



Anna E. Barry Elementary School

Student Handbook

2021-2022



Scholarly, Student Focused, & Solution Oriented

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Principal's Message



Dear Barry School Families,

Welcome to the 2021 - 2022 school year at Anna E. Barry Elementary School! Our dedicated and highly professional faculty and staff look forward to working closely with you and your child to provide a safe and developmentally appropriate learning environment which we hope will instill and strengthen a love of learning that will last a lifetime. Our teachers are continuously planning innovative, relevant, and exciting learning activities to enhance the academic, social and emotional growth of your child.

We realize the important role elementary school plays in establishing a solid foundation for your child's educational future. Therefore, we strive for excellence by setting high standards and expectations within our school community.

We truly believe that a strong home-school connection positively impacts your child's education. We look forward to working with you and your child throughout the school year. Together, we will be better prepared to provide the very best for all students. Please become our partners in creating an "exceptional" educational journey for your child.

Following this letter, you will find important information and safety guidelines that will acquaint or re-acquaint you with the policies and procedures of Barry School as part of the Chicopee Public Schools. The handbook is meant to be a reference; it is in no way meant to be a substitute for regular and ongoing communication with our staff. While this document is specific to Barry Elementary, please make sure to read the Chicopee Public Schools Student Rights and Responsibilities Handbook which can be found [here](#).

Please feel free to call us if we can be of further assistance, or if you have any additional questions or concerns.

Kind regards,

Kate Lambert
Principal, Anna E. Barry School

Rachel Williams
Vice Principal, Anna E. Barry School

Barry School's Mission Statement

The administration and staff at Barry Elementary are dedicated to the proper preparation and instruction of elementary school students in order that they may successfully continue with their education, reach their potential, pursue their aspirations, and eventually become contributing community members. In assuming our responsibility to achieve these goals and accepting the challenges presented in our classrooms, we must be responsive in addressing all factors which influence the educational, emotional and social development of children in a manner which is appropriate, purposeful and meaningful to each individual.

Barry School Goals

- To promote the maximum learning opportunity for all learning styles.
- To foster and develop a sense of self-worth and dignity in all students.
- To implement a challenging curriculum which develops critical thinking.
- To aid in the student's development of values and standards deemed acceptable in a dynamic society.
- To develop an understanding and appreciation of diversity in individualism and in cultures.
- To promote the acceptance of responsibility for one's self and one's actions.
- To provide a safe school environment by advocating and reinforcing positive attitudes toward appropriate behavior.
- To emphasize the importance of and engage in communication between families and our school.
- To cultivate school and community relationships.

Address and/or Phone Number Change

It is the responsibility of every parent or guardian to ensure that the school has an updated home address and telephone number on file and in the office. It is also imperative that we have a phone number of someone other than the parent that we can contact in case of an emergency. PLEASE remember that this requirement is important to the health and safety of your child/children.

Arrival

Students should not arrive at school before 8:20 AM. Personnel will not be responsible for students arriving before then.

Drop Off: The gates from Holly Street will open at 8:20, with school beginning promptly at 8:45. All car drop offs will enter the parking lot through the Holly Street entrance (see image). Please pull forward to the staff member that will be waiting there. If your child is able to open their door and exit on their own, they may get out at any time while in the drop off area. There will be a few staff members available to assist younger students in opening doors and getting out.

Once your child has exited your vehicle he or she will walk around the building (or into the building if it is raining), and you may leave the line when the vehicle in front of you leaves. **Do not pass any cars that are in front of you.** This procedure will assist with traffic flow and will assist us in keeping students safe during drop off.



Please note that the traffic pattern for drop off incorporates the side streets off of Grattan Street. **We are asking that you refrain from entering the drop off line from Columba Street**, as it causes major traffic congestion. See diagram below for more information.

Bus Arrival: Students who arrive on the bus will exit the bus at 8:20 and make their way around the back of our school to their appropriate grade level door. (See entrance image below).

Walkers: Students who are walking to school can enter through any entrance gate.



Asbestos Notification

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of the Toxic Substances Control Act). An asbestos plan has been developed for each of the Chicopee Public School buildings. This plan is available and accessible to the public at the Chicopee Public Schools, Maintenance Department, 816 James Street, Chicopee, MA 01022. To view this plan, please call Scott Chapelaine at 594-3417 to make an appointment.

Assessments

In order to truly meet students where they are academically, it is important for us to utilize a variety of assessments. Your child will participate in many observations, benchmark tests (ACADIENCE & MAP), as well as classroom assessments. If you have concerns regarding any assessments given to your child or the results reported to you, please contact his or her teacher for further information.

Attendance

Attendance during scheduled school, district, and state-wide assessments is extremely important. Help your child arrive at school on time and prepared to do his or her best each and every day, including during such testing periods.

Children are expected to be in school every day. **Consistent, on-time attendance is essential for your child's success in school**, as new concepts are taught in all content areas each day. When your child is absent, he/she is not learning this material. **If absent, students are expected to make-up missing class work and/or homework.**

There are no "excused absences" only "documented" ones. **When children must be absent from school due to illness or other reasons, we ask that parents call the school** each morning that the child will not be in attendance. Please leave a message on our absentee line at 594-3425, extension 7. In order for us to document your absence, please provide us with a note indicating the dates and reason for absence and return that note to your child's teacher when he or she returns to school. If a doctor is seen, please supply the doctor's note.

Family vacations while school is in session are never recommended for all of the above reasons. If parents elect to vacation during the school year, students are considered absent. A note should be sent to the school office as well as to the teacher prior to the vacation and should list the dates that the child will be absent. It may be difficult for teachers to give your child their school work in advance, so please expect that your child may have extra work upon returning to school and may have to spend some afternoons and after school time to complete this work.

A copy of the attendance policy can be found in the STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK. It is located [here](#).

Student attendance is monitored monthly by the school counselor, vice principal, and principal. Attendance letters indicating 5, 10, and 15 day absences are computer generated and sent home monthly. If your child is absent more than 15 days, our Supervisor of Attendance, Katie Geoffroy will

be notified, and she will follow up with your family. This district and/or the school will notify the Department of Children and Families when students are chronically absent.

Tardiness: Students arriving at school after 8:45 A.M will be considered tardy, unless the bus is late. Parents/guardians must accompany their child to the office when they are tardy to sign them in. The student should then promptly proceed to their classroom. If a child comes into the building late without an adult, parents/guardians will be contacted to come to the school to sign him or her in and to ensure you are aware of the tardiness. **If your child comes in after 11:30 am, he/she will be considered absent for the day.**

Students with THREE or less absences will qualify for our Awesome Attendance Celebration at the end of the school year!

Bicycles

Students within walking distance to school may take their bicycles to school from the first day of school until November 15th. They may again resume taking their bicycles no sooner than March 15th. Weather conditions in any given year may require that these dates be adjusted. Students are also reminded that they must observe crossing guard requirements. Failure to observe these rules will cause them to lose bicycle privileges.

The enacted **HELMET LAW** is enforced in Chicopee schools. Any child twelve (12) years of age or under is expected to wear a helmet while traveling on a bicycle. It is also the parent/guardian's responsibility to provide a lock for bicycles, as the school is not responsible for them.

Skateboards, rollerblades or sneaker skates are **not** allowed on school property. These create a serious safety situation for students and drivers.

Birthdays

All birthdays will be announced daily during morning announcements and students will receive a birthday smencil from the principal and vice principal. At Barry School, student birthdays will be honored **without** food. In lieu of edible treats, if families wish to do something special for their child's birthday, they may send in goody bags, pencils, or small trinkets for the class. Your child is also welcome to wear a birthday pin, birthday necklace, birthday t-shirt, or birthday crown. Please note that Barry School Staff are not allowed to pass out birthday party invitations on behalf of students. We ask that, if possible, you try to send invitations electronically, outside of the school day, or through regular mail.

Building Security

To maintain the security of Barry School, visitors must report to the office and obtain a Visitor Pass. All visitors must sign in and out of the building. All school staff and substitute teachers must wear identification tags. Any person not wearing proper identification must be directed to the office to obtain a Barry School Visitor Pass..

All doors are locked during school hours. The main entrance is video monitored and equipped with a buzzer. It is extremely important that you do not let anyone enter the building either upon entering or exiting Barry School even if you know the person. Each person must first identify himself/herself with the office staff before gaining admittance to the building.

Admittance to the building should only be for specific school business such as teacher conferences, meetings, business in the office, early dismissal of your child, or school events. If you are meeting your child after school, please arrive at 2:38 at the pick up locations at the back of the school. Your help and cooperation with this policy will help ensure continued safety of students, even as they exit the building.

Bullying Prevention Policy

Barry School, along with the Chicopee Public Schools, are committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the **repeated** use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- *causes physical or emotional harm to the target or damage to the target's property;
- *places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- *creates a hostile environment at school for the target;
- *infringes on the rights of the target at school;
- *materially and substantially disrupts the education process or the orderly operation of a school.

Please see our full bullying policy [here](#). To report a bullying incident, please fill out [this form](#) and/or contact our office as soon as possible.

Busses

Only students who are approved, by virtue of distance, will be allowed to ride a bus. If a student is going home after school on another student's bus, the school must receive **two notes** of permission - a note from the student's guardian and the friend's guardian - which should be given to the child's classroom teacher or the main office at the beginning of the day on which the bussing change will be made. This is to be used for occasional, academic, and/or emergency purposes and is not intended to be an ongoing or frequent occurrence. School administration reserves the right to deny any requests due to limited seat availability on the bus, abuse of privilege, etc...

Children who have the privilege of riding a bus to school are expected to behave in an orderly and courteous manner. Students who misbehave will lose bus privileges and parents will be responsible for the child's transportation.

Bus students will begin dismissal at 2:38 and continue as the busses arrive. Young children should not be left unattended at the bus stop before school. They will also not be left at a bus stop at the end of the day without a grown up or older sibling/family member/friend waiting for them.

Please see a list of Bus Routes for Barry [here](#).

For bus issues, please call the Transportation Department - Mr. Ken Parsons at 594 - 3516 or Five Star Transportation at 789 - 4789, option 2.

Calendar

Please see our school calendar [here](#).

Note: Friday September 17th will be an early release day for Barry Elementary School. This will be a Professional Development afternoon for our staff. This date is not listed on the calendar.

Cancellation of School

In the instance of inclement weather that may endanger the health and safety of your child, school will be cancelled, delayed, or closed early. In such instances, "no school," "delay," or "early release" will be broadcast on local TV and radio stations. It will also be posted on Facebook. Families will also receive an automated phone call relaying this information.

In case of an unplanned early dismissal, it is imperative that you fill out the emergency plan on the Parent Information Form and review this plan with your child.

Care Team

Barry School has a team of staff members who meet regularly to discuss safety issues in the school. It is their responsibility to evaluate situations and develop plans to ensure the safety of all children and staff in the building. Frequent fire drills, lockdowns, and building evacuations are planned, conducted, and rated to ensure that all staff and students are aware of the correct procedures during emergency situations.

Class Placement

The assignment of students to classes is the responsibility and decision of the Principal in consultation with appropriate faculty and staff. The criteria employed by the Principal and staff in determining class placements shall include, but are not limited to, total class size, ability, racial and ethnic diversity, specific academic strengths, and student need.

Professional expertise is utilized to assess the child's learning style, academic ability, preference for teaching styles and performance in varied learning environments. Although parent input is not solicited, parents may submit, in writing, any information that would assist the Principal in the

placement procedure prior **to May 1st** of the year preceding enrollment. Information provided should address the child's strengths and weaknesses as well as the desired teaching style that would best fit each student.

Counseling Services

Educational counseling services are available to students. If you feel that your child is in need of these services, please call the school to speak with our counselor. The school counselor will also be able to help you locate family guidance services if they are needed. Our school counselor can be reached by calling 594-3425.

Dismissal

Regular dismissal begins at 2:35 after our first bell for our kindergarten students. They will exit out of Door A (see image).



The rest of our students in grades 1-5 will be dismissed out the back doors of our school at 2:38 after the second bell. There will be **NO PARKING** in the Barry lot for pick up. Please plan to park on one of the side streets

anywhere around Barry or Garrity Grove Park. Note that many of the streets around Barry have parking on one side only.

If you need to dismiss your child early, please remember to send in a note to the office ahead of time. **Please note that dismissals prior to 11:30 will count as an absence for your child.** Students will be called to the office when you arrive at school to maximize learning time. Keep this in mind when planning your pick up time. Parent/Guardians coming to pick up students must do so at the front office and sign them out.

If you are planning to change your child's typical dismissal, they must have a note from home. We will send a student home their typical way unless we have a note stating to do otherwise. In the case that you forget or something comes up that requires a change in dismissal after the student is already at school, please call the office and speak with our office staff. Phone-calls to the office regarding dismissal will not be accepted after 2pm except in the case of extreme emergency. Additionally, if your child will be going home with an adult that is not a parent or guardian, the child's parent or guardian **MUST** send in a written note authorizing this adult to pick up the child, which should be given to the school on or before the morning of the day the child is to be picked up. If the adult picking up the child on an ongoing basis, please notify our office staff so that we can update our Pick-Up Authorization form so that we will have that name on file. This procedure ensures the safety of your child.

Field Trips

Educational field trips may be a part of your child's educational experience. Since the classroom teacher is most familiar with the dynamics of the class, he/she is responsible for selecting the chaperones, assigning students to groups, and assigning students to seats on the bus. All students must follow established bus rules. All students must ride the bus to and from the field trip destination. School personnel have the right to exclude students from Field Trip activities in the case where safety is determined to be a concern.

Home-School Communication

The administration and faculty at Barry believe that parent involvement is integral to the success of students especially at the elementary level. With this in mind, we make every effort to keep parents informed and welcome communication from home as often as possible. A few ways you can expect to hear from us:

Weekly Family Update- Each week, on Friday, Mrs. Lambert will send an email to all parent emails on file with information about the past and upcoming week. This update will also be posted on our Facebook Page.

Barry School Website- Please check out our Barry Website [here](#).

Facebook Page- Please connect with Barry School by searching "Anna E. Barry School" on Facebook, or [click here](#).

Instagram Page- New this year - we have an Instagram Page- search @barryelementary & follow us!

Email/Phone- You are always welcome to email or call the school. All teacher emails are: first initial last name@ cpsge.org. Example: Mrs. Lambert- klambert@cpsge.org.

Conferences- A parent-teacher conference offers an excellent opportunity for you to learn more about your child's progress in school. Working together we can gain a better understanding of your child and form a team in providing your child/children with the best education possible.

In late November, early December, all parents/guardians will be invited to participate in conferences. In person and virtual conferences will be made available. This is a time for the teacher to review your child's growth and achievement so far this year and to answer any questions you may have.

If you would like to meet with your child's teacher before or after these scheduled conferences, please do not hesitate to reach out to them as they would be happy to set something up with you.

Surveys- There will be times that we will need your feedback. In these cases, you may be asked to fill out a survey.

School Wide Events- Barry School welcomes community involvement. In order to foster a welcoming and interactive communication with families, our PTO hosts a variety of events throughout the year that we invite all families to attend! (See PTO for more information on how you can participate.)

Paper Notices: On rare occasions, we may send home paper notices to families; however, we are trying to move into more digital communication. If you are unable to access these forms of communication, please let your child's classroom teacher know, and we will send home paper copies with your child.

Homework Policy

Homework is given at the discretion of the classroom teacher and in accordance with the Chicopee Public Schools policies in order to reinforce concepts already taught in class, and to develop good work and study habits. *Speak to your child's classroom teacher about his or her specific homework policy and expectations, including make-up work and what to do when questions arise.*

Library

All students will have a half hour block per week to explore and borrow books from our school library. Students will be bringing these books back and forth between home and school. Please note that students are responsible for any lost or damaged books.

Lost and Found

All items are kept in a storage box in the cafeteria. Parents are urged to visit the school to claim lost articles. It is recommended that name labels be placed on sweaters, jackets, and other items for easier return. The school accepts no responsibility for items not claimed by the last day of each month.

Lunch & Breakfast

All students at Barry are eligible for FREE breakfast and lunch EVERY DAY! The monthly lunch menu will be posted on our Facebook Page and also included in the Weekly Family Update.

Breakfast: Barry School participates in Breakfast in the Classroom, which is available in every classroom between 8:30 - 8:50.

Lunch/Recess: Each grade will have a 20 minute lunch, 10 minute "free recess," and a 10 minute "recess activity" that will be focused on Social Emotional Learning- such as friendship, coping skills, relaxing, regulating, meditation, etc....

Outdoor Recess: Students go outside after lunch unless it is raining or it is extremely cold. Students will have outdoor recess when temperatures are above 20 degrees (including wind chill). Please be sure that your child is dressed appropriately when the weather gets colder.

Lunch/Recess Times: Kindergarten: 11:00 - 11:40; First Grade: 12:20 - 1:00; Second Grade: 11:40 - 12:20; Third Grade & Room 2: 11:20 - 12:00; Grade 4: 12:40 - 1:20; Grade 5: 12:00 - 12:40.

Mandated Reporters

All Massachusetts educators and school personnel are required under law to report any instances of suspected abuse or neglect. Please see [this guide](#) for more information on these requirements.

Medical Information

We have a full time school nurse at Barry School. If your child has a severe allergy or other medical needs, please reach out to the school nurse at 413-594-3425 to share that information with us.

Administration of medication is only given if a prescription is provided to the school nurse. Students are not allowed to carry inhalers, medication (over the counter or prescription), or any other medical devices. These items should be kept in the nurse's clinic - in a locked, safe location.

Non-Custodial Parents

Based on recent legislation, a non-custodial parent must submit to the school, when requesting records for their child (report cards, test scores, etc.) the court-order showing that there is no restriction on their receiving this type of information. The custodial parent must be notified by the school that such a request has been made. The same procedure must be repeated each school year.

Open House

Each year, families are invited to visit Barry School after hours to explore the building, classrooms, and meet the teachers. This year, our Open House will be on Monday, August 30th - the day before our first through fifth graders return to school. This event will be held from 5:00 - 6:30.

Personal Appearance

In accordance with the Massachusetts state law, students are expected to dress and groom in a manner that conforms to reasonable standards of health, safety, and cleanliness.

Here are a few guidelines that may be helpful when considering these expectations:

- Feet must be covered at all times, meaning no bare feet, no flip flops, beach, shower style sandals or slippers allowed.
- Avoid expensive or flamboyant jewelry - it can be lost, broken or stolen.
- Consider dressing in layers so that students will be comfortable if the temperature changes throughout the day.

- A jacket must be worn in winter. Send in warm clothing, hats, mittens, and appropriate footwear with your child as they will be outdoors for recess most days.
- Pack a change of clothes in your child's backpack in case of accidents
- Do not wear clothing with inappropriate sayings or cuss words

Personal Belongings

Students are not permitted to use any of the following personal belongings during school hours: cell phones, nintendo ds, other handheld electronic games, ipods, personal ipads, headphones, etc... These are a distraction to the educational process and in addition, are frequently lost or stolen.

If a student has any of these items out and visible, or is using any of the items above, the item may be confiscated. On the first offense, the office will hold the item for the day and return it at the end of the day. On any subsequent offense, a parent/guardian may pick up the items from the office. The item will not be given back to the student directly.

PTO (Parent- Teacher Organization)

The PTO works very hard each year to provide special programs and field trips for students at Barry school. Please consider joining the organization, support their efforts, and volunteer your time if possible. For information on upcoming meetings and events, please see the weekly update.

Report Cards

Our report cards are based on the standards that are taught at each grade level. In grades K-1, students receive a grade of Very Satisfactory (VS), Satisfactory (S), Needs Improvement (NI), and Unsatisfactory (U). Grades 2-5 receive letter grades, A-D, F.

Report cards are distributed three times a year: December, March, and June.

Report cards are only one way that your child's growth and achievement will be shared with you.

School Advisory Council

A group of individuals have been elected to serve as an advisory council to comply with the Education Reform Act of 1993. The council is composed of teachers, parents and community members. They are commissioned to prepare plans that set a direction for the school in curricula and other matters.

Please consider volunteering yourself as a candidate for this very important component of the school community. Please email the principal if you are interested in joining the school council.

School Hours

School begins at 8:45 and ends at 2:38. Students are allowed in the building at 8:30 to begin breakfast and can be dropped off at 8:20 but must wait in the back until the building opens at 8:30.

School-Wide Rules

Research has indicated that a positive school climate is closely linked with high academic achievement. To that end, the staff at Barry School work hard to foster positive relationships and develop behavior protocols that help students grow and perform to the best of their abilities.

We have set of rules that we ask all students to follow:

1. Be safe.
2. Be respectful.
3. Take responsibility for your actions.

Students who have difficulty complying with these rules may need reminders and opportunities to practice each skill. Some examples of learning experience examples are:

- *letter of apology/letting explaining the incident
- *making the situation right- righting a wrong
- *fixing/cleaning up a mess that was made by the student
- *loss of privilege until student practices proper behavior with an adult
- *peer mediation
- *parent conference/contact
- *behavior contract
- *time away from the situation (perhaps in another class, or off to the side at recess)
- *confiscation of materials that are inappropriate for school until an adult can come for them

Special Education & Referrals

If a teacher or parent is concerned about a student's academics or behavior, our school utilizes the IST (Instructional Support Team) model when determining student supports. This process allows for the staff to collect data, implement a variety of different strategies, and reflect upon their usefulness. If, after a child goes through this process, it is determined by the team that further investigation is needed, the student will be referred for testing by our Special Education Department. This process is especially useful because it helps to prove that a student is struggling and the strategies that we would typically use are not helpful. Without this process, the Special Education Department has a difficult time determining if there is a disability or if there may be strategies that could still be tried before moving forward.

If you have questions about this, or anything else Special Education related, please reach out to the Team Chair at Barry School at 413-594-3425.

Telephone Use

If your child has an emergency, they will be allowed to use the office phone. This phone is intended primarily for school business. You can help your child develop a responsible attitude toward bringing their homework to school and making after-school plans in advance to cut down on the number of calls home that children must make for forgotten items. After school arrangements should be made ahead of time, as students are not allowed to use the office phone to arrange play dates with their friends.

Cell phones are not allowed to be used at school. If your child has a cell phone or other electronic device it must be turned off and placed in his or her backpack throughout the day. The school is not responsible for lost, stolen, or damaged cell phones or other electronics.

Traffic

For the safety of all students, we ask that parents/guardians/visitors drive slowly and observe the traffic rules & patterns. If you are visiting our school, we have visitor parking along the fence. Please do not park in the fire lane or the handicap parking space. It is unlawful, and will be reported to the police department.

Visitors & Volunteers

All classroom visitors and volunteers must complete a CORI check each year. Please call the office for more information.

Parents are welcome to visit classes in session. It is suggested that you contact (by note or by phone) your child's teacher or principal as to when you plan to visit as there are forms for you to fill out regarding confidentiality.