

SOUTH KINGSTOWN ELEMENTARY SCHOOLS'

STUDENT HANDBOOK

2010-2011



South Kingstown Public Schools



Matunuck Elementary School
Peace Dale Elementary School 360-1600
Wakefield Elementary School
West Kingston Elementary School

September 2010

Dear Peace Dale Families,

Welcome to Peace Dale Elementary School. We are proud of our reputation and strive for excellence. Our dedicated faculty and staff remain steadfast in pledging that all children will have equal opportunities at Peace Dale Elementary School. In order to ensure effective communication, this handbook has been designed to state expectations, rules, and procedures for the Peace Dale Elementary School community. We ask that you review and share its contents with your child.

We both believe that families play a crucial role in a child's education. Therefore in a team spirit, we ask you to encourage reading along with homework expectations in your homes. The value of this shared experience with your child can not be overstated.

Finally, we will be visiting classrooms and attending all school activities. We look forward to meeting you personally. Our office doors are always open. Feel free to stop by and talk with us about any concerns. You can also, call, write or e-mail us. It is our sincere hope that your family has the BEST 2010-2011 school year experience. Together we can make that happen at Peace Dale Elementary School.

Sincerely,

Pauline Lisi, Principal

Marilyn DiMicco, Dean of Students

WELCOME to PEACE DALE ELEMENTARY SCHOOL

Parental involvement is always welcomed at PEACE DALE ELEMENTARY SCHOOL. We have designed our program of study with your child in mind. STUDENT success is most important to us. We are proud of our reputation and *best teaching practices*. Please contact us to arrange a visit.

MISSION STATEMENT

We envision Peace Dale School as a community of learners in which the social, emotional, physical and academic needs of its members are fully met. Parents, students and staff will be equal partners in our success. The highest standards of cooperative, collaborative and collegial behavior will be the norm.

Educational excellence will be the standard achieved by encouraging students and adults to take risks and to expand on traditional ideas. Children will be prepared for the demands of tomorrow and for life in a technological society.

The experience at Peace Dale School is characterized by diversity within our school community. We will celebrate this diversity for it strengthens community and enriches our learning.

HISTORY OF PEACE DALE ELEMENTARY SCHOOL

The first Peace Dale Elementary School, built in 1854, was a one-room building. The school was built on land donated by Isaac Peace Hazard in 1922. Thirty thousand dollars, which was appropriated by the town, along with additional contributions from the Hazard family, allowed for the construction of a new school.

The brick building with slate roof consisted of two wings facing a courtyard, connected at the north by an assembly hall. The west wing had five rooms and housed older students, while younger children studied in the four rooms of the east wing.

The school library and cafeteria were located in the basement below the west wing. This building was dedicated on Saturday, September 8, 1923.

Peace Dale Elementary School has since undergone major additions; however the original facade, including brick exterior and slate roof, remain intact. The school presently has a full size gymnasium, a centrally located media center, a computer lab, and thirty classrooms. The school has the potential of accommodating 625 students with approximately 430 children presently enrolled.

Although this once little schoolhouse has undergone significant alterations, the spirit of enthusiasm and commitment for learning and teaching remains intact. Peace Dale Elementary School continues to strive to reach each and every child that walks through its doors.

UNLESS YOUR CHILD IS ENROLLED IN THE YMCA BEFORE-SCHOOL PROGRAM THERE IS NO SUPERVISION BEFORE 8:25AM. PLEASE DO NOT DROP STUDENTS OFF BEFORE 8:25 AM.

RIDING BICYCLES TO SCHOOL

Students under the age of 16 who ride bicycles to school are required by law (Rhode Island General Law Title 31 Chapter 21-19-2.1) to wear helmets. Bikes are to be stored in the bicycle rack located on the west side of the building. Students are asked to walk the bicycles, skateboards, scooters, etc. while on school property. At dismissal time, bicycle riders will be dismissed from the gymnasium with the walkers.

WALKERS

Those students walking to school should plan to arrive at 8:25am. All walkers will be dismissed at 3:10pm. Walkers will be dismissed from the gymnasium and walked to the west side staircase and are supervised down the walk to Kersey Road.

ARRIVALS

We encourage all eligible students to ride their assigned bus. If a student has to be dropped off by a parent/guardian please take note of the following: Families/guardians are to drop off children following the lower parking lot traffic loop. Vehicles are not allowed in the bus loop during arrival and dismissal times. Before 8:42am students should be unloaded in the designated zone adjacent to the stairs. Students should arrive at school between 8:25am and 8:42am.

At 8:25am kindergarten will be supervised in the media center. Grades one and two will be supervised in the cafeteria. Grades three and four will meet in the gymnasium. Students will be dismissed to their classrooms at 8:42am when the bell rings. Students who arrive after 8:42am will be considered tardy.

DISMISSALS

The procedure for our dismissals will be as follows:

1. Students who are walkers and taking the bus will report to the gymnasium and line up according to their bus numbers. When students enter the gymnasium and get into their bus/walker lines they will need to sit down and wait to be dismissed. There will be signs indicating where walkers and buses should go.
2. All pick ups go into the Library and YMCA students go into the cafeteria. All families and/or designees who routinely pick up students are to check in at the Media Center. You will be required to present photo identification. If a parent is assigning another person to pick up his/her child, the school **MUST** be informed in writing. **Under no circumstances will a student be released to a non-authorized person, nor will they be released to an individual who does not have proper identification.**

his/her child, the school MUST be informed in writing. **Under no circumstances will a student be released to a non-authorized person, nor will they be released to an individual who does not have proper identification.**

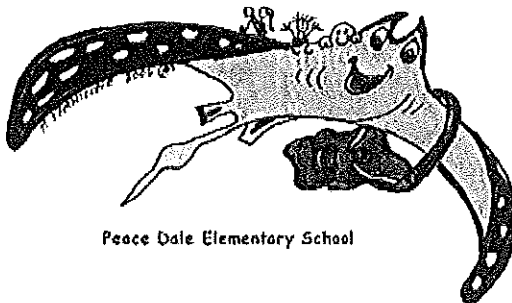
For the safety of your student, all Student Emergency Information Sheets must be current and accurate. These sheets should be updated when changes occur by the parent/guardian. It is imperative that the office staff be informed of any changes that may occur during the school year in your address, phone numbers or place of employment. Emergency contact numbers should be updated as well.

3. Teaching assistants will walk students to the buses after the bell has rung promptly at 3:10pm. **No students will be taken out of line by a parent/guardian waiting in the parking lot.**
4. **EARLY DISMISSAL:** if a student does need to be released early, families are asked to notify the school in writing. Please include in your dismissal note with the students full name, teacher name and who will be picking up the students. Please make every attempt not to pick up students early as there is still valuable classroom time until to the end of the day. Please refrain from picking up your child once we have begun the dismissal process. Picking up five minutes early creates a backlog in the office and tracking children down when they are in transit to getting into their bus lines.

Peace Dale Elementary School Discipline Procedures

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.

Peace Dale Elementary School Rules:



**Be Respectful
Be Responsible
Be Safe**

Discipline Procedures

Peace Dale 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 #5146 for additional information.)

Peace Dale Elementary School Discipline

Minor infractions will be handled using the following protocol:

1. Fill out Minor Infractions form by making a checkmark next to the infraction that occurred.
2. Fill in the bottom of the form and add any additional comments that would describe the infraction with more detail (if necessary).
3. Classroom teachers put the Minor Infraction form in their PBIS folder. Non-classroom staff will give the Minor Infraction form to the classroom teacher.
4. Minor Infraction forms will be collected routinely throughout the month by the PBIS team so that the data can be entered into our system.
5. The PBIS team will meet monthly to discuss the data and then will present it to staff.
6. Make sure that you keep track of "3-peats". This occurs when one student has had 3 of **THE SAME** minor infractions (e.g. The child was asked 3 times not to chew gum). Once a "3-peat" occurs the teacher will fill out a MAJOR Infraction form. "3-Peats" are considered a MAJOR INFRACTION.
7. Remember, a Minor Infraction should be dealt with in this manner: quickly, privately, neutrally, follow up with a positive acknowledgment of a behavior, re-teach positive behavior.

Major Infraction will be handled using the following protocol:

1. Staff person identifies behavior.
2. Staff person tells child in private what behavior expectation was not followed, then restates it.
3. Staff person fills out "Major" referral form.
4. Child takes form to the office.
5. Child meets with Principal or Dean of Students.
6. Principal or Dean of Students gives a consequence.
7. Referral filled out by Principal.
8. Child returns signed form to the office.
9. Principal or Dean of Students will contact referring staff person with information about the consequences that the child will receive.



		ROUTINE/SETTING						
		Classroom	Bathroom	Hallway	Playground	Cafeteria	Assemblies	Bus
RULE/EXPECTATION	Be Respectful	Follow classroom rules Use appropriate words and quiet voices	Give people privacy Be in your own space Always use bathroom appropriately	Respect others space Be aware of other classes Follow adult directions Use quiet voices	Play fairly Respect each others space Include everyone Use appropriate words and quiet voices	Respect others space Use quiet voices Listen to adults Allow anyone to sit next to you Use proper manners while eating	Look at and listen to presenter No talking Respect others space Respond appropriately to the program	Follow directions of bus driver and bus monitor Allow anyone to sit next to you Use appropriate words and quiet voices
	Be Responsible	Do your best Do all of your work Do your own work Take care of your own things Do your homework Have all materials ready for class	Flush the toilet Be quick Inform an adult of low supplies and other bathroom concerns Place towels in garbage Use bathroom at appropriate times Use closest bathroom	Keep hallways clean Walk facing forward Keep hands and body off walls Go directly to your destination	Stay in recess area Ask for permission to go inside Stay away from fence Stop and listen to directions when the whistle blows Line up when asked	Stay in line Clean up your area Bring your lunch money Bring your jacket	Follow directions Be attentive Sit quietly and wait for performance to begin	Be on time Keep bus clean Be prepared and ready to enter and exit bus
	Be Safe	Keep hands and feet to yourself Use all materials safely	Use soap and water for washing hands Keep soap and water in sink	Walk slowly and safely Keep hands and feet to yourself Stay in your line	Use equipment properly Follow adult directions Do not throw rocks over the fence	Walk slowly and safely Sit on chairs with your feet on the floor	Keep aisles clear Stay seated Hands and feet to yourself	Sit and stay seated Keep hands and feet to yourself Keep aisle clear

SOME SCHOOLS ARE FORTUNATE TO HAVE AN ENTIRE TEAM OF OUTSTANDING EDUCATORS. WE AT PEACE DALE ELEMENTARY FEEL THAT WE HAVE SUCH A TEAM. OUR FACULTY, SPECIALISTS, TEACHER ASSISTANTS, AND STAFF ARE SUPPORTIVE OF OUR CHILDREN. ALL MAINTAIN A POSITIVE OUTLOOK, COMMIT TOWARD ATTAINING GOALS, AND DISPLAY ENTHUSIASM ABOUT THEIR WORK.

STAFF DIRECTORY

Assignments:	Names:	Phone Number	Email Address
<i>Main Office:</i>		360-1600	
Principal	Mrs. Pauline Lisi	360-1604	plisi@skschools.net
Dean of Students	Mrs. Marilyn DiMicco	360-1605	mdimicco@skschools.net
Nurse	Mrs. Rachel Cruz	360-1691	rcruz@skschools.net
Clerk Typist I	Mrs. Elizabeth Marty	360-1606	emarty@skschools.net
Administrative Secretary	Mrs. Jackie Mattera	360-1607	jmattera@skschools.net
Administrative Specialist	Mrs. Donna Tanguay	360-1667	dtanguay@skschools.net
<i>Classroom Teachers:</i>			
Kindergarten	Mrs. Stacie Girard	360-1663	sgirard@skschools.net
	Mrs. Mary Beth Schmitt	360-1665	
	Mrs. Cynthia Opaluch	360-1628	copaluch@skschools.net
	Ms. Cynthia Sheehan	360-1664	csheehan@skschools.net
First Grade	Mrs. Pamela Dolan	360-1631	pdolan@skschools.net
	Ms. Beth Morse	360-1618	bmorse@skschools.net
	Mrs. Leslie Perrin	360-1632	lperrin@skschools.net
	Mrs. Terri McKinney	360-1617	tmckinney@skschools.net
Second Grade	Mrs. Gina DeFeo	360-1642	gdefeo@skschools.net
	Mrs. Mary Horton	360-1635	mhorton@skschools.net
	Mr. Michael Farrelly	360-1661	mfarrelly@skschools.net
	Mr. Donald Waterous	360-1630	dwaterous@skschools.net

Third Grade:	Ms. Debra DeCoteau	360-1643	ddecoteau@skschools.net
	Ms. Shelly Holden	360-1629	mholden@skschools.net
	Mrs. Kerri Heald	360-1641	kheald@skschools.net
	Mrs. Stacie Zamperini	360-1651	szamperini@skschools.net
Fourth Grade:	Ms. Sandy Champion	360-1620	schampion@skschools.net
	Mrs. Julie Turcotte	360-1624	jturcotte@skschools.net
	Mrs. Linda Kamerzel	360-1627	lkamerzel@skschools.net
	Mrs. Christina Willett	360-1619	cwillett@skschools.net
Literacy Coach:	Ms. Elyse Scherza	360-1639	escherza@skschools.net
Math Coaches:	Ms. Mariann Hayward	360-1318	mhayward@skschools.net
	Mrs. Denise Columbino	360-1371	dcolumbino@skschools.net
Occupational Therapist:	Mrs. Christine Allenson	360-1668	callenson@skschools.net
	Mrs. Margot Izzi	360-1670	mizzi@skschools.net
Reading:	Mrs. Sharleen Christina	360-1650	schristina@skschools.net
	Mrs. Jill Reardon	360-1674	jreardon@skschools.net
	Mrs. Julie Munroe	360-1673	jmunroe@skschools.net
Special Education Teachers:	Ms. Colleen Crawley	360-1636	ccrawley@skschools.net
	Mrs. Caighln Perrin	360-1633	cperrin@skschools.net
	Ms. Jeannette Powers – Psychologist	360-1653	jpowers@skschools.net
	Mrs. Sarah Salazar	360-1616	ssalazar@skschools.net
	Ms. Kristen Sherman	360-1637	ksherman@skschools.net
	Mrs. Kelly Vellone	360-1652	kvellone@skschools.net
	Ms. Alicia Verdi	360-1672	averdi@skschool.net
	Mrs. Valerie Zuercher – Social Worker	360-1655	vzuercher@skschools.net
<i>Specialists:</i>			
Art	Ms. Lynda Wilkie-Hemond	360-1656	lwilkie@skschools.net
Media	Mrs. Martha Badigian	360-1660	mbadigian@skschools.net
Music	Mrs. Christine Pierce	360-1646	cpierce@skschools.net
	Mrs. Rosanne Fuller -strings	360-1645	rfuller@skschools.net
Physical Education	Ms. Cynthia King	360-1657	cking@skschools.net

	Mr. Joseph Hooks	360-1659	jhooks@skschools.net
Speech & Language:	Mrs. Lori Marshall	360-1649	lmarshall@skschools.net
	Ms. Sally Cole-Major	360-1648	
Teacher Assistants:	Mr. Robert Cruz	Mrs. Faith D'Abrosca	
	Mrs. Jennifer DelMastro	Mrs. Lori DiFranco	
	Ms. Amy Figliozzi		
	Lucille Lindsay	Mrs. Barbara Hendrick	
	Mrs. Isle Hill		
	Mrs. Gerri Holden	Mrs. Susan Holland	
	Mrs. Beth Pavao	Ms. Marbra Petrichko	
		Mrs. Teresa Vandemoer	
	Mrs. Barbara Wheeler	Mrs. Kim Whitaker	
	Ms. Launa Whitman	Mrs. Pat Yarnell	
Custodians:	Mr. Tom Brady	Ms. Deborah Cinquegrana	
		Mr. Ray Wilkinson	360-1676

AFTER SCHOOL PROGRAMS

- Art and Soul Yoga
- Sponge Hockey Animal Rescue
- Newspaper Club Cheerleading
- C.L.A.S.S. (Creative Learning After School Specials) This program is designed to enrich and expand the regular school curriculum.

PTO: Our PTO meets monthly on the second Wednesday of each month at 7PM in the Media Center. Membership is open to all Peace Dale Elementary School families and staff. A primary focus of the PTO is to raise funds and provide support for classroom activities and the children of Peace Dale School.

C.A.R.E.S. The mission of South Kingstown CARES...is a non-profit educational organization with the mission of developing community resources and coordinating their use in support of the educational goals of the South Kingstown School Department

South Kingstown CARES Programs: - Mentoring - Classroom volunteers - College and Career Center - Homework Clubs

CARES works with families students, community members, area businesses, retirees and the University of Rhode Island to create a diverse, committed and energetic group of volunteers, who provide resources to supplement the academic and social/emotional need of our students. CARES Office is located at:

Administration
307 Curtis Corner Road
Wakefield, RI 02879
PHONE- 401-360-1304
Mrs. Libby Swan 401-360-1321

LUNCH PROCEDURES

(Chartwells 360-1055/360-1059 FAX)

Students order a school lunch when attendance is taken. (Students who arrive late to school must order lunch at the office.) CHARTWELLS School Dining Services always provides 3 choices which are published in a monthly calendar and also available on the district web site. Children who forget to order a lunch must wait until all other children are served before receiving lunch. If a child does not have money for lunch, we will serve them a cheese sandwich. Chartwells does not allow children to 'charge' lunches. Children may purchase breakfast, lunch and milk daily.

Lunches may be purchased in advance and may be used any time during the school year. Checks may be made out to **SK Schools**. You may also purchase lunches on-line at www.pay4lunch.com. The Chartwells cashier will notify the students when their last meal is used. However, it is the responsibility of the parent to keep track at home to ensure their child has enough money on their account.

LUNCH PRICES

Lunch (including milk)	\$2.45	
Milk		.50
Reduced price lunch	.40	

BREAKFAST PROGRAM

Breakfast	\$1.25	
Reduced price breakfast		.30
Breakfast is served from	8:20-8:35a.m.	

APPLICATIONS FOR FREE OR REDUCED PRICE BREAKFAST OR LUNCH

Students may be eligible for free or reduced price lunch/breakfast if they have completed an approved application on file. A new application is required each year. It is important to report ALL income of ALL household members. Parents may complete an application any time during the year, but this benefit is not retroactive.

Please note that milk is served with a complete meal or can be purchased for \$.50. Federal regulations do not permit the distribution of free milk to a student who brings a lunch from home but is eligible for a free lunch.

LUNCH AND RECESS SCHEDULE

<u>GRADE LEVELS:</u>	<u>TIMES:</u>
Kindergarten	11:30 - 12:05
First	11:45 - 12:35
Second	12:05 - 12:55
Third	12:20 - 1:10
Fourth	12:35 - 1:25

DISTRICT INFORMATION
AND
POLICIES

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 on recognizing and reinforcing 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 Discipline 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 Discipline 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, 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.

(They sometimes help 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 8:42 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 8:42 A.M. 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 and community responses of fewer 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 ID. 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 ID'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 3:10 PM as often as possible.

LEAGAL 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 "will 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.

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

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 the 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 (maximum 12:1) 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 grades three and 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.

Internet Use / Media Permission Slips

Please be sure to sign and return the Internet / Media permission slips which will be sent home with your child. Students will not be allowed to use the Internet until this form is returned. Technology is used as a tool for instruction in our schools.

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.

**SOUTH KINGSTOWN SCHOOL DEPARTMENT
2010-2011 SCHOOL YEAR**

MONTH	M	T	W	T	F	DAYS	MONTH	M	T	W	T	F	DAYS
September		X	X	X	X		February		1	2	3	X	
	X	7	8	X	10			7	8	9	10	11	
	13	X	15	16	17			14	15	16	17	18	
	20	21	22	23	24			X	X	X	X	X	
	27	28	29	30		16		28					14
October					1		March		1	2	3	4	
	4	5	6	7	8			7	8	9	10	11	
	X	12	13	14	15			14	15	16	17	18	
	18	19	20	21	22			21	22	23	24	25	
	25	26	27	28	29	20		28	29	30	31		23
November	1	X	3	4	5		April						1
	8	9	10	X	12			4	5	6	7	8	
	15	16	17	18	19			11	12	13	14	15	
	22	23	24	X	X			X	X	X	X	X	
	29	30				18		25	26	27	28	29	16
December				1	2	X	May	2	3	4	5	6	
	6	7	8	9	10			9	10	11	12	13	
	13	14	15	16	17			16	17	18	19	20	
	20	21	22	23	X			23	24	25	26	27	
	X	X	X	X	X	16		X	31				21
January	3	4	5	6	7		June			1	2	3	
	10	11	12	13	14			6	7	8	9	10	
	X	18	19	20	21			13	14	15	16	17	
	24	25	26	27	28			20	21	22	(23)	(24)	16
	31					20		(27)	(28)				
<u>Days</u>						90	<u>Days</u>						90
							<u>Total Days</u>						180
							<u>Students:</u>	180					
							<u>Teachers:</u>	182					

September	2 6 7 9 14	Teachers' Orientation Labor Day (No School) School Opening - All students report Rosh Hashanah (No School) State Primary Election (No School)	February	4 21-25	6-8 Conferences; PK-5 Professional Development, 9-12 Portfolio Day, No School for Students. Winter Recess (No School)
October	11	Columbus Day (No School)	April	12 18-22	End Third Quarter Spring Recess (No School)
November	2 11 15 25 & 26	State General Election (No School) Veterans Day (No School) End First Quarter Thanksgiving (No School)	May	30	Memorial Day (No School)
December	3 24-31	PK-5 Parent Conferences; Middle & High Schools Professional Development; No School for Students Holiday Recess (No School)	June	9 17 22 23-28	Last Instructional Day for Seniors Graduation 180 th Day Make-up Days
January	17 31	Martin Luther King Day (No School) End Second Quarter			

Approved by School Committee 4/27/10
6/10/2010 - Graduation date added