



**Parthum
Elementary School**

**Family Handbook
2020-2021**

**Maria Calobrisi
Principal**

**Michael Marzelli
Assistant Principal**

Gerard Tannetta
Dean of Curriculum & Instruction



Family Handbook

2019-2020 School Year

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September 16, 2020

Dear Students and Families,

It is with PRIDE and excitement that we welcome you to the Parthum Elementary School! We know this school year will look and feel differently, at least to start, but we remain committed to serving our students and families in the same manner that we would if we were together in person.

For the purpose of planning for the return to in-person services that we all look forward to, this handbook contains all of the information we would normally share with you in preparation for our regular in-person school year. You will also find a section that specifically outlines policies regarding remote learning and the potential for changes to hybrid or fully in-person services.

At the Parthum Elementary School, we believe our students must possess cultural awareness, be able to work with others, think critically and creatively, communicate effectively and apply knowledge and skills to real life experiences. Our beliefs are built on our PRIDE values, which drive all that we do. We expect students to demonstrate these values in our classrooms and throughout the school.

It is our priority to maintain a safe and healthy school environment where all students are able to learn and grow. In this handbook, you will find important information about our school, including expectations, policies and procedures. Please read through this handbook with your child, and sign and return the last page to the homeroom teacher.

Understanding that educating our students is a team effort, we believe your participation and involvement is essential. We encourage you to volunteer your time and abilities, attend family events and activities, and communicate regularly with your child's teacher. Together, we can accomplish great things.

The staff and I look forward to a great year ahead with you and your family!

Sincerely,
Maria Calobrisi
Principal

How to Follow the Parthum Elementary

In order to keep families informed about all of the happenings at the Parthum Elementary, please visit the following:

- LPS website: <https://www.lawrence.k12.ma.us/index.php/prt-events>
- Twitter: @ParthumElem
- Facebook: @ParthumElementarySchool
- Instagram: @parthumelementaryschool



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IMPORTANT SCHOOL INFORMATION

Parthum Elementary School

255 East Haverhill Street

Lawrence, MA 01841

Phone: (978) 691-7200

Fax: (978) 722-8535

Website: www.lawrence.k12.ma.us

Principal: Maria Calobrisi

Assistant Principal: Michael Marzelli

Dean of Curriculum: Gerard Tannetta

Counselor (K – 1): Kersten Theberge

Counselor (2 - 3): Sean Kane

Counselor (4): Tricia Hand-Seery

Nurses Suite: (978) 691- 7214 or (978) 691-7215

School Hours: Grades K – 4 school hours are 7:25 a.m. – 3:05 p.m.

Vision/Mission Statement: The Parthum Elementary School provides a rigorous K- 4 education, preparing every student for success in middle school, high school, college and career. Students come prepared to learn, act with respect, lead with integrity, tackle with determination, and achieve excellence. Educators come prepared to teach, act with respect, lead with integrity, tackle with determination, and achieve excellence.

Expectations: The Parthum is committed to supporting students academically, socially and emotionally. We strive to build students' skills in core subject areas as well as in communication, self-regulation and interpersonal relationships as we prepare them to be positive contributors to their school and the Lawrence community. In order to accomplish our mission, the Parthum Elementary School participates in a school-wide positive approach to culture. This approach establishes the academic and social culture, ensuring an engaging, supportive and safe learning environment for all students. PRIDE represents the values that are emphasized throughout the school. PRIDE reinforces the lifelong skills needed to be a contributing member of our local and global communities. All students, staff and guests are expected to be kind, be safe, and continuing learning at all times and in all areas to assure that we achieve our values.

PRIDE Values:

P – Come **P**repared to learn.

R – Act with **R**espect.

I – Lead with **I**ntegrity.

D – Tackle with **D**etermination.

E – Achieve **E**xcellence.



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Attendance

Every day counts! It is important that your child is present to ensure continual progress is achieved. **The state of Massachusetts considers students who are absent for 18 or more days in a school year to be “chronically absent.”** It is our goal to support families in ensuring that Parthum students do not reach the point of chronic absenteeism. To support this goal, please consider the following:

- Please schedule appointments after school hours.
- Vacations should not be planned outside of the normal school vacation periods. Please see our school calendar for those dates.
- If your child is absent, it is the parent/ guardian’s responsibility to call and inform the school.
- A note from the parent/ guardian must be sent to the teacher the day your child returns to school.
- A doctor’s note is required when a child is out for 3 days or more.

Arrival Procedures

- **Walkers**– Please enter through the school’s playground entrance.
- **Bussed Students** – ONLY school buses, approved vans, or students requiring handicap access may use the school’s bus lane for loading and unloading students. Students enter through the school’s playground entrance.
- **Parent Vehicles** –ONLY use the designated drop-off/pick-up area. Students then proceed to the playground and enter through the school building’s playground entrance.
 - Do NOT idle your car engine.
 - Students should ONLY enter or exit a car’s right passenger side, never on the street side.
 - Yield to pedestrians in crosswalks.
 - Follow any Crossing Guard instructions.
 - Do NOT enter the school’s bus lane unless your student needs assistance.
 - Follow the traffic circulation pattern of the designated drop-off/pick-up area.
 - Do NOT park close to crosswalks and intersections.
 - Do NOT make U-Turns on East Haverhill Street.

For everyone’s safety, all adults must use the school’s front entrance and sign-in at the front office. Please be mindful of crosswalk, sidewalk, parking lot, and roadway safety.

- 7:05 AM - Playground school doors open ONLY during inclement weather. **No student shall arrive prior to 7:05 AM.** Students should report to the following:
 - Grade K – K Pod
 - Grades 1 & 2 – Hallway outside of gym
 - Grades 3 & 4 – Gym
- 7:25 AM – Grade K students report directly to the K Pod. Grade 1-4 students meet their teachers at the playground and enter the school together.
- 7:30 AM – Breakfast is served in the elementary classrooms.



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Dismissal Procedures

- At dismissal time, parents/ guardians will need to make contact with the teacher to dismiss students. In order to assure the safety of every student, no student will be dismissed without contact with the teacher. Students will ONLY be dismissed from the playground; no student will be dismissed from the foyer or the office.
- 3:05 PM – Elementary students are dismissed at the playground to their parent/guardian ONLY after making contact (shake hands) with the classroom teacher. No elementary students are dismissed from the office or foyer.
- 3:15 PM – If an elementary student is not collected by this time, they will be chaperoned inside the school building to the dance room. If late pick-up occurs more than twice/semester, a letter will be sent home as a reminder of elementary dismissal time.

Early/Emergency Dismissal

- In the event your student will be dismissed before the end of the school day due to an appointment, illness, or family emergency, you must sign him/her out at the main office.
- Every minute of the school day is important. Please refrain from dismissing your child early from school as it disrupts the education instruction for all students. No student will be dismissed without an adult who is on the student emergency contact.

Tardy Procedures

Students arriving after 7:45AM will be marked tardy and will need to obtain a pass from the Safety Booth or office prior to entering their classroom.

- After 1 tardy/trimester, a letter outlining our attendance expectations will be sent home with the student.
- After 3 tardies/ trimester, the Attendance Liaison will call home.
- After 5 tardies/ trimester, the Attendance Liaison will meet with the family. This meeting may include the district Attendance Officer.

Excessive tardies that cannot be remediated by the school will be referred to the district Attendance Officer for hearing.

Considerations for Arrival and Dismissal

The Parthum Elementary School must maintain orderly and efficient procedures in regards to the arrival and dismissal of students at all times of the day. In order to safeguard the welfare of the school community, all guardians and families must adhere to the following guidelines when entering the school building and/or dismissing their child:

- **All guests must check in at the security desk and receive a visitor's pass at all times with no exceptions.** If no staff member is present at the security desk upon arrival, guests must check in at the elementary office. Guests are not permitted to be in the school building without first obtaining a visitor's pass at any time.



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Considerations for Arrival and Dismissal (continued)

- **Non-staff members are not allowed into the classroom areas of the school building at any time during the school day.** A visitor's pass does not permit any non-staff member to enter the classroom areas.
- Family members may accompany students to the security desk upon arrival but may not walk a student to their classroom at any time.
- All guardians and family members must remain in the main office when dismissing students. Guests are not permitted to enter any other location within the school building when dismissing a student.
- Students are not permitted to wait for an early dismissal in the main office. If a student is to be dismissed early, he/she will remain in their classroom until an authorized guardian has arrived to sign him/her out
- When authorizing another individual to dismiss a student, guardians must notify the school, provide the individual's name, and ensure that the individual arrives with government-issued identification. **Unauthorized individuals without proper identification will not be permitted to dismiss students at any time.**
- Families must notify the main office directly by phone if a student will not be taking their assigned bus/transportation on a certain day. Students will be dismissed to their assigned transportation if such notification is not received. Please provide such notification as early in the day as possible.
- **Early dismissals will be permitted until 2:40 p.m. each day. After 2:40 p.m. families are asked to wait until general dismissal at 3:05 p.m. to dismiss students.** If a family anticipates the need to dismiss a student between 2:40 p.m. and 3:05 p.m., please arrive in time to dismiss the student by 2:40 p.m. Dismissals will not be permitted after 2:40 p.m. due to the need for office staff to complete necessary dismissal duties
- **Elementary school families are not permitted to dismiss middle school students from the elementary school office.** Families wishing to dismiss middle school students must obtain a visitor's pass and proceed to the fourth floor middle school office to do so.
- To ensure the safety of staff and students, **please do not pull into or park in the bus lane in front of the school on East Haverhill Street prior to 8 a.m. (arrival) or after 2 p.m. (dismissal).** **Students also must not arrive from or dismiss to a vehicle double parked or otherwise blocking the travel lanes of East Haverhill Street.**
- Students are allowed to and encouraged to ride bicycles to school, but bicycles cannot be stored in the school building during the school day. If your child elects to ride his or her bicycle to school, please provide a lock to allow the bicycle to be secured outside the building.



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School Closings and Delays

In the event of severe inclement weather or emergency, the Superintendent may direct a delayed opening of one or two hours, a school closing, or an early release. This information will be announced via the local radio stations and television stations (WCCM 1490AM, WBZ 1030AM, WRKO 680AM, Channels 4, 5, 7 and Comcast Channel 10 and Verizon Channel 31). School postings will also be listed on the Lawrence Public Schools' website at www.lawrence.k12.ma.us. Social media application Twitter may also be utilized by Lawrence Public Schools to announce closings or delays. Families are encouraged to consult district-related Twitter accounts, including but not limited to the official LPS account and the account of the office of the Superintendent of Schools, for information regarding closings and delays. The school will also send a Connect-Ed call home informing you of either a closing or delay.

Please note that in instances of a delayed opening, early release or the closing of school, the school building will be closed and staff members will not be present to supervise students until it is officially reopened by the Superintendent of Schools. Please check the above sources of information, including social media, regarding closings to determine if school is open prior to sending your child to school. The Parthum Elementary is not responsible for the supervision and well-being of students present on school grounds while the building is closed.

Transportation

Families are responsible for arranging private transportation. The school must receive confirmation from the bus company via fax or scan prior to transportation beginning. Any permanent change in a student's transportation schedule must be sent to school in writing by the parent/ guardian.

Please note: If you wish to make a change in how a student is being transported to/from school on a specific day, you must contact the main office by phone to make this change.

While it is helpful to also communicate this information to your child's teacher, the main office must be notified in order to officially make such changes and ensure that your child receives the intended transportation on that day.

Visitor Policy

In order to maintain the safety and security of the Parthum Elementary School, all visitors must adhere to the following policies at all times:

- **All visitors must check in at the security desk and receive a visitor's pass at all times with no exceptions.** If no staff member is present at the security desk upon arrival, guests must check in at the elementary office. Guests are not permitted to be in the school building without first obtaining a visitor's pass at any time.
- **Non-staff members are not allowed into the classroom areas of the school building at any time during the school day.** A visitor's pass does not permit any non-staff member to enter the classroom areas.



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Visitor Policy (continued)

- Visitors may accompany students to the security desk upon arrival but may not walk a student to their classroom at any time.
- Visitors may not dismiss students from any area other than the main office.

In order to assure the safety of all students, if a visitor arrives without a visitor's pass, staff has been instructed to send visitors back to the office in order to follow school protocol.

Outside Food & Drink/Birthday Parties

The Parthum Elementary School educates students with a wide range of allergies, including those that can be potentially life-threatening. In order to safeguard all students, we ask that families adhere to the following policies:

- Students and families may not bring outside food or beverages into the school building at any time, with the exception of those included in a student's lunch.
 - Students' lunches must be opened and consumed in the cafeteria only and may not be accessed in any other area of the school at any time.
- No hot beverages or any beverage not in a sealable container may be brought to school at any time. This includes coffee, hot chocolate, any beverage contained in a cup with or without a straw, and any beverage not otherwise contained in a bottle with a sealable cap
- Balloons, cakes and other consumable items for birthday parties are not permitted
- Families may not drop off food or beverages for students at any time unless the food or beverage is the student's lunch. In instances where a parent or guardian brings a student's lunch to school, the lunch must be dropped off in the main office and will be brought to the student by a staff member.

Emergency Forms

It is most important that the school is able to contact a student's parent or guardian in case of an emergency or illness. For this reason, please return an emergency form for each of your students as quickly as possible. **If you have a change in address or telephone number, please notify the main office immediately.**

Connect-Ed

Connect –Ed messages will be sent home periodically when there is important information the school would like to share with you. This may include, family night activities, reminders about report card meetings, school cancelations, etc. Since these messages are delivered directly to your phone, please be sure the office staff has an accurate contact number for you.



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Discipline

The Parthum Elementary School adheres to the Discipline Policy set forth by the Lawrence Public Schools. **Whenever appropriate, the Parthum Elementary will explore and utilize alternatives to suspension that are appropriate to the age of the child and the violation of the discipline code that has occurred. This may include, but is not limited to, meetings and/or mediation with school counselors, administrators and/or guardians, community service, loss of non-curricular activities and/or privileges, and restorative practices.**

A suspension from school will only be considered in instances of Level III or higher violations of the Lawrence Public Schools Discipline Code. In these instances, the student and a legal guardian will be asked to meet with the principal to discuss the infraction and potential discipline. In the event a suspension is issued, the suspended student will be provided with classwork to account for any missed academic time.

Any student returning to school from an Out of School Suspension must be accompanied by a parent or guardian upon returning to school. All re-entry meetings will be scheduled for 8:00 a.m. or earlier on the morning of the student's re-entry.

Dress Code

Lawrence Public Schools maintains a uniform policy for students. All LPS students are required to wear blue pants and a white collared shirt. Uniform shirts need to be free of any writing or logos other than "Lawrence Public Schools." Students will also be allowed to wear Parthum PRIDE gear in addition to their uniform, but are not required to.

During the winter season, the LPS uniform policy allows for plain, logo-free navy blue sweatshirts and/or white turtlenecks. Please recognize that while the Parthum Elementary will be both flexible and reasonable whenever possible to ensure student comfort, students will be asked to remove outerwear that falls outside the guidelines of this policy unless excused by an administrator due to extenuating circumstances.

The Parthum Elementary understands that at times, uniform attire is unable to be worn. If this occurs, please send a note to your child's teacher indicating the reason the student is out of uniform, and for the anticipated number of days. The Parthum Elementary School will provide students with blue pants/white shirt to use during the day when available. If a student needs to be out of uniform, parents/ guardians should do everything possible to send the student in neat/dress clothing. Jeans are discouraged.

Electronic Devices

Cell phones/ earbuds and any other electronics are strictly forbidden. There have been numerous times where phones go missing/ become damaged, or the phones are used to record/ take photos. Recognizing that there will be students who still do bring cell



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Electronic Devices (continued)

phones/electronics to school, teachers will set up the following procedures in their class:

- All cell phones and electronic devices will be collected by homeroom teachers during morning homeroom and stored in a plastic bin labeled with the teacher's name/homeroom. Students should put a Post It with their name on the electronics. Devices will be turned off.
- The teacher will lock this bin in a closet in the classroom or his/her desk.
- If a student refuses to comply or keeps the phone on their person, a parent/ guardian will be called to come and pick the phone/device up.

The Parthum Elementary will not be responsible for any theft of any electronic devices. If found, the following guidelines will be adhered to:

- 1st Offense: Teacher will hold the device until the end of the day, device will be returned to student or parent (if picking up student) at end of the day
- 2nd Offense: Teacher will hold device and parent/ guardian will need to come to school to pick up device
- 3rd Offense and continuing: Teacher will send the device to the office, parent/ guardian will need to meet with a member of the office staff when picking up the device.

Computer Acceptable Use Policy

Students will be using computers and iPads/Chromebooks at various times during the year. It is important that students are using this technology appropriately.

Students should interact with technology as follows (This is not intended to be an exhaustive list. Users should use their own good judgment when using school technology):

- Use school technologies for school related activities only
- Follow the same guidelines for respectful, responsible behavior online is expected
- Treat school resources carefully and alert staff if there is a problem with their operation.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.



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Cafeteria

Safety for all students is a priority for all staff members. Students using the cafeteria will be expected to follow these socially acceptable behaviors:

- Students will enter and exit the cafeteria in a quiet and orderly manner.
- Students will be responsible for proper disposal of their own lunch items and food.

Breakfast is served in the classroom from 7:30AM – 7:45AM.

Recess

Recess will take place outside each day whenever the temperature is above 20 degrees and below 90 degrees and there is no precipitation. Students must have a jacket or other appropriate outer layer in order to participate in winter months. Indoor recess will take place in the classroom whenever the weather does not meet these guidelines.

Field Trips

Field Trips are curriculum related and all students in the class are invited to attend unless there are concerns related to student health or safety. The school reserves the right to determine students' eligibility for field trips at all times and may require a legal guardian to meet with administration prior to the field trip to create a plan for student safety as a condition of the student's attendance. Both the school administration and the student's family must agree to this plan in writing prior to the field trip for the student to be eligible to attend. No student will be allowed to attend a Field Trip without a signed permission slip and medical clearance from the school nurse as necessary. An adult must complete a CORI before attending any school event.

Fundraisers

Fundraisers are held periodically throughout the school year. The money raised by fundraisers supports students, student activities, field trips, and special events. You will be given more information as the fundraisers begin.

Nurse

In order to distribute medications, the school nurse must have the following:

- A consent form signed by the parent/guardian and a medication order from the student's physician.
- Medicines must be delivered to the school nurse by the parent/guardian in a pharmacy labeled container with the student's name on the container.
- **Students who are examined by the school nurse and who are determined to have a fever, vomiting, diarrhea, or other symptoms of serious and/or contagious illness as determined by the school nurse must be withheld from school for a period 24 hours.** Students are eligible to return to school at the start of the first school day after the 24-hour period has expired. The school nurse and/or his/her designee have the authority to determine when students must be withheld and will notify guardians accordingly.



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Nurse (continued)

Students that require the use of Asthma medication during school hours, including but not limited to an inhaler and/or nebulizer, must have a signed and current doctor's order detailing use of such medication on file in the nurse's office. Additionally:

- Guardians must sign a written permission slip authorizing the administration of the medication before it can be administered
- Medication must be in the original box with the prescription label intact and legible
- **In the event that the medication has to be administered and the child's breathing and/or overall prognosis does not improve, guardians will be contacted to pick up their child from school to ensure their health and access to appropriate medical care.**

Report Cards/ Progress Reports

It is critical to keep families informed of student progress. Mid-term Progress Reports will be sent home followed by Report Cards at the completion of the term.

Lockdown Procedures

As with fire drills, lockdown procedures are also an important safety precaution. The Parthum Elementary school has a Crisis Management plan in place in the event that an emergency situation occurs in the building that necessitates mobilizing to a lock down situation or an evacuation of the building. To familiarize students and staff with these procedures, several simulations are conducted during the year. Teachers and administrators supervise during passing time and during lunches. There is a full time School Resource Officer on the school grounds.

Homework Policy

Homework will be assigned on a regular basis at the discretion of the classroom teacher. Homework should be expected to be a regular component of your child's school-based routine to support the reinforcement of skills and strategies being taught. All homework assignments will be reasonable in scope and directly relevant to material covered during class sessions.

Homework is expected to be completed when assigned and each teacher is encouraged to address incomplete homework with students and/or families at their discretion. If your child is unable to complete his/her homework due to extenuating circumstances, please provide them with a note or contact the teacher. If you have any questions about homework assignments or are otherwise concerned about your child's ability to complete his/her homework, please also reach out to your child's teacher directly.



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Student Recognition

- *Perfect Attendance* – Students who have not been absent, tardy or dismissed early for a trimester will be honored with perfect attendance on that trimester’s honor roll.
- *PRIDE Assemblies* – Each trimester, there will be a PRIDE assembly for all grade levels. Students will be rewarded for effort, improvement and behavior. If your child is receiving an award, you will be invited to attend the Assembly.

Family Engagement and Volunteer Opportunities

Families are an integral part of the Parthum Elementary School community. We will hold 3 family engagement events and 3 parent/guardian- teacher conferences/curriculum nights during the 2019-20 school year per grade level. Please refer to the school calendar for dates and times.

Furthermore, the Parthum Elementary School is excited to actively seek out partnerships with our families and community members. Whether you are able to give us an hour a year or a few hours a week, we have come up with ways to utilize your time. Please look at the list on the ensuing pages. If you are able to help out we would love to have you. Thank you, as always, for all your support!

How to Volunteer at the Parthum Elementary

The Parthum Elementary School welcomes parent/guardian volunteers. All volunteers must complete a CORI check. A CORI form can be obtained at the main office. All volunteers must come in through the front door and register in the main office

Opportunities for Volunteers in the Classroom

- Act as a classroom helper
- Help to chaperone field trips
- Volunteer to speak in the classroom or at a career day, if you have a field of expertise that you'd like to share
- Attend open house events in your child’s classroom
- Come into class for your child’s student presentation
- Grade papers
- Design and update bulletin boards
- Read aloud to the kids
- Become a reading buddy or lead/supervise small group reading circles
- Work one on one with a student – tutoring, editing, math facts, etc.
- Help edit in writer’s workshop
- Lead a class “center”
- Check/correct homework
- Run photocopies or do the laminating for the teacher
- Prepare crafts, science projects or other materials



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Opportunities for Volunteers in the Classroom (continued)

- Pull library books for special units
- Help with class art projects
- Cover books
- Organize the classroom library
- Disinfect classroom chairs and desks
- Sharpen pencils, toss old markers, and sort broken crayons
- Help students with make-up work
- Monitor computer work during small group time
- Compile Friday folders
- Assist with a class newsletter
- Help manage Scholastic Book Orders
- Help to translate
- Make photocopies of assignments, handouts, worksheets, etc.
- Sort and file workbook and other pages.
- Make booklets or journals on binding machine.
- Fold and staple booklets.
- Hang artwork in the hallway.
- Cut out laminations.
- Sort and stock construction paper.
- Sort and stock writing paper.
- Stock paper at easel.
- Sharpen pencils.
- Cap markers and make sure none are dry.
- Throw out old crayons and replace.
- Clean tables, desks, and work surfaces.
- Clean and fill glue bottles
- Clean paintbrushes and make sure paint is stocked.
- Organize stamps and throw away any dry stamp pads.
- Return books to school library.
- Conduct research for upcoming lessons.
- Clean up after class pets.
- Water plants.
- Stuff and address envelopes for class mailings.
- Make sure students' folders/school backpacks have everything necessary.
- Listen to children read.
- Go over word lists with children.
- Practice skills with flashcards.
- Walk around classroom as children work quietly.
- Work on particular skills (e.g., counting money, math) with student or small group of students.
- Tell or read stories related to lessons.



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Opportunities for Volunteers in the Classroom (continued)

- Help students who need remedial work.
- Help students catch up on missed work.
- Provide editing help with writing assignments.
- Play board games with small groups of children.
- Give presentations to class (*e.g.*, safety lessons from police officer, dental care lessons from dentist).
- Help fill out book orders
- Scan and/or save student work on the computer.
- Take and/or organize class photographs.
- Maintain a classroom website.
- Help write and/or edit class newsletter.

Opportunities for Volunteers in the School

- Act as a lunchroom or playground monitor
- Assist coaches with sports and fitness programs
- Work as a library assistant or offer to help with story time or reading assistance
- Join the PTO and help plan and pull-off school-wide events
- Participate in an annual event – Pumpkin Decorating Contest, Trim a Tree, Teacher Appreciation Week, etc...
- Supervise recess or the lunchroom
- Help in the school garden
- Help plan school fundraisers
- Work at the School Store
- Help manage/organize the teacher mailroom/teacher room
- Adopt a School Hallway!
- Help with a school newsletter
- Throw a teacher/staff appreciation lunch
- Direct traffic at drop off or pick up
- Volunteer with a “specials” teacher who usually doesn’t have an aide or assistant to prepare upcoming projects
- Start and run a Box Tops program
- Help establish a parent center at school, including a parent bulletin board
- Have a great idea? Share it!



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Considerations for Remote Learning

Organization of virtual classrooms for all students:

- All students are automatically assigned to a Google Classroom managed by their homeroom teacher
 - o Class code and directions for accessing the Google Classroom can be provided by homeroom teacher and by request
- Additional educators - including teachers of special education and English as a Second Language, specialists and counselors – may also invite and add students to additional Google Classrooms for the purpose of providing additional services and content
 - o Class codes and directions for accessing the Google Classroom must be provided by these educators and by request

Student/Family Norms/Expectations for Remote Learning

- -'Zoom Etiquette' document will be created and shared with students and families at each grade level and will be explicitly taught and reinforced throughout the remote learning period
- -A 'cheat sheet' of platform/login instructions will be created and maintained as available for students and families to reference at any time
- -All families will have the ability to connect with their child or children's teachers via Class Dojo

Technical support of virtual classrooms for all students:

- Students and families will utilize the following three platforms to engage with their virtual classrooms:
 - o Google Classroom
 - Web and app-based site for all academic assignments, resources and directives
 - o Zoom
 - Host application for all interactive meetings between teachers and families
 - o Class Dojo
 - Application for direct communication between teachers and families
- Additional platforms may be offered with the approval of administration
- All homeroom teachers will have and maintain accounts with each of these programs to support interaction with all students
 - o Reach out to homeroom teachers for support in accessing their specific accounts
- All applications can be accessed via most devices with internet capability, including but not limited to devices distributed by Lawrence Public Schools.
 - o Internet access is required
 - o Mobile device compatibility is supported in most instances with internet access
- All students should access these applications via their school-based Clever log-in
 - o Students require their unique lunch numbers to obtain access
 - o Homeroom teachers can provide lunch numbers on an as-requested basis for students who are not familiar with theirs

Academic structure for all teachers and students:

- Students are expected to follow an academic schedule that exposes them to all grade-level content areas in blocks of time similar to an in-person school schedule
 - o Schedules will be unique to each grade level and will be provided to students and families at the start of the school year



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- Attendance will be taken each day and students are expected to participate in all sessions as they normally would during in-person sessions
- Teachers will provide live instruction and assignments and work with students in real time during these blocks.
 - o Assignments will reflect and reinforce grade-level standards for the grades students are in at the start of this school year. Teachers will address instruction missed during the closure of school in a manner that compliments and does not disrupt from expected grade-level progress
- Blended learning programs will be organized and assigned to students on a regular basis to support academic standards and assignments being covered in virtual classwork.
 - o Blended learning programs are online, computer-based platforms that provide relevant, standards-based academic programming
 - o Blended learning programs made available to students will typically be those that students have accessed previously and are familiar with the use of. Those include Freckle, Zearn and ST Math.
 - Additional blended learning programs and online, computer-based resources may be referenced and/or made available to students on a voluntary basis to provide additional options for engaging in virtual learning. Support for engagement with these programs will be made available as needed.
 - Students who have not previously engaged with these platforms will be provided with support in doing so by the classroom teacher or other educator
- Students will receive targeted assignments and support from all assigned teachers
 - o Students who receive services in special education and as English Language Learners will receive targeted and differentiated assignments and support directly from their special education and English Language Learning teachers through their homeroom Google Classroom or through a Google Classroom maintained by that educator
 - o All students will receive assignments and support in the areas of art, music, dance, technology and physical education from the specialist teachers assigned to each respective area, either through supplementary instruction during the academic portion of the school day, during the afternoon enrichment period, or both

Interactive, teacher-led support for all students:

- All teachers will be available for live instruction and support between 8 a.m. and 1 p.m. on all days that school is in session. This availability may include but is not limited to virtual classroom sessions, 1:1 and small-group conferencing, recorded presentation of lessons and/or support with skills/standards/remediation, and real-time availability for providing answers to questions on an as-needed basis via these various means of interaction
 - o Additional sessions may be made available outside of these hours as a means of supporting and supplementing instruction
- All teachers will be available for consultation regarding student support via phone, email or other agreed-upon methods of communication by request during school hours

Language-based accommodations and translation:

- All communication and related materials will be made available in the language most accessible to each student
 - o Bilingual support staff members have been assigned to each grade level to support translation of materials and communication



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- Teachers and staff members will utilize translation software as needed to make necessary materials accessible in all necessary languages

Communication with all families:

- Open lines of communication with all families will be established and maintained in the language utilized in the home throughout the period of virtual learning
 - All families will receive direct communication from their child's homeroom teacher and/or support staff
 - School staff will make every effort to establish and support communication with any family that does not have direct access to the above-mentioned means of technology
- School social media accounts (Facebook, Twitter, Instagram) will be utilized to communicate school-specific information on a daily basis

Deferral to District and State Guidance

- While the Parthum Elementary School will manage its own independent program of school-based remote learning, it will remain under the direction of Lawrence Public Schools and the Massachusetts Department of Elementary and Secondary Education

- **The school may amend this plan and its policies at any time in order to maintain compliance with district and state guidelines**
- **Any and all changes will be communicated to students and families in a timely manner**
- **This remote learning document will be available for reference on the Parthum Elementary page on the Lawrence Public Schools website at any time**

Changes to the Learning Format

If Lawrence Public Schools determines that changes to the learning format is appropriate, this handbook will be updated accordingly in this section. All updates and changes will be made in accordance with prescribed district policies as they apply to the Parthum Elementary. All families will be notified and provided with an explanation of any changes before they are included in this handbook.



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Guardian Acknowledgement and Signature Page

Student Name: _____ Grade: _____

School: _____ Teacher: _____

We have read and discussed the Family Handbook. We understand that the Family Handbook will be implemented and that all family members are subject to its guidelines. We also understand our responsibilities as a student and parent or guardian and agree to fulfill these responsibilities as they relate to creating a safe and caring school climate for all students and enforcement of the Family Handbook.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____