. Students participate in a broad range of experiences that prepare them to become well-rounded individuals and active participants in the community, with the resources and technology necessary to achieve educational excellence. Our community promotes respect for the inherent dignity of each individual. Challenges are met and successes are celebrated together.

Parker Elementary School is a community where every individual is empowered to meet their potential.

School Vision

All students will learn when they have high quality teachers, supportive environments, and rigorous and relevant curriculum, within a culture of trust.

Core Values

Parker Elementary School students and staff strive to demonstrate the following qualities every day:

Respectful ~ Responsible ~ Kind ~ Safe

Billerica Public School's Theory of Action

If we commit and have the courage to **CARE**:

COMMUNITY – fostering collaboration and partnerships

ATMOSPHERE – welcoming, safe, and respectful for all

RIGOR AND **R**ELEVANCE – preparing our students for college and career in the ever changing global society

EXCELLENCE AND **E**QUITY – promoting and celebrating the inherent dignity of all

....then we will create a culture in which each member of the community becomes empowered to reach his or her intellectual, social, and emotional potential.

General Information

Central Administration Directory

365 Boston Road, Billerica	Main Number	978-528-8500
	Website	billericak12.com
Superintendent of Schools Mr. Tim Piwowar		978-528-7908
Assistant Superintendent, Instruction Dr. Jill Geiser		978-528-7920
Director of Finance and Operations Mrs. Robin Hulsoor		978-528-7918
Special Education Director Mrs. Amy Emory		978-528-8591
Coordinator of Health Services and Wellness Mr. Bernie McCann		978-528-7907

Parker Elementary School Directory

52 River Street, Billerica	Main Number	978 528-8610
	Website	billericak12.com
Principal Mrs. Christine Gibelli		978-528-8610
Assistant Principal Mrs. Kathleen Cochran		978-528-8610
Administrative Assistant Ms. Judy Butler		978-528-8610
Project Support Director Mrs. Kerry Wang		978-528-8597
School Social Worker Mrs. Linda Rosa		978-528-8611
		Mrs. Sarah (Hardy) Coffey 978-528-8619
School Psychologist Dr. Elizabeth Higgins		978-528-8621
		Mr. Scott White 978-528-8610
School Nurse Mrs. Erin Burcham		978-528-8620
		Mrs. Caitlin O'Leary
Special Educations Chairperson Mrs. Donna Canfield		978-528-7936
		Mrs. Kathleen Castriano 978-528-2680

Parker Elementary School

Teacher and Staff Contact Information

Main Office	
<p>Mrs. Christine Gibelli Principal 978 528-8610 cgibelli@billericak12.com</p>	<p>Mrs. Kathleen Cochran Assistant Principal 978 528-8610 kcochran@billericak12.com</p>
<p>Ms. Judy Butler Administrative Assistant 978 528-8610 jbutler@billericak12.com</p>	

Health Services		
<p>Mrs. Erin Burcham School Nurse eburcham@billericak12.com</p>	<p>Mrs. Linda Rosa Social Worker lrosa@billericak12.com</p>	<p>Mrs. Sarah (Hardy) Coffey Social Worker scoffey@billericak12.com</p>
<p>Dr. Elizabeth Higgins Psychologist ehiggins@billericak12.com</p>	<p>Mrs. Lyndsay Santosuosso BCBA lsantosuosso@billericak12.com</p>	<p>Mrs. Lisa Maher SEL Coach lmaher@billericak12.com</p>
<p>Mr. Scott White Psychologist swhite@billericak12.com</p>		

Kindergarten	
<p>Mrs. Beth Bukala ebukala@billericak12.com Mrs. Tammy Bicknell tbicknell@billericak12.com</p>	<p>Mrs. Kelsey Eaddy keaddy@billericak12.com TBD</p>
<p>Mrs. Sarina DeMonico sdemonico@billericak12.com Mrs. Gina Peterson gpeterson@billericak12.com</p>	<p>Mrs. Lisa Jordan lgeary@billericak12.com Mrs. Cheryl Gambucci cgambucci@billericak12.com</p>
<p>Mrs. Maureen Gill-Looney mgilllooney@billericak12.com Ms. Beth Conti econti@billericak12.com</p>	

Parker Elementary School
Teacher and Staff Contact Information
 (continued)

1 st Grade	
Mrs. Amy Archibald aarchibald@billericak12.com	Mrs. Julie Fraser jfraser@billericak12.com
Mrs. Kerry Longo klongo@billericak12.com	Mrs. Diane Percuocco dpercuocco@billericak12.com

2 nd Grade	
Mrs. Carey Ann Castine ccastine@billericak12.com	Mrs. Kristen Dagle kdagle@billericak12.com
Mrs. Tina Leskouski cleskouski@billericak12.com	Mrs. Heather Matthews hmatthews@billericak12.com

3 rd Grade	
Mr. Daniel Cerullo dcerullo@billericak12.com	Mrs. Lauri DiFraia ldifraia@billericak12.com
Mrs. Katie Fay kfay@billericak12.com	Mrs. Lori McLaughlin lamclaughlin@billericak12.com

4 th Grade	
Mrs. Karrie Coletta kcoletta@billericak12.com	Ms. Bethany Tobia btobia@billericak12.com
Ms. Jessica Wilson jwilson@billericak12.com	Ms. Allison Gallagher agallagher@billericak12.com

Parker Elementary School
Teacher and Staff Contact Information
(continued)

Special Education Resource	
Mrs. Jennifer Cherry jcherry@billericak12.com	Mr. Kevin Tighe ktighe@billericak12.com
Ms. Kim Jones kjones@billericak12.com	Mr. Derek Cole dcole@billericak12.com

Special Education Compass	
Mrs. Rachel Venuti rvenuti@billericak12.com	Mrs. Michelle Olsen molsen@billericak12.com
Mrs. Kristine Gulinello kgulinello@billericak12.com	Mrs. Allison Caggiano acaggiano@billericak12.com
Mrs. Kerin Griswold kgriswold@billericak12.com	Ms. Danielle Sanchez dsanchez@billericak12.com

Related Service Providers	
Speech	
Ms. Diana Burns dburns@billericak12.com	Mrs. Nicole Michaud nmichaud@billericak12.com
Ms. Corinne Huntley chuntley@billericak12.com	
Occupational Therapy	
Mrs. Melissa Iatron miatron@billericak12.com	Mrs. Danielle Levesque dlevesque@billericak12.com
Physical Therapy	
Mrs. Emily Driscoll edriscoll@billericak12.com	

Parker Elementary School
Teacher and Staff Contact Information
(continued)

Specialists		
Mrs. Robyn Nasrah Music rbrothers@billericak12.com	Mr. Robert Belanger Physical Education rbelanger@billericak12.com	Ms. Megan Wallace Art mwallace@billericak12.com
Ms. Taylor Inman Physical Education/Health tinman@billericak12.com	Mrs. Donna McDonnell Media Specialist dmcdonnell@billericak12.com	TBD Chorus

Coaches/Interventionists	
Literacy	
Mrs. Sheri Gentile sgentile@billericak12.com	Mrs. Ashley Mirisola amarisola@billericak12.com
Mrs. Terry Holsinger tholsinger@billericak12.com	
Math	
Mrs. Kim Tierney Honan ktierneyhonan@billericak12.com	Ms. Jaquie Studley jstudley@billericak12.com
Mrs. Jennifer Dulong-Tringale jdulong@billericak12.com	

Project Support Preschool	
Mrs. Kerry Wang Coordinator kwang@billericak12.com	Mrs. Judi Conway Administrative Assistant jconway@billericak12.com
TBD Teacher	Ms. Kristyn Van Arnam Teacher kvanarnam@billericak12.com

Behavioral Guidelines

Every student deserves an opportunity to access the curriculum in a safe and nurturing environment. It is the responsibility of adults and children alike to ensure that happens at Parker Elementary School. At Parker, we use the Positive Behavioral Interventions and Support System (PBIS), better known in school as “Parker PAWS”, where students are rewarded for displaying our Core Values of respect, responsibility, kindness, and safety while in school and on the bus.

This program allows us the ability to identify, adapt, and sustain effective school-wide disciplinary practice, while improving student academic and behavior outcomes. The program helps to ensure all students have access to the most effective and accurately implemented instructional, behavioral, and intervention possible.

The four school-wide behavioral expectations are:

Everyday, Everybody will be
Respectful, Responsible, Kind, and Safe.

These expectations are posted in every classroom and throughout the school.

General Guidelines

- Respect school property and the property of others.
- Students shall only leave the assigned area with permission and refrain from leaving the school or grounds without permission.
- Students shall refrain from throwing any objects that could cause injury to another person. For this reason baseballs, softballs, or any other hard balls, as well as lacrosse sticks, cannot be used during school hours. At no time can rocks or sticks be used during playtime.
- Electronic toys and games, scooters, skateboards, iPods, cell phones, laser pointers, walkie-talkies, smart watches, e-readers, etc. are not allowed in school without written permission from the principal or his/her designee.

Very Serious Situations

The following choices may threaten the safety or climate of our school in a disturbing manner. They are very serious and require immediate adult response:

- Bullying (please refer to the Parker Elementary School Handbook for the Massachusetts State Anti-bullying Law definitions)
- Inflicting injury on another person either physically (with your body), verbally (with your words), or throwing objects at another person
- Destroying or stealing property that does not belong to you
- Leaving the school building/grounds without permission
- Bringing items to school that could be used in a manner that is dangerous or threatening to others including weapons

Responses and Consequences for Very Serious Situations

- After consulting with parents/guardians and appropriate school personnel, the principal or designee will issue appropriate consequences and facilitate an action plan designed to help the student improve and for the behavior to not happen again.
- If the principal or designee determines that a formal suspension or further steps are necessary, the procedures outlined in the Billerica Public School Committee Policy documented in the BPS Handbook (part two) will be followed.

Additional Information or Special Situations

- The principal or designee has the right to inspect a student's desk and personal belongings if she/he feels this is necessary in protecting the safety of any students.
- For any student with an Individualized Education Plan (IEP) under Chapter 766 of the Massachusetts General Laws and the Massachusetts Department of Education policy, it will be indicated in the IEP if that student cannot be expected to meet the school behavior code, or if the student's handicapping condition requires modification to the code.






Parker Elementary School Pledge

Parker Pledge




"I will be
respectful, responsible, kind, and safe
to make the Parker School a "PAWS"itive Place"



“I will be **respectful**, **responsible**, **kind**, and **safe** to make the **Parker School** a “PAWS”itive Place”

Classroom 	Hallway 	Restroom 	Playground 	Cafeteria 
<u>Respectful</u>				
<ul style="list-style-type: none"> • Show my “good school listening” behaviors • Accept differences • Allow one person to speak at a time 	<ul style="list-style-type: none"> • Maintain personal space • Pay attention • Use walking feet 	<ul style="list-style-type: none"> • Respect the privacy of others • Return to class quickly 	<ul style="list-style-type: none"> • Speak to everyone politely • Share sports equipment and take turns • Use good sportsmanship 	<ul style="list-style-type: none"> • Wait my turn • Listen and respond to all adults • Raise my hand to ask for help
<u>Responsible</u>				
<ul style="list-style-type: none"> • Follow class routines and come to class prepared • Accept consequences w/out arguing • Take care of all materials 	<ul style="list-style-type: none"> • Go directly to your destination • Keep hands and feet to yourself • Keep hallways clean 	<ul style="list-style-type: none"> • Keep bathroom clean • Use supplies correctly 	<ul style="list-style-type: none"> • Line up quickly and quietly • Follow directions • Check for belongings • Report problems to recess staff 	<ul style="list-style-type: none"> • Use good table manners • Clean up my area • Empty my tray carefully into the trash barrel
<u>Kind</u>				
<ul style="list-style-type: none"> • Include others • Use kind words • Listen and speak politely • Help others • Show compassion 	<ul style="list-style-type: none"> • Keep voices turned off/silent • Look at displays with my eyes • Stay on the right side of the stairs and hallways 	<ul style="list-style-type: none"> • Use a whisper voice • Wait my turn 	<ul style="list-style-type: none"> • Use kind words • Use problem solving strategies to work out differences • Include others, check the Buddy Bench 	<ul style="list-style-type: none"> • Use my indoor voice • Include others • Use <i>please</i>, <i>thank you</i>, and <i>excuse me</i>
<u>Safe</u>				
<ul style="list-style-type: none"> • Follow directions • Use furniture and materials appropriately • Ask the teacher for help solving problems 	<ul style="list-style-type: none"> • Keep distance from others in straight lines • Walk safely and slowly up and down the stairs • Keep self to self 	<ul style="list-style-type: none"> • Wash my hands with soap and water • Use facility appropriately • Keep self to self 	<ul style="list-style-type: none"> • Stay in play area • Use equipment properly • Follow instructions • Keep self to self 	<ul style="list-style-type: none"> • Walk • Stay in my seat • Eat my own food • Keep self to self

Possible Consequences

When Demonstrating PAWS-itive Behavior		When <i>Not</i> Demonstrating PAWS-itive Behavior
Students may earn:		Students may earn:
Positive reinforcement		A choices conversation
A positive call home		A call home explaining the situation
A positive letter home		A letter to another person or home explaining the situation
Earn a Panda Paw		A reflection form
Extra privileges - including classwide rewards		An office referral
Extra recess		Less recess
Recess: Leadership jobs such as line leader, door holder, equipment manager, etc.		Recess: Limiting and/or changing activities or games

Please see the BPS handbook part II for the complete behavior consequence matrix.

<https://drive.google.com/drive/folders/1x0rBTN7vhlTQiU3TENaCNN0XcebDYjFv?/view>

Information for Parents

ASPEN

Billerica Public Schools utilizes the Aspen System as our Student Information System. Please contact the system administrator at portalhelp@billericak12.com if you need assistance accessing your child's information including progress reports and report cards.

Conferences and Back to School Nights

Conferences are scheduled for the Fall and Spring; however, they can also be arranged with your child's teacher at any time convenient to both parties. Teachers can be contacted by either calling the school, emailing, or sending a note to the teacher directly.

Back to School Night is scheduled during the first month of school. Additional information will be shared via email and from your child's teacher as these dates approach.

Contacting School Personnel

School personnel can be reached via phone or email – please see staff contact pages or Who to Contact When You Have a Question or Concern document at the back of this handbook.

Cancellations, Delays, and Early Release

On days when inclement weather necessitates a delay in the opening or closing of schools, the Superintendent of Schools will make every attempt to notify families via voice message, email, and/or news/radio outlets.

The Billerica Public Schools will make every effort to notify families of cancellations, delays or other events impacting scheduling via reversed directory dialing or “robo” calls. A “robo” call is made to the primary phone number listed for each student.

Should the Superintendent of Schools determine an early dismissal is necessary, students will be sent home before the end of the day. Please notify the school of how this will affect your child's dismissal including whom your child should be dismissed to. *Please note: It is the responsibility of the parent/guardian to discuss and instruct their children in the procedure that they want them to follow in the event that an early dismissal is called. Please make sure your child(ren) know which neighbor or after school provider they should go with.*

Fun Club - After School Care

The Fun Club is a joint effort between the Billerica Boys and Girls Club and the Billerica School Department. The Fun Club is held in the Parker Elementary School Cafeteria and Gymnasium for a modest cost. Please call the Boys and Girls Club for more information 978-667-2193.

Please notify the school office if your student will be attending the Fun Club program and the day(s) they will be attending. Additionally, if there should be any changes to the day(s) attending, please communicate those changes to the school office and your child's classroom teacher.

Health and Wellness

Wellness Policy

The Parker School supports healthy lifestyles, nutrition and physical activity for everyone. Health and wellness for children relies on the collective efforts of families, the school community, the health system, food industry, and the wider community. The Parker School recognizes its role in this important community endeavor through the implementation of a district Wellness Policy and the promotion of good nutrition and physical activity. For more information on the district wellness policy, refer to the Billerica Public Schools [Health and Wellness website](#).

School Nurse and Illness

1. A registered nurse is assigned to each school, and is available for students requiring medical attention. Parents are notified immediately in the event of a serious illness or accident.
2. A student who becomes ill in school will be dismissed to the parents or any person designated by the family to assume responsibility. Parents are required to provide transportation for the student in case of illness or emergency.
3. Students in grades kindergarten, first, second, and third will be screened annually for vision and hearing. Students in grade four will only have their vision tested. Height and weight will also be screened for students in first and fourth grade. All vision and hearing tests will be administered by our nurse using a state approved test. Parents or guardians will be contacted if there is cause for concern.
4. An emergency information form for each student is on file with the nurse. Parents should ensure that all information is accurate and current.

Communicable Diseases

All students with contagious diseases must present a note from the doctor to the school nurse before being readmitted. These include measles, mumps, meningitis, polio, scarlet fever, and fifth's disease.

Kindergarten Registration

Kindergarten registration is generally held in early March via a central registration process. An orientation for incoming kindergarten students and their parents will be held prior to the beginning of kindergarten.

A child may be registered for kindergarten if:

1. The child is five years of age on or before August 31 of that year
2. An original birth certificate or proof of age
3. Proof of residency is submitted at time of registration
4. An immunization certificate covering the following is presented: diphtheria, measles, mumps, polio, pertussis, rubella, tetanus lead testing, chicken pox vaccine or documentation of having had the virus by his/her physician as well as hepatitis B series.

5. A physical exam by the family physician is required within six (6) months of entering school, as well as third, sixth, and ninth grade levels.

Kindergarten Screening

Kindergarten Screening is held in late May / early June for all incoming kindergarten aged children. The purpose of the individualized screening upon entering kindergarten is to identify a student's educational needs. Children are screened in the areas of vision/hearing, fine motor / gross motor, speech and language, cognition, visual motor and memory.

Report Cards and Progress Reports

Report cards will be published three times a year via Aspen Family Portal. Progress reports will precede each report card at the midpoint of each marking period for grades K-4. A progress report is a non-graded report informing parents of the child's progress both academically and socially. The information on each report reflects the progress students make in attaining the curriculum standards established for their grade level by the Massachusetts Common Core. If you have questions or concerns about your child's progress, please contact their classroom teacher.

Safe School Guidelines

Billerica Public Schools works in conjunction with the Billerica Police and Fire Departments to create a comprehensive plan that ensures a safe environment for all.

We have six different types of emergency plans: Fire drills, Stay Put, Lock-Down, ALICE, Medical, and Evacuation that are practiced multiple times throughout the school year.

School Records

All school records pertaining to students are accessible to their parents/guardians. Parents/guardians should make the request at least two days in advance. Contact the building principal for further information. All special education record requests must be processed through the special education department. Please allow five days for these records. Regulations pertaining to the release of information shall follow Mass General Laws.

School Visitors

All visitors are required to enter and exit the school via the main entrance. Visitors entering the building must check in at the office, sign in, and wear an identification badge while on school property. Only visitors with legitimate school business may be in the school or on the grounds while students are present. All visitors exiting the building must sign out. *Please note: Visitors and/or parents/legal guardians must be prepared to present a state issued license or identification card. This protocol is strictly enforced.*

Information for Parker Elementary Students

The hours for the Parker Elementary School are **8:25 AM** to **2:45 PM**

Arrival Procedures

Students should plan to arrive at school *no earlier than 10 minutes prior to the beginning of school* (never before 8:15AM, unless they are enrolled in the Early Morning Program). Please note: Adult supervision does not begin until 8:25AM. Students are allowed in the building at 8:25AM. Students are not permitted to use the playground/field area prior to school without parent/guardian supervision. Students walking or being driven to school should plan to arrive at school between 8:20AM and 8:25.

Any student arriving after the start of school (8:35AM) will need to be signed into school at the main office by a parent or guardian.

Buses:

Students that arrive by bus begin to disembark at 8:25AM and line up in front of the building. NOTE: Students that arrive by bus, must return by bus unless parents/guardians notify the main office.

Cars:

Students arriving to school by car are asked to enter the parking lot through the Parker Street entrance and follow the road towards the athletic field. Cars should enter in a single file *and not attempt to pass the car in front of them*. Parents/guardians are asked to pull up all the way to allow the maximum number of cars to enter the driveway. *Students should only be dropped off from the curbside door and adults should remain in the car* – unless your student is tardy. Parents/guardians who drive their child to school should be aware of and respect the traffic pattern that is established for the safety of our students and staff.

Attendance

According to Chapter 76, Section 1, of Massachusetts General Law, students are expected to attend class every day that school is in session. Billerica Public Schools believes 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. The goal of the Attendance Policy is to ensure that each student keeps their absences to a minimum so that they can take full advantage of the educational program and actively participate in the school community.

Absences

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 within 30 minutes of the beginning of the school day to notify the school of the child's absence and the reason for the absence. If a call or email is not received, the school will call the parent or guardian informing them of their child's absence.

- After a student is absent three (3) consecutive days, a phone call home will be made.
- When a student accrues five (5) unexcused absences, a letter will be sent home, describing an action plan for addressing the students' attendance.
- After 10 unexcused absences, per MGL 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. District protocol states that children must be fever free for twenty-four hours without the use of a fever-reducer prior to returning to 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.

Non-Scheduled Vacations / Extra Vacations

Teachers are not responsible for providing homework and/or classwork if a family chooses to take a vacation, which differs from those on the school calendar. We encourage students to keep a journal, practice math facts, and/or read while on the trip. Students will have twice the number of days they missed to complete any missed classwork. Non-scheduled vacation / extended vacations are considered an unexcused absence and parents/guardians may receive an attendance letter in accordance with Massachusetts General Law.

Before-School Child Care

Billerica Public Schools offers a fee-based before-school child care program at Parker when a minimum of twenty students are registered. Students enrolled in the before-school care program may be dropped off at school at 7:25am. Please contact Mrs. Butler for additional information about the before school program. (Early morning care is also available at the Billerica Boys and Girls Club. Transportation is provided from the Club to the Parker on a Boys and Girls Club van. Please contact the club for additional information.)

Bus Transportation

The primary purpose of our transportation service is to aid students in getting to and from school in an efficient, safe, timely, and economical manner. It is the intention of the Billerica School Committee to comply with the letter and spirit of Massachusetts General Laws with respect to the transportation of pupils.

Free bus transportation to and from school shall be provided by the District in accordance with the

following:

1. Grades K-4: For any child living 1.0 miles or more from school as calculated by the district's selected computer system
2. Grades 5-12: For any child living 1.5 miles or more from school as calculated by the district's selected computer system
3. For any student whose individualized education program (IEP) or Section 504 Accommodation Plan includes entitlement to school transportation by the District.
4. For any homeless student eligible for transportation by the District pursuant to the McKinney-Vento Act, 42 USCA Section 11432(g)(1)(J)(iii).

Custody Stipulations

Our priority is the safety and well-being of each child and all such matters will be handled with confidentiality. It is important that you inform the office of any custody stipulations/restrictions that are in place. All legal documents must be provided annually.

Dismissal

1. Fun Club students are dismissed first, followed by bus students and walkers/car pick-up.
2. Students are expected to walk to the bus and follow the behavioral expectations. As 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 student(s) 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."
3. Parents should wait at the designated area for their children. Each grade level will be marked on the fence or surrounding areas. Please wait in the area for your youngest child and then proceed to the dismissal area for older children. Parents/guardians should not gather near the exit doors. This causes confusion and delays exiting the building at dismissal time.
4. If a child walks or bicycles alone to school, they are doing so with parental knowledge. Students will be dismissed out the main door and walk home after 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 road and bike safety with their child. Please remember that children age 12 and under are required to wear bike helmets by law. Please park bicycles in the bicycle rack. Helmets may be stored with the bike or in the classroom.
5. No student may leave the bus line to go home on foot or with an adult unless the parent/guardian has come into the office to have their child dismissed.
6. Parents must notify the school in writing of any changes to their child's home transportation routine. The note should specify the means by which the student will return home and the person who will accompany, if any, the student from school. Each child must take the assigned bus to and from school. *Switching of busses is not allowed.*

7. Emergency changes to a child's dismissal schedule may be made after 1:00pm by phone only. This will allow time to notify the student and supervising staff. We request that you do not email your child's teacher with day-of or last minute changes. Supervising staff may not be able to access their email prior to dismissal.
8. If you plan to stay on school grounds after dismissal, please do not use the back playground or front lawn area as these spaces are used by Fun Club. Students must be supervised at all times.

Late Pick-Up

We ask that parents/guardians make every effort to pick-up their child at dismissal. However, we understand that events occur resulting in a supervising adult being late for dismissal. If this happens, please call the main office. Students will be in the main office for pick-up. Please note that staff are not on duty past 3:00 pm, and special arrangements must be made.

Walker / Car Pick-Up

Children being picked up as a walker/car pick-up will exit the building via the cafeteria, gymnasium and main doors with supervising staff. Parents/guardians are asked to come to wait at the designated areas along either the fence, field, or walkways. Students will be dismissed directly to their parents/guardians. For safety, we ask that anyone needing to cross the parking lot do so via the crosswalk.

Dismissal Routine Changes

Students that require a change to their dismissal routine will need a note from a parent/guardian informing the classroom teacher and the office of the change. All students dismissed prior to the end of school must be signed out through the office and exit through the front entrance.

With the safety of your child in mind, unless it is their normal routine, students will **not** be allowed to walk home or take a bus without a parental note. Students will not be dismissed early to walk or bicycle home.

In the case of an emergency and a change to your child's dismissal routine, please notify the office via phone call by 1:00pm. This will allow time to communicate the change to supervising staff.

If someone other than a parent is dismissing the student, the school will require a note of authorization signed by the parent. Identification will be required when dismissing a child. If documentation is not received, the main office will make every effort to contact a parent/guardian to confirm the change of dismissal. If contact is not made or if approval is not given, the student will not be dismissed.

Dress Code

Students are expected to exercise good judgment as to appropriate dress. Students should come to school dressed in a fashion that does not inhibit either the teaching or learning processes or promote an unsafe environment. We recommend clothes and shoes that are comfortable and practical for activities such as gym, outdoor recess, and art projects. We ask that during the academic day, students refrain from wearing baseball hats, knit caps, hoods, or distracting headwear.

Immediate responsibility for determining what is or is not appropriate dress will rest with the principal. If a student's attire is inappropriate, the parent/guardian will be notified and asked to bring a change of clothes.

Food in the Classroom

Many parents/guardians want to send/bring treats into school to share with the entire classroom. While students should bring in a healthy snack each day for themselves, food is not permitted in the classroom unless there is a specific curriculum connection that is arranged through the classroom teacher before the event date. Please do not send food items to school for distribution to other students. Food sent in without prior permission from the teacher will be sent home.

Parker Elementary School is an Allergen Aware School.

Homework

Homework enriches and extends the learning experience of the school day and stimulates interest in learning outside of the classroom. Additionally, homework supports learning through practice and the development of study skills such as time management, independence, and growth in responsibility. Homework will usually be assigned Monday through Thursday except during holidays and vacation periods. The general rule of thumb for the amount of time spent on homework is 15 minutes times their grade level per night.

Reading at home with a parent or independently is strongly encouraged. Parents are also encouraged to review homework and schoolwork brought home each day to promote the quality of each child's work with regard to its completeness, accuracy and presentation.

Illness and Injury at Home

If your child has a fever, diarrhea, vomiting, or other symptoms of illness, please do not send your child to school until the symptoms are gone for 24 hours without the use of medication.

Illness and Injury at School

In the event of an illness or injury, students should report to the classroom teacher or staff that is on duty during lunch or recess. They will then be granted permission to visit the nurse. The nurse will make the determination of whether or not the student should be sent home. If so, the nurse will contact the parent/guardian.

Lost and Found

The Lost and Found bin for the Parker school is in the cafeteria. Please ask your child to check this area if their belongings are missing. All lost and found items are donated to a local organization every two months. Notification will be sent prior to the donation.

Personal Property

All jackets, hats, gloves, etc. should be labeled with the student's name and classroom number. It is suggested that all students obtain and use a backpack to carry books, lunches, papers, etc. and that the backpack be clearly labeled. Any student property brought to school should be labeled and taken home at the end of the day. Please note that each student will be issued a locker to store their personal belongings for the year. Locks and additional shelving are not to be used with these lockers.

Safe toys and athletic equipment are allowed for use at recess, such as baseball gloves, tennis or rubber balls (no hard balls are allowed), and basketballs. Students are *not* permitted to bring to school aluminum or wood baseball bats, lacrosse sticks, skateboards or electronic devices. We recognize that students often have scheduled sport practices after school and they may need to bring equipment to school. In this situation, all equipment will be stored in the main office until dismissal.

The school is not responsible for the loss of personal property including electronic devices and/or cell phones.

Phone Use

Students are expected to remember to bring to school what they need for the day. *Calls will not be made home to ask parents to bring things that students have forgotten.*

Cell phones are not allowed to be on during school hours. Students who bring cell phones should store them securely in their backpacks during the school day. Cell phones *must* be turned off upon entering the school and cannot be turned on until outside of the building. Any phone calls that need to be made will be done through the main office. Students seen using their phones during the school day will be asked to turn them off and put away until after dismissal time. After the second violation of this protocol, parents/guardians will be asked to pick up the phone at the main office.

School Breakfast and Lunch

For the 21/22 school year, Billerica Public Schools offers free breakfast and lunch to all students.

Lunch menus can be found on the [Billerica Public Schools Food Service website](#) as well as in Parker Elementary School weekly emails.

Special Programs

Specials

Specials offer a most rewarding area of instruction for the elementary school child. They promote growth and learning through the visual and tactile senses, and offer a better understanding of themselves as unique individuals.

Art

Through the process of creating art, students work and gain experience in problem solving and begin to appreciate others and their work, while expressing themselves in many ways. Students visualize ideas, events, and facts through the creative process, while growing in appreciation of art and beginning an acquaintance with their cultural heritage.

Students will have the opportunity to try new materials, gain self-confidence, and involve all areas of learning.

Chorus

Students in the fourth grade may participate in chorus under the direction of a music teacher. Chorus gives our students the opportunity to participate in a cultural and worthwhile group activity. They perform at various functions throughout the year.

Media

At Parker Elementary School, we have a combined computer/library class that supports an advanced technology integration curriculum. Students will be taught skills including typing, research, and project development.

Health

The primary goal of the weekly Health class is to empower students with the knowledge and skills to be able to make healthy choices, enabling them to reach their full potential.

The elementary Health Program offers students a curriculum designed to both educate and promote health awareness. A thorough program of health education contributes toward a lifetime of good habits, behaviors and practices, while assisting with the prevention of poor choices, debilitating illness and disease. The curriculum focuses on providing students with the knowledge and tools to shape their lifestyles to be healthy and productive in current and future years.

Music

Music classes are designed to enhance listening enjoyment and ability. Students will, among other things, learn how to read and write music and perform songs and dances from other cultures and time periods. Music class meets once a week.

Physical Education

Classes are held once a week. Students should dress comfortably on PE days. Sneakers are a must. *Students without sneakers may have to sit out the lesson for safety reasons.*

Instrumental Music

Musical instrument lessons are available to each student in the fourth grade. Lessons are given during the school day, and band and orchestra practice takes place after school. *Students who leave the class for lessons are responsible for any missed classroom work.*

Demonstration lessons are presented for both students and parents at the beginning of the school year. Information on the different types of instrument lessons offered are distributed at this time.

Field Trips

Field trips are off-site learning experiences organized by the grade level teachers. The purpose of these trips is to enhance the school curriculum and promote social interactions between students.

Written parent/guardian permission is required for all children to participate.

Medication may only be administered by a nurse or designee, including Tylenol, Advil, etc.

The behavioral expectations for students during these activities are the same as in school.

C.O.R.I. (Criminal Offenders Record Information)

All adults who work or volunteer at the Parker School must complete a background check. This includes off property activities such as field trips. All parents, chaperones and volunteers need to have been approved through the CORI process. Forms are available from the school. A copy of the individual's driver's license is required. Without a copy of the license, the CORI form cannot be processed. *Completed forms need to be submitted at least 3 weeks prior to the field trip date to ensure adequate processing time.*

Use of computers

The use of technology at Parker Elementary School has increased greatly in recent years. Students are expected to interact with technology multiple times each week. Please review the Billerica Public Schools Acceptable Use Policy found on pages 60 and 61 of part II of the BPS Handbook or at http://drive.google.com/file/d/0B9hn9MQ4Zk9_dE4yVmZNSFlqcjg/view and acknowledge that you have read and understand the policy on the last page of this handbook.

Support Services

School Psychologists and School Social Workers

Both our school psychologists and school social workers coordinate with classroom teachers and staff to help develop and support a positive school climate. Additionally, they work with individuals or small groups of students to support them in personal and academic growth, social skill development and decision making skills.

The school psychologists and social workers are available for counseling if there is a need, as well as being available to consult with parents when individual and/or family circumstances arise..

School Psychologist

The Parker Elementary School offers the services of two School Psychologists. You may contact either Dr. Elizabeth Higgins or Mr. Scott White by telephone: 978-528-8621 or via email at ehiggins@billericak12.com or swhite@billericak12.com.

School Social Worker

The Parker Elementary School offers the services of a School Social Worker. You may contact Mrs. Linda Rosa or Mrs. Sarah Coffey by telephone: 978-528-6819 or via email at lrosa@billericak12.com or scoffey@billericak12.com.

Response to Intervention (RtI)

Students experiencing learning difficulties can be helped through a wide array of instructional supports. Once a problem has been identified, teachers meet with a building based team that could include the principal, assistant principal, teachers, specialists, coaches, and interventionists to explore classroom

or school-based accommodations to help support the student. This instructional support can include, but is not limited to, reading intervention, accommodations to curricula, behavioral contracts, or counseling,

State law requires schools to meet the needs of students within the regular education program using instructional supports before considering a Special Education Evaluation, often referred to as *Response to Intervention*. The Parker has an RtI team made up of teachers and specialists that develop additional instructional support activities to help the student better access the general curriculum. RtI members review student data, documents, and interventions used within regular education. If the documentation shows that the instructional support services are producing positive results, and the student is making effective progress in the regular education setting, no further intervention is necessary. If, however, the documentation shows that the student is not responding to the interventions, a referral may be made for a Special Education Evaluation. Parents or guardians have the right to refer a student for a special education evaluation as well.

The RtI tiered approach ensures that each student receives what they need to access the curriculum. Tier 1 occurs in the classroom with the classroom teacher differentiating instruction to meet the needs of all his/her students. Tier 2 instruction takes place during the RtI block and student's needs are targeted in a small group setting with a teacher that may or may not be their classroom teacher. For some students, this may be an extension of the curriculum of which they have already mastered; for others it is more focused teaching to support the student in a specific skill or concept. Tier 3 is individually-based instruction, which further focuses on the needs of the student who may be having difficulty with the skill being taught.

Special Education

Special education services at the Parker School may include classroom monitoring, modifications, and customized programs. Please raise any concerns you may have about your child's educational programming with their classroom teacher or special education teacher.

Interventionist

Parker School has both Math and Literacy Interventionists available. These staff work with students as well as classroom teachers to ensure that students who are experiencing difficulty with math and/or reading have the appropriate supports and strategies to make progress.

Through proper formal and informal assessments, the Math and Literacy Interventionists will work with your child's classroom teacher to develop a program of instruction tailored to the individual needs of the student. Instruction may be small group, one-to-one, short or long term. Groups are flexible and assessment is ongoing to show growth over time.

Parent Engagement

Parent Teacher Organization

Parker Elementary School has a parent organization in which parents/guardians are encouraged to become active members. This group stimulates communication between the home, school, and community. It also sponsors social, educational, and fundraising events. The Parent Teacher Organization (PTO) helps to run fundraisers to sponsor various extracurricular programs, both educational and family oriented. Please contact the PTO at Parkerelementarypto@gmail.com or <https://sites.google.com/view/parkerelementarypto/home> for more information.

We encourage all parents/guardians and family members to volunteer their time and talents to enrich the educational experience of our students. Please contact your child's teacher if you are interested in volunteering in the classroom.

Parents volunteering for any program at the Parker Elementary School are required to have submitted a CORI form and it must have been cleared/approved prior to working with students. Please submit at least 3 weeks prior to any volunteering within the school.

Billerica Special Education Parent Advisory Council (SEPAC)

Billerica Special Education Parent Advisory Council (SEPAC) for children with special needs was formally organized when parent advisory committees were mandated for each school district by Massachusetts State Law Chapter 766.

SPED PAC is composed of parents and guardians of students with disabilities residing in Billerica. The members of the PAC are parents open to sharing and supporting other parents. The goals of the PAC include: communication, sharing, education, advocating and support.

Parker Elementary School Council

The Parker Elementary School Council is an elected board consisting of the Principal, teachers, parents and a community member. The duties and responsibilities of this council, according to the Massachusetts Department of Education Reform Act of 1993, are to assist principals in:

1. Adopting educational goals for the school
2. Reviewing the school building's annual budget
3. Formulating a school improvement plan

Election forms will be available at Back to School Night.

Billerica Bullying Intervention/Prevention Plan

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 or grade level. For example: a rumor starts and the whole school or grade level is impacted.

In cases where words or deeds threaten violence to a student or 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. Such an assessment will be conducted by a licensed professional outside the school system.

Informal Complaint Procedure (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 and go through the conflict resolution process.
4. The principal will try to get the students to work out the problem.
5. Principal will contact the 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.

Formal Complaint Procedure (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 interviews 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.

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

Don't 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.

Who to Contact When You Have a Question or Concern



Smooth, efficient communication and close collaboration between home and school is important to the success of students. The guidelines below are intended to help parents know who to contact if they have a question and/or concern. The Parker School uses a collaborative approach to develop effective solutions and some situations may involve multiple staff. We try to respond as soon as possible to parents' inquiries, but please be mindful that teachers and staff are in class and meetings for most of the day.

Contact your child's teacher when you have questions/concerns about (Email is the best method- first initial and last name @billericak12.com some exceptions exist):

- Assignments, homework, test/quizzes, and/or projects
- Progress report(s) and/or grades
- Google Classroom
- Your child's academic progress
- Classroom dynamics
- Your child's relationship with their teacher and peers

Contact your child's special education teacher, speech pathologist, and other service providers when you have questions/concerns about (Email is the best method- first initial and last name @billericak12.com some exceptions exist):

- Classroom accommodations and modifications
- Your child's academic progress and/or service delivery
- Setting up an IEP Team Meeting

Contact the school social workers when you have questions/concerns about (Mrs. Linda Rosa or Mrs. Sarah Coffey - 978-528-8611 or lrosa@billericak12.com or scoffey@billericak12.com):

- Your child's relationships with peers
- Your child's social emotional well being
- About a situation that you are unsure how to handle

Contact the school nurse when you have questions/concerns about (Ms. Erin Burcham - 978-528-8620 or eburcham@billericak12.com):

- Your child's health has changed
- Your child's prescription has changed or will need to be refilled soon
- Health concerns about your child that teachers need to know
- Symptoms related to or potentially related to COVID

Contact the Main Office when you have questions/concerns about (Ms. Judy Butler - 978-528-8610 or jbutler@billericak12.com):

- General school information
- Reporting your child absent
- Making a change to your child's dismissal plan

Contact the assistant principal Ms. Kathleen Cochran or the principal Ms. Christine Gibelli when you have questions/concerns about (978-528-8610 or kcochran@billericak12.com or cgibelli@billericak12.com):

- An issue of safety or well-being with your child
- After you have contacted other staff members and still have an issue that you feel has not been resolved
- If you are unsure about who to contact or how to resolve a situation

Contact the Transportation Company - Eastern Bus Company (buses) (978) 362-1142 or Christianson Bus Company (vans) (978) 453-9030 when you have questions/concerns about:

- An incident that that occurred on the bus
- Lost or missing item(s)

Contact Aspen Family Portal when you have questions/concerns about: (portalhelp@billericak12.com

Please include the child's name, parent's name, school, and grade level.)

- Accessing your Family Portal
- Accessing your child's information including progress reports and report cards

Parker Elementary School Contract

2021-2022

We have read the Parker Elementary School Student Handbook together, and we understand all rules, expectations, and processes we follow to make our school a safe, comfortable, and respectful place of learning.

☐ Check this box if you would like a paper copy of this Parker Elementary School Handbook. This handbook is a comprehensive guide for parents and guardians. If you do not need a paper copy of the Parker Elementary School Handbook, please download your copy at billerica12.com by clicking on “schools” and then “Parker”.

☐ Check this box if you have read and understand the information outlined in the Billerica Public Schools Acceptable Use Policy.

☐ Check this box if you are **unable** to receive any electronic communication and need paper copies of communications. Please note: A time delay will occur with paper notifications up to 72 hours.

☐ Check this box if you **do not** want your child’s name, photograph, or video image to be released to the news media, printed in school programs including memory books, or used on the school/district website.

Student name (printed) _____

Student signature _____

Parent/guardian signature _____

Date _____

After signing this page, please return it to your classroom teacher by *Wednesday, September 15, 2021*