

**MATUNUCK
ELEMENTARY SCHOOL
STUDENT HANDBOOK**



"Ride the Wave to Excellence"

2011-2012

Dear Families:

Welcome to Matunuck Elementary School!

This handbook will provide you with information needed to make successful your student's school experience. In order to have an ideal and safe learning environment for all students, there must be a clear set of expectations and guidelines to help make informed decisions. The following pages are a supplement to the district handbook. Please read it carefully.

Matunuck School and PTO will send home information and a monthly newsletter which will come to you in the Friday Folders. All Friday Folders are to be returned each Monday to the classroom teacher. You may also sign up for the Matunuck electronic mailing list and receive school communication via email. I encourage you to read carefully all information sent home as many special activities and meetings will be noted. Please check Matunuck School at www.skschools.net for events and calendars. District policies may be found online at www.skschools.net. See School Committee.

We are a Positive Behavioral Intervention Supports (PBIS) school in partnership with the Sherlock Center at Rhode Island College. PBIS is when school environments are positive, preventive, and effective they are (a) safer, (b) have enhanced learning and teaching outcomes; and (c) can provide a continuum of behavioral support for all students. Be sure to see the enclosed **Manta Ray Matrix** which lists clear expectations for all children in our school. Please refer to the following website for more info: www.PBIS.org and www.SWIS.org

Parents can play a wonderful role in school. New classroom volunteers must be trained by our district CARES program. Dates and time will be determined and forwarded to families. PTO activities and After-School Enrichment are also wonderful opportunities to make children's school experience fun and exciting. We welcome all volunteers to help with Friday popcorn popping, Friday Folder stuffers, Pumpkin Night, Jog-a-thon, Movie Nights, BINGO Nights, and many, many more family fun activities! Even 1 hour of your time goes long a way to keep these programs up and running.

If you have any questions or concerns during the school year please call your teachers or me using our voice-mail system. If a meeting is required, please call in advance to make an appointment to discuss an issue (teacher voice-mail numbers and email addresses are listed in this handbook on the back page). You may also reach me, via email at dzepp@skschools.net.

We can do the best job for our children if we work together. Best wishes for a successful year!

Debra Zepp, Principal

Matunuck Elementary School Staff

Staff	Voice Mail Phone Number 360-	Email Address
Laurie Behr	1270	lbeh@sksschools.net
Lisa Blair	1267	lblair@sksschools.net
Colleen Boisclair	1240	cboisclair@sksschools.net
Felicie Carroll - Reading Specialist	1242	fcarrroll@sksschools.net
Kate Collins	1244	kcollins@sksschools.net
Paul Colombino - Music	1245	pcolombino@sksschools.net
Breta Combs	1246	bcombs@sksschools.net
Deborah DeLuise	1249	ddeluisse@sksschools.net
Anne Marie DiMatteo - Psychologist	1201	adimatteo@sksschools.net
Audrey Shaw	1256	ashaw@sksschools.net
Kristen DeAlmo	1250	kdealmo@sksschools.net
Rachel Droney	1241	rdroney@sksschools.net
Pat Fogarty	1251	pfogarty@sksschools.net
Linda Gaskill - Library Media Specialist	1264	lgaskill@sksschools.net
Beth Hannafin	1419	bhannafin@sksschools.net
Christine King - AP		cking@sksschools.net
Karen LaPlante	1422	klaplante@sksschools.net
Beth Just	1236	bjust@sksschools.net
Charlie Lavallee - Physical Education	1258	clavallee@sksschools.net
Donna Lennon - Nurse Teacher	1259	dlennon@sksschools.net
MaryLou Masson	1260	mmasson@sksschools.net
Beth McLoughlin - Speech/Language	1261	bmcloughlin@sksschools.net
Christi Saurette - Social Worker	1383	csaurette@sksschools.net
Dawn Sauro	1268	dsauro@sksschools.net
Beth Schenck - Art	1269	bschenck@sksschools.net
Susan Still - PT	1626	sstill@sksschools.net
Kathy Takata		ktakata@sksschools.net
Christine Tuoni	1277	ctuoni@sksschools.net
Hope Tyrrell	1238	htyrrell@sksschools.net
Lisa Walsh	1274	lwalsh@sksschools.net
Debra Zepp - Principal	1279	dzepp@sksschools.net

Matunuck Elementary Mission Statement

It is the mission of Matunuck School to have high educational standards for all students and commit to a comprehensive system of support to assure this outcome. We will utilize standards and researched best practices to deliver and monitor student learning. We will promote hard work, accountability, and perseverance from students and ourselves. Honoring individual learning styles, we will collaboratively work and challenge ourselves to provide lessons, model strategies, and give students confidence that they are capable learners. We will promote students and ourselves to be flexible thinkers and problem solvers, to be productive members of society, and to celebrate our successes.

Beliefs:

All children can learn.

There is a climate of clear and high expectations.

Family involvement is crucial to student achievement.

Community involvement strengthens student achievement.

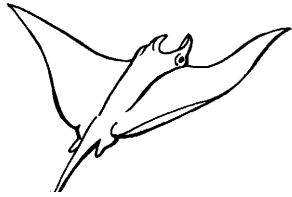
There is respect for the diversity and unique gifts of the people and cultures in our community.

There is a commitment to a challenging core (curriculum), higher order thinking, and application of knowledge to real world experience.

Reporting systems reflect how students progress toward high standards.

Matunuck School & Bus Expectations (PBIS)

Three rules apply to all areas of the school. The school bus is considered an extension of the school. The rules are basically the same in all areas with some modifications for specific settings. All students are responsible for their own behavior. Please review with your child.



Matunuck Manta Ray School Rules:

Respect
All others
Yourself
Surroundings

	All Settings	Hallways	Playgrounds	Cafeteria	Classrooms	Bathrooms	Assemblies	Bus
Respect All Others	Be kind. Hands and feet to self. Help and share.	Walk quietly. Walk in line. Hands by your side	Include others. Share equipment. Friendly competition	Good table manners. Inside voices.	Follow directions. Good listening. Inside voices. One speaker.	Respect privacy.	Listen and watch. Use appropriate Applause.	Use a quiet voice. Stay in your seat.
Respect Yourself	Be on task. Give your best effort. Be honest.	Walk safely.	Have a plan. Play safe. Whistle blows- line up.	Eat your own food.	Be prepared. Take care of yourself. Raise hand.	Flush. Wash hands.	Sit in one spot on the floor.	Sit in seat. Backpacks on lap.
Respect Surrounding	Clean up after self.	Pick up litter.	Use equipment properly. Respect nature.	Clean up. Throw trash in cans.	Clean up. Use materials properly.	Keep it clean. Respect property.	Pick up after yourself.	Sit appropriately

Matunuck Elementary School
380 Matunuck Beach Road
Matunuck, RI 02892-2012
Phone: 360-1234 FAX: 360-1235

Bus Company: Ocean State Transit 284-3920

YMCA Before/After School Daycare 783-3900 (Jen Martin)

South Kingstown Schools' General Information

General Information and School Policies are available at www.skschools.net. School Committee Agendas are available on-line. Please look for the **Matunuck** link for specific information about our school and our calendar.

Breakfast, Lunch, Milk Prices

Breakfast \$1.25 Reduced Breakfast \$.30

Lunch \$2.45 Reduced Lunch \$.40

Milk \$.50

Please see Chartwells menu for instructions about ordering.

Healthy snacks and lunches are encouraged for students who pack their own.

Manager Karen Orabona, 360-1055

PTO

Matunuck Elementary has a committed and active PTO. Please look for notices and schedules in the Friday Folders. Childcare is always available for PTO meetings.

South Kingstown C.A.R.E.S

If you are interested in becoming a volunteer for South Kingstown schools, please call the C.A.R.E.S. office at 360-1304. This is a wonderful opportunity for interested people to help us in our classrooms.

Matunuck Elementary School 2011-2012 Staff

Principal: Mrs. Debra Zepp

Office: Mrs. Sandy Webb, Mrs. Kathy Noon

Nurse: Mrs. Donna Lennon

Kindergarten: Mrs. Lisa Blair, Mrs. Deb DeLuise, Mrs. Beth Just

First Grade: Mrs. Kristen DeAlmo, Mrs. Rachel Droney

Second Grade: Mrs. Dawn Sauro, Mrs. Audrey Shaw, Mrs. Hope Tyrrell

Third Grade: Mrs. Pat Fogarty, Mrs. Karen LaPlante

Third/Fourth Grade Split: Mrs. Mary Lou Masson, Mrs. Beth Hannafin

Fourth Grade: Mrs. Christine Tuoni, Mrs. Laurie Behr

Literacy Specialist: Mrs. Felicie Carroll

Special Education

Resource: Mrs. Lisa Walsh, Mrs. Kate Collins, Mrs. Colleen Boisclair

Alternative Learning Program: Mrs. Breta Combs

Speech: Mrs. Beth McLoughlin,

Occupational Therapist: Ms. Kathy Takata

Physical Therapist Mrs. Susan Still

Social Worker: Ms. Christi Saurette

School Psychologist: Mrs. Ann Marie DiMatteo

Unified Arts Teachers

PE: Mr. Charlie Lavallee **Adapted PE:** Mrs. Christine King Short

Art: Mrs. Beth Schenck **Library:** Ms. Linda Gaskill

General Music / Strings / Chorus: Mr. Paul Colombino

Teaching Assistants

Mrs. Mary Lou Alfred, Mrs. Kathy Bessette, Mrs. Cathy Garofalo, Mrs. Jane Bessette, Mrs. Trish Masson, Mrs. Nancy Girard,
Mrs. Allison Gurnon,

Custodians: Mr. Andrew DiBiasio, Mr. Herb Beeden, Mr. Dan Sprague

School Day Schedule

8:30	Students may begin arrival. Breakfast begins.
8:49	Official start of day: (Students who arrive after this time are marked tardy)
11:40 - 12:00	Recess for grades 1 & 2
12:00 - 12:30	Lunch for grades 1 & 2
12:30	Teachers pick-up grades 1 & 2 students in cafeteria
12:10 - 12:30 -	Recess for grades 3 & 4
12:30 - 1:00	Lunch for grades 3 & 4
1:00	Teachers pick-up grades 3 & 4 students in cafeteria
12:35 - 12:55	Recess for grades K
12:55 - 1:25	Lunch for grades K
1:25	Teachers pick-up grades K students in cafeteria
3:17	Dismissal

Arrival at School

No student should arrive before 8:30am and should be dropped off in the rear of the school building. Please do not let your child out of the car until you reach the Teacher Assistant on the sidewalk. After 8:49am this door is locked. Please bring your child to the front office where a parent / guardian must sign him/her. Speeding and unsafe drivers will be reported to the South Kingstown Police Department.

At 8:30am a light breakfast of cereal, milk, and juice will be served to those students who wish to buy breakfast. Students who arrive late due to buses will be allowed to purchase breakfast and eat regardless of the time the bus arrives.

Absence From School

Please call the school by 8:30 A.M. and leave a message if your child will be absent from school. If you do not call, a school official will contact you to be certain the child is safely at home with you or a designee. If you desire homework to be sent home on days of absence due to illness, please call the school by 10:00 A.M. It may be sent home with another child or picked up at the main office at the end of the day.

Do not send a child to school if s/he is sick. You will be called to pick up any child deemed sick by the school nurse. Three consecutive absences require a doctor's note.

Vacations During School Calendar

We discourage families from scheduling vacations outside of the regular school vacations, holidays and summer break as quality learning time will have been lost. Teachers are not responsible to send work. Consistent student attendance is essential to productive learning as mandated by "No Child Left Behind." Vacations are not excused absences.

Tardy To School

Students arriving after 8:49 are marked as tardy. When a student is late, a parent must accompany the student to the office and sign him/her in. Students who are late due to bus delays are not considered tardy. It is important for students to be in class at 8:49 since meaningful discussions and classroom directions are given at the beginning of the day. Continued excessive tardiness, early dismissal, or absenteeism may be brought to the attention of the district truant officer.

Please call the school by 8:30 A.M. if you know that your child will be late to school and you want to order a lunch. Students who arrive after the lunch order is called in (9:15) will not be able to order lunch. If students forget lunch, an alternate lunch, usually a sandwich, will be provided.

Healthy Schools! Healthy Kids!

Research shows that healthy kids learn better. HSHK is a subcommittee of the School Improvement Team and consists of parents, teachers, principal and the school nurse teacher. They assess, evaluate and improve all nine areas of the Comprehensive School Health Program which includes nutrition, health services, health education, physical education, physical environment, health promotion for staff, family and community involvement, counseling, psychological and social services, and school climate. Please see the SK district Wellness Policy at www.skschools.net.

Bicycles

We ask students not to ride bicycles to Matunuck School due to heavy traffic on nearby roads. A written request to be signed by the parent and submitted for approval by the principal must be on file before any student may ride a bike to school. The principal may not honor the request if there is a safety issue. No students will be allowed to ride bicycles on, or across, Route 1. Protective helmets are mandatory for all children under the age of 15 (Rhode Island Law).

Parking

When delivering children to school, please use the outside lane and **use the cross walk** to enter or leave the school. You may also park in the designated areas of the lot and escort children into the building via the crosswalk.

Do not park along the front sidewalk as these are bus lanes. This is for school bus and emergency vehicles only. Drive slowly at all times in the school parking lot. At dismissal, do not drive in the bus lanes. If you can't back up, please wait until the busses pull out of the parking lot. Do not travel in the bus lane when the busses are parked and lights are flashing. These infractions are reported to the South Kingstown Police Department.

School Calendar and Special Notices

All important dates and activities will come home in the Friday Folders. This information can also be found on the Matunuck website (www.skschools.net) or will be sent electronically on the Listserv. Please sign up for the Matunuck School Listserv. All important notices from school will also be sent out through our automated phone system.

Unified Arts

All students in grades Kindergarten through four have Art, Music, and Library once a week and Physical Education twice a week. The teachers will provide a schedule to students the first week of school.

Students in grade four may participate in the school Chorus. Also, students in grade four may participate in Strings. Instruction is available in school at no cost to students. The Strings teacher will send home announcements in early September notifying students and parents of their options. **Reminder: According to bus transportation regulations, instruments that cannot be accommodated on a child's lap may not be brought on the bus.**

Internet Use/ Media Permission Slips

All computers and internet access is supervised by staff. Computers used by students are placed in the open in order to supervise content they may access. Please be sure to see the Internet/Media information which is sent home the first week of school. Please check the appropriate statement for your child and return this form completed to the classroom teacher. Sometimes the local newspapers take photos of children participating in special events. Please check the appropriate line statement for your child and return this form to your classroom teacher.

School Improvement Team (SIT)

The Matunuck Elementary School Improvement Team (MESIT) consists of interested parents, teachers, and staff members. Their responsibilities are to facilitate communication at the school among stake holders, conduct self-study activities to direct school improvement efforts, assist in determining how certain revenues will be expended, plan professional development related to student learning and reflect the needs of all students. We form subcommittees to conduct portions of this work. If you are interested in being on a committee, please contact the school office at 360-1234.

Report Out Night

During our Open House in September, Matunuck Elementary will conduct a report to the community about our school's state classification and state assessments. The whole community is invited.

We hope you have found this information helpful. Please feel free to contact Principal Debra Zepp, 360-1234, if you need further assistance.

SOUTH KINGSTOWN ELEMENTARY SCHOOLS'

STUDENT HANDBOOK

2011-2012

**Matunuck Elementary School
Peace Dale Elementary School
Wakefield Elementary School
West Kingston Elementary School**

PBIS (Positive Behavioral Interventions and Support)

PBIS is the behavior system adopted in all South Kingstown Schools. We understand that school-wide discipline systems are integral parts of how we will form the Peaceful Community at school. Our positive behavioral systems will promote pro-social behavior, thus increasing opportunities for maximizing academic achievement. In addition, PBIS will prevent occurrences of problem behaviors. An important component is the tracking of negative behaviors on a computer system designed for PBIS. Using this data we will be able to better address the needs of all students. All expected behaviors are taught and practiced in all areas of the school. The PBIS Team in each school has created lesson plans for such everyday expectations whether children are in the hallway/bathrooms/cafeteria for keeping the classroom neat and tidy. An additional method of teaching positive behavior that exists in our classrooms is Second Step. Each School has devised clearly stated behavioral expectations for all students and staff to follow. Through the use of Accountable Talk, staff will work to address the needs and expectations of all students. We will recognize children's accomplishments, both academic and behavioral. Look for more information during the year about PBIS in our schools' monthly newsletters. Please see your school's Behavioral Matrix in this handbook. Thank you!

In a Nutshell...



What does PBIS look like?

- Greater than 80% of students can tell you what is expected of them and give behavioral examples because they have been taught, actively supervised, practiced and acknowledged

- Positive adult-to-adult interactions exceed negative
- Function based behavior support is foundation for addressing problem behavior
- Data and team-based action planning and implementation are operating
- Administrators are active participants
- Full continuum of behavior support is available to all students

School-wide Systems

- Common purpose and approach to discipline
- Clear set of positive expectations and behaviors
- Procedures for teaching expected behavior
- Continuum of procedures for discouraging inappropriate behavior
- Procedures for on-going monitoring and evaluation

Source: PBIS Training Manual

Discipline Procedures

Our focus is to recognize and reinforce positive behaviors, however we must also have structures for addressing behaviors that disrupt learning or may result in harm to others. An outline of these procedures follow.

Students are expected to demonstrate good citizenship and appropriate social behavior at all times. Behavior is never to infringe upon the rights of other students or adults, thereby disrupting the learning process or school environment. A teacher or supervisory adult may remove a student from the classroom or playground area when the student deliberately caused a discipline offense that violates the safety or civil respect of others: *(Please refer to Policy: Section 8000 /8310, 8315, 8320, 8325 for additional information.)*

Elementary School Discipline

General infractions will be handled using the following protocol:

1. Verbal warning
2. Time out
3. Loss of recess. At this point a "Reflection Form" is completed by student, and is sent home for parent signature.
4. Sent to Principal's office w/note or phone call to parent
5. Parent conference
6. Other: In-school suspension may be invoked by the Principal

*If an administrator is not available and the student must be seen immediately, the nurse, social worker, or school psychologist will be notified.

*A Reflection Form is filed in the discipline tracking program not in a student's permanent record. Parents must sign that they are aware of the problem and consequences.

Bus Discipline

The policy governing suspension of bus privileges is published in the South Kingstown District Calendar & Handbook. Briefly:

- | | |
|-----------------|---|
| First Offense: | Verbal reprimand, letter to parents |
| Second Offense: | Warning letter to parents |
| Third Offense: | Five (5) school-day bus suspension and conference with parent, bus driver, student, and principal |
| Fourth Offense: | Bus suspension for remainder of year |

Bus students must see that their bodies, books and personal belongings are kept out of the aisles. Special permission must be granted by school authorities and the bus company to transport large items. Band instruments that cannot be kept on the student's lap may not be permitted on the bus. School projects which cannot be kept on the student's lap are not permitted. Students must ride their assigned buses, getting on and off at their assigned stops unless a note is written by a parent granting permission to ride a different bus with a friend. The office and the bus driver must see the note.

Recess

Recess is part of the daily routine for all children and it is important to their social and physical development. All children are expected to go outside unless there is written notice from a parent. To miss recess more than three days in a row due to illness, a doctor's note is required. Students are also expected to be dressed properly for the weather. Coats, hats, etc. should be worn during the cold months. Teachers and staff members may rescind the privilege for disciplinary reasons or if students are not dressed appropriately for cold weather.

Playground Behavior:

No jumping off platforms and/or stairs

Go down the slide

Do not hang over the rails

Do not push the swings ~ Do not pump the swings too high ~ Do not jump off swings

Do not throw the mulch or dig in it

One at a time on slides, crossbars, etc.

Suspensions and Expulsions

Suspension means an exclusion of a student from attendance at school, school property, and all school sponsored activities for disciplinary reasons. It may not be given for more than ten consecutive days, provided such suspension shall not extend beyond the end of the school year in which it is imposed. Suspension is determined by an authorized member of the administrative staff.

Listed are some examples of breaches of conduct that may lead to suspension/expulsion:

- ▣ threats
- ▣ striking or assaulting a student or member of the staff
- ▣ use of obscene or profane language
- ▣ deliberate refusal to obey a member of the school staff
- ▣ truancy and unauthorized leave from school property
- ▣ blackmailing, threatening, intimidating staff or students

- possession of a weapon or alcohol, or dangerous drugs or narcotics
- destruction of school property
- disruption of school day by bomb threats or false alarms

There is a more complete list of examples of behavior which could lead to suspension/expulsion in the district policy. The policy states that building administrators will forward to the police information of a violation of the law, involving a felony, taking place on school property. *(Please refer to policy: Section 8000 / 8305 for additional information.)*

PERSONAL PROPERTY BROUGHT TO SCHOOL

Children are not to bring toys to school. Please encourage your child to bring other items for classroom sharing activities.

We do not allow children to buy or trade personal items with other children and we will not mediate differences of opinion about ownership of items brought to school that are not labeled with a child's name. **CD players, iPods, Game Boys, cell phones and other electronic devices are not to be used during school or recess. If devices are confiscated, parents will be notified to pick up item from the principal.**

(Music sometimes helps children who have long bus rides. That is between the parent/guardian and the bus driver.)

Lost and Found

Please put your child's name on **every item** brought to school. We will donate unclaimed, unmarked items to a charity such as the Johnny Cake Center. Check the Lost and Found frequently for any items lost. Sometimes the items do not appear in the Lost and Found immediately, but surface later.

ATTENDANCE AND TARDY POLICY

Students arriving after 8:49am are marked as tardy. When a student is late, a parent must accompany the student to the office and sign him/her in. Students who are late due to bus delays are not considered tardy. It is important for students to be in class at 8:49 since meaningful discussions and classroom directions are given at the beginning of the day. *(Please refer to policy #8415)*

Truancy Policy

The objective of this policy is to guide schools in the establishment of school procedures that will increase the attendance of students. Research tells us that achievement in school is related to regular school attendance.

Truant: A pupil who is absent from school without an acceptable excuse.

Habitual Truant: A pupil who is persistently absent from or tardy to school without an acceptable excuse.

Excused Absences: Absences which the school district approves, such as:

1. Religious Holiday
2. Illness (chronic or long term illness may require documentation)
3. A death or funeral in the immediate family or for close relatives
4. A court appearance or other legal proceedings
5. School ordered suspensions
6. Professional appointments
7. Emergency in the family
8. Approved school activity
9. Special circumstances approved by the principal

Truancy Protocol:

1. At the first unexcused absence or tardy, the student will be warned of the policy and the need for regular school attendance.
2. For any subsequent unexcused absences or tardiness the student may face consequences as determined by the school administration. Consequences shall be designed and carried out so that they have the intent and effect of increasing attendance, not absence.
3. When truancy becomes habitual, and school consequences are unsuccessful, a referral may be made to Truancy Court. Prior to referral to Truancy Court, it is required that early intervention steps be taken and documented.

Absenteeism

Repetitive, excused absences and tardiness also affect educational progress. Where there is a pattern of excused absences or tardiness to a degree that threatens educational progress, there is reason to intervene. Schools will follow up with such cases according to the policy protocol.

New England Consortium Assessment Program (NECAP) State Testing

The NECAPs assess student's acquisition of grade level expectations from the prior school year. Example, grade three students are assessed on grade two grade level expectations. This is a RI Department of Education and Federal mandate. The NECAP state testing will take place during October for all students in grades 3 and 4. Please do not schedule vacations or appointments for your children during this time, as it is very important that all students participate in testing. The school will notify you of the exact testing schedule.

Vacations During School Calendar

We discourage families from scheduling vacations outside of the regular school vacations, holidays and summer break. Teachers are not responsible to send work and quality learning time is lost. Consistent student attendance is essential to productive learning as mandated by "No Child Left Behind." **(Family vacations are not excused absences; we request that vacations be taken during school breaks. (Please refer to policy #5113 for additional information.)**

STUDENT DISMISSAL PROCEDURES

Students are expected to follow their normal routine at dismissal time. Bus students must ride their assigned bus unless the office has been notified in writing of any change. A dated note using your child's full name must be signed by a parent and presented to the teacher.

Teachers will forward the note to the office for recording. Parents may sign out children and will need to show I.D. No child will go home with another person unless there is written consent on file. A dated and signed permission letter may be sent to the office at the beginning of the day if your child is going to be picked by a relative or friend's parent. Those I.D's will be checked. The same is true for children going to a friend's home via a different bus. If there is no written permission, children will not be permitted to board another bus or leave with different people.

If you unexpectedly come to pick up your child during dismissal, you must sign your child out at the designated pick-up area or in the office. **Students may not be pulled out of bus lines by anyone without checking in at the office.**

For children's safety, telephone calls cannot be accepted as permission to dismiss children with anyone not listed on the emergency card. Please be prepared to show identification to school personnel when dismissing a child from school. **Routines and procedures for dismissing students are put into place for the safety and protection of your children. Please assist us by abiding by them and not asking us to make an exception.**

Early Dismissal from School

Using your child's full name, send a dated and signed note to your child's teacher if you plan to pick up your child early from school. Use your child's full name. Teachers will forward the note to the office for recording. When you arrive at the school, your child will be called to the office for dismissal. We cannot accept phone calls as sufficient notice for early dismissal because we may not be able to discern the caller. Please be prepared to show identification when you arrive to pick up your child. **We will not release any child to a person not listed on the Emergency Card.** For this reason, we suggest you list several persons whom you trust to pick up your child in an emergency or in case the child becomes ill and you cannot be reached. Remember to update the office if phone numbers are changed. Please come to the school office and add additional names if it becomes necessary. Because there are many important routines followed at the end of the day in the classrooms students need to remain in class until 3:17pm as often as possible.

LEGAL CUSTODY

Anyone (parent, relative, friend) having a court order granting custody of a child must file a copy of said order with the principal of any school which the child attends. Changes in said documentation must also be submitted to the principal. Permission to release children to others must be in writing to the building principal and signed by the person having custody. No child may be released without this written permission. *(Please refer to Policy: Section 8000/8410 for additional information.)*

PROCEDURES FOR REPORTING CHILD ABUSE

School Committee Policy requires that parents of all children be informed of the following requirement concerning child abuse or neglect: **In compliance with Chapter 11 of Title 40 of the General Laws of the State of Rhode Island, employees of the school department are required to report any knowledge or suspicion of child abuse or neglect to the Rhode Island Department of Children and their Families no later than 24 hours after such knowledge is learned or suspicion is raised.**

VISITORS TO THE SCHOOL

Parents and community are welcome to visit our school upon prior notification and approval; however, for the safety of students and staff, **all visitors must stop at the office to sign in on the computer on the counter and to obtain a VISITOR TAG.** Children should **not** be escorted to their classroom door by their parent, including parent volunteers, unless special permission is granted by the principal. *(Please refer to policy #1250 for additional information.)*

MEETING WITH TEACHERS

Please make an appointment with school personnel to discuss concerns you may have about your child's progress. We invite you to use email, notes, or a teacher's telephone extension. Extensions and email addresses are listed in this handbook.

Appointments for Discussion of School Issues

Please refrain from stopping by a classroom without an appointment. Classroom teaching and learning time must be protected from interruption. Often the interruption is intended to "only take a minute". However, too many "only take a minutes" are disruptive to the flow of learning in a classroom. Please leave messages for students and staff in the office and they will be delivered at an appropriate time. If you need to speak to a teacher, please leave a message on voice-mail; send an email or a note to the classroom teacher. The teacher will reply as soon as possible.

Annual Parent/Teacher conferences

One time per year formal Parent/Teacher conferences will be scheduled by the office. There will be no school that day and you will be notified in advance. If you need an informal meeting with a teacher at another time, please leave a message on voice-mail or email to make arrangements. You may request a meeting with a teacher any time during the school year.

Report Cards

Report cards are distributed quarterly in November, January, April, and June. Parents are encouraged to request an appointment with their child's teacher when there is a concern about their child's academic or social progress. Kindergarten report cards will be distributed November, January, and June.

MEDICATIONS

Parents/guardians are requested, whenever possible, to schedule administration of medication outside of the normal school day. Parents of students needing medication during the school day are required to bring the medication to the school nurse with an authorization/waiver signed by your physician. Non-prescription medications need only have the parent authorization section of the waiver form completed. All medication must be in a pharmacy labeled and/or prescription container and/or manufacturer's container. At the time the prescription is filled, the parent/guardian shall have the pharmacist dispense an extra labeled container for use at school. No student shall have in his/her possession any medication while on school property. All medication shall be dispensed by a School Nurse -Teacher. When the School Nurse -Teacher is unavailable and the dispensing of the medication cannot be delayed, then non-prescription medication may be dispensed under the supervision of the principal. No medication shall be dispensed without following this procedure. **Never send your child to school with medication.** *(Please refer to Policy #5140.)*

COMMUNICABLE DISEASES

Please notify the school if your child has any communicable conditions such as Strep Throat, Lice, Chicken Pox, Fifth's disease, etc... This is a responsibility that must be practiced by all families.

CELEBRATIONS

Birthday Treats

Due to the many food allergies, including those that are life-threatening, we do not allow treats to be brought to school for distribution to the whole class. An alternative option to honor a birthday might be to purchase a book for the class or school library with a bookplate honoring your child. Stickers or pencils are also options to consider.

If teachers request food, they will be specific about the allergies of concern. All food brought to the class must include ingredients and be approved by the school nurse. Please be very careful. Please see the SK district Wellness Policy.

Peanut Free Classrooms

By law, several classrooms and cafeteria areas are designated as “nut free” due to severe nut allergies of students in our schools. If your child is in a “nut free” classroom, they will not be allowed to eat any food containing nuts in the classroom at anytime. However, food containing nuts may be eaten in the lunch room.

Party Invitations for Classmates

We allow invitations to be distributed in the classroom **only if all classmates are invited.**

EMERGENCY PROCEDURES

We routinely practice fire drills. Advance notification will be sent to parents prior to a **Lock Down** and **Emergency Evacuation** drills.

In the event of an emergency, the principal will determine if students and staff should be evacuated outside of the building, or to a nearby relocation site. Crisis Team Members will coordinate the orderly transfer of students to the evacuation center. Each school has a designated primary relocation site and parents will be notified by the district automated telephone system with important information. Please be sure to update your telephone contact number.

State law requires 15 fire and emergency drills per year. Students are expected to leave the building in an orderly, quiet manner. The teacher will take attendance to assure accountability for all children. It is imperative that all classroom volunteers sign in and out consistently so that everyone is counted accurately.

School Cancellation Announcements

The superintendent will make the decision to close schools. A district-wide automated phone message will be sent to the telephone number listed on students' registration information form. The following radio and television stations will be notified of school changes:

WPRI TV 12 WJAR TV 10
WSNE 93.3 FM WPRO 630 AM
WPJB 102.7 FM

In the event of school-wide early dismissal, families should have a plan in place for the supervision needs of their children. Please be sure your emergency contact cards are up to date as well as home phone numbers on School Messenger, our automated phone calling system.

If school is dismissed early due to inclement weather or emergency circumstances, any activity planned in the school that evening is canceled. When an after-school program is canceled due to inclement weather or other factors, the sponsoring organization is responsible for notifying parents of the cancellation.

Dress Code

Children should dress appropriately for school and the weather. Clothing should conform to reasonable standards of modesty and cleanliness. "The bottom of the tops should touch the top of the bottoms." Tee shirts and other clothing with messages should be appropriate for elementary school children. Children should wear suitable clothing and footwear on the days they have physical education. No hats are to be worn inside the school building or classrooms.

Class Placement

Elementary age students are placed heterogeneously (classrooms with mixed ability levels.) The professionals who work with students make placement decisions. Grade level teachers, resource teachers, and the principal will make placement decisions based upon information gathered throughout the course of the year. To make balanced classes, student placement decisions will take into consideration the child's gender, developmental level, cognitive abilities, academic level, learning style, work habits, individual needs, and school behaviors. Other factors will be class size, social composition, and peer relationships.

Due to population and physical capacity, it is sometimes necessary to have split grades. Split grades are two grades housed in one classroom. The split classes have a full-time certified teacher and an additional half-time certified teacher assigned to each grade level. The student make-up of a split class is heterogeneous, just as other classes in the school. One of the benefits of the split classes are low student to teacher ratios for learning core grade level expectations. Parents, students, and teacher have found this to be a positive environment for learning.

All parents will have the opportunity to inform the school of their child's special learning needs through the use of the Student Information Form (available in the office in April and due by May 1st). The staff values your insight and will take this information into account in our placement decisions. Please remember that parent input is only one of the many criteria we use when we consider class placement.

Notification of a student's placement for the upcoming year will be placed on the last report card of the current school year.

Unanticipated personnel and enrollment changes, which occur during the summer, may affect and change a child's assignment. Parents and students will be notified as soon as changes are confirmed. *(Please refer to Policy: Section 8000 / 8125 for additional information).*

Respect for Property:

We expect that proper care and attention be given to school materials. Lost or destroyed textbooks, library books, supplies, and materials must be replaced by the student or parent. Students may be ineligible to participate in some school activities if they have not returned overdue library books or made restitution for lost or damaged books and/or materials.

Student Planners

Students in grade four will be issued a student planner at the start of the school year. If lost or destroyed, it will be the responsibility of the student to replace. Another planner may be purchased at the school office.

Forgotten Items

Forgotten items from home including homework, lunches, band instruments, etc., may be left at the office for delivery at a time which will not disrupt classroom routine. Unless the item is absolutely necessary for the day, we suggest helping your

child become responsible by allowing her/him to experience consequences for forgetting the item(s). i.e.: If your child forgets homework at home and the penalty is a lost recess, don't rush to school with the homework. This will help develop a sense of responsibility and self reliance.

Field Trips

Field trips, which enhance classroom learning, are planned throughout the year. Students must have a signed permission slip to attend a field trip. Telephone calls are not accepted as permission in lieu of a signed permission slip. Students who fail to bring a signed permission slip will be assigned to another classroom while the class is on the trip.

Teachers are not permitted to administer medication to a student on a field trip. . Students who are not allowed to attend a field trip because of poor behavior may be assigned to another classroom while the class is on the trip and teachers are required to notify parents prior to the trip to discuss alternate plans. All drop-off and pickup for field trips must be made at the school. Any exceptions must be submitted in writing and pre-approved by the principal.

Parents who volunteer as chaperones for a field trip may not bring other children for reasons of safety and supervision of our students. Do not plan to attend a field trip unless the classroom teacher has notified you that you are needed as a chaperone. Unfortunately, we do not need all the parents who graciously volunteer.

School Insurance

School insurance is available at the beginning of the year. Notices are sent home to inform you of your options. You are not obligated to purchase this insurance.