

Elementary School Handbook 2014~2015



COVENTRY PUBLIC SCHOOLS COVENTRY, RHODE ISLAND

*Please sign receipt and review of this handbook on the last page
and return to your child's school as soon as possible.*

COVENTRY PUBLIC SCHOOLS
COVENTRY, RHODE ISLAND
School Calendar
2014-2015

August 2014				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	K
25	26	27	28	29

September 2014				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2014				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November 2014				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December 2014				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2015				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST (3 Days Cumulative)
 22 Kindergarten Orientation
 25 Teacher Orientation/SRP Professional Development
 26 Professional Development (Required)
 27 First Day of School
 TBD Early Release High School ONLY

SEPTEMBER (19 Days - Cumulative 22)
 1 Labor Day - NO SCHOOL
 9 Primary Election Day - NO SCHOOL
 25 Rosh Hashanah - NO SCHOOL
 TBD Early Release High School ONLY

OCTOBER (22 Days - Cumulative 44)
 13 Columbus Day - NO SCHOOL
 TBD Early Release High School ONLY

NOVEMBER (15 Days - Cumulative 59)
 3 Professional Development Day (Optional) - NO SCHOOL
 4 Election Day - NO SCHOOL
 11 Veterans' Day - NO SCHOOL
 20 Parent/Teacher Conferences - 1/2 DAY FOR STUDENTS
 27 & 28 Thanksgiving Recess - NO SCHOOL
 TBD Early Release High School ONLY

DECEMBER (15 Days - Cumulative 74)
 22-31 Holiday Recess - NO SCHOOL
 TBD Early Release High School ONLY

JANUARY (19 Days - Cumulative 93)
 1 & 2 New Year's - NO SCHOOL
 19 Martin Luther King Day - NO SCHOOL
 TBD Early Release High School ONLY





FEBRUARY (15 Days - Cumulative 108)
 16-20 Winter Recess - NO SCHOOL
 TBD Early Release High School ONLY

MARCH (22 Days - Cumulative 130)
 TBD Early Release High School ONLY

APRIL (16 Days - Cumulative 146)
 3 Good Friday - NO SCHOOL
 9 Parent/Teacher Conferences - FULL DAY FOR STUDENTS
 20-24 Spring Recess - NO SCHOOL
 TBD Early Release High School ONLY

MAY (20 Days - Cumulative 166)
 25 Memorial Day - NO SCHOOL
 TBD Early Release High School ONLY

JUNE (14 Days - Cumulative 180)
 TBD High School Graduation
 18 Last Day of School - 180th Day

-  School Closed
-  Early Release
-  Parent Teacher Conferences
-  First & Last Day of School

February 2015				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March 2015				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2015				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2015				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2015				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Parent Conferences 11/20
 CHS/FMS: 12:30 - 6:00 p.m.
 Elementary: 1:00 - 6:30 p.m.

Parent Conferences 4/9
 CHS/FMS: 3:00 - 6:15 p.m.
 Elementary: 3:45 - 7:00 p.m.

1ST TRIMESTER ENDS: 11/26 - 60 Days
 2ND TRIMESTER ENDS: 3/13 - 59 Days
 3RD TRIMESTER ENDS: 6/17 - 61 Days

1ST QTR. END: 10/31 - 44 Days
 2ND QTR. ENDS: 1/23 - 45 Days
 3RD QTR. ENDS: 4/02 - 44 Days
 4TH QTR. ENDS: 6/17 - 47 Days

COVENTRY PUBLIC SCHOOLS **ELEMENTARY SCHOOL HANDBOOK**

Central Administration

Dr. Michael Almeida	Superintendent
Michael Convery	Assistant Superintendent
Katherine Duncanson, Esq.	Director of Compliance & Human Resources
Andi Rioles	Human Resource Manager
Cheryl Coogan	Director of Special Education
Frederik Schockaert	Assistant Director of Special Education
Jason Martin	Director of Physical Plant & Technology
Mr. James Murphy	Associate Director for Technology
Ellen Murray	Early Childhood Coordinator
Dr. Lynne F. Burke	Director of Education Tech & Information Systems

Central Administrative office hours are 8:00 a.m. – 4:00 p.m. Monday through Friday
Telephone: 822-9400 Fax: 822-9406

Blackrock Elementary School – 822-9450

Alicia Reniere-Castle, Principal

School Hours: 8:30 a.m. – 3:05 p.m. Kindergarten: 8:30 a.m. – 11:15 a.m.; 12:20 p.m. – 3:05 p.m.

Hopkins Hill Elementary School – 822-9477

Kathryn Tancrelle, Principal

School Hours: 8:55 a.m. – 3:30 p.m. Kindergarten: 8:55 a.m. – 11:40 a.m.; 12:45 p.m. – 3:30 p.m.

Tiogue Elementary School – 822-9460

Louise Seitsinger, Principal

School Hours: 8:30 a.m. – 3:05 p.m. Kindergarten: 8:30 a.m. – 11:15 a.m.; 12:20 p.m. – 3:05 p.m.

Washington Oak Elementary School – 397-1976

Don Cowart II, Principal

School Hours: 8:55 a.m. – 3:30 p.m. Kindergarten: 8:55 a.m. – 11:40 a.m.; 12:45 p.m. – 3:30 p.m.

Western Coventry Elementary School – 397-3355

Amy Anzalone, Principal

School Hours: 8:25 a.m. – 3:00 p.m. Kindergarten: 8:25 a.m. – 11:10 a.m.; 12:15 p.m. – 3:00 p.m.

School Committee Members

Katherine M. Patenaude, Chairperson

Frank Hyde, Member

Judith L. Liner, Vice-Chairperson

Ann M. Dickson, Ed.D, Member

David Florio, Member

School Committee meetings are held the 2nd and 4th Tuesdays of every month at 7:00 p.m.
School Administration Building, 1675 Flat River Road, Coventry, Rhode Island

PARENTS AND THE SCHOOL

The Coventry Public School District believes that responsive schools are high achieving schools. Research proves that when families and schools work together, children tend to do better in school. To that end, families, and in particular, parents or guardians should know their rights and how they can be involved in the school community.

Parental Rights:

- The Parental and Family Rights Act under FERPA affords parents and students certain rights to their schools records. If you would like to review your child's educational record:
 - Submit a note to the school principal identifying which records you would like to request.
 - The district has 45 days to grant the request.
 - Parents can ask that any information be amended that may be inaccurate or misleading with detailed reasoning in writing.
 - If the school district does not grant the amendment, families will be advised of their right to a hearing.
 - Parents have the right to withhold consent or disclosures or personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.
- Right to withhold Directory Information
 - FERPA requires school districts to provide "directory information" about students to a variety of sources both individual and organizational. Information that may be released includes student name, address, telephone number, academic awards, photographs, video, etc. Parents have the right to have this information withheld from the public. You will receive a form each year informing you of this right and asking for your determination of directory information.
- Rights under No Child Left Behind (NCLB)
 - Under the *No Child Left Behind* (NCLB) Legislation of 2001, parents have the right to ask for information about the quality of their child's classroom teacher in regards to being "highly qualified" including information on their certification, education, and qualifications. Any parent interested in gaining this information needs to appeal in writing to the district Director of Human Resources.
 - There may be times when an issue arises between families and their child's teacher or other staff member (academic or behavioral). In all cases, issues should be first discussed directly with the classroom teacher/staff member before seeking assistance from the principal. If an agreement cannot be reached with the classroom teacher, then the principal should be accessed for mediation. If the principal is unable to resolve the issue, parents have the right to appeal to the Assistant Superintendent.
- Rights to Services (RtI, ULSS, and Title I)
 - RtI (Response to Intervention) is a collaborative consultation program with shared responsibility and shared expertise in attempting to assist classroom teachers with student concerns in the classroom and is a system which provides support to teachers as they develop alternatives for students experiencing learning difficulties. Students suspected of having learning difficulties must first be brought to the RtI Team for determination of the student's need(s) and the appropriate course of action to address the need(s) (interventions). It is then the team's responsibility to document progress based on the plan and to re-evaluate to determine if additional action is necessary.
 - Parents, teachers, and other staff members can request individual testing of a student by making a referral to the building principal. Written parental permission must be obtained before initial testing of any child is conducted for Unified Learning (formerly special education) services. Tests are provided and administered in the child's native language and are selected to ensure accuracy when administered to a child with impaired sensory, manual, or speaking skills. Tests which are culturally and socially non-discriminatory are administered. Students currently receiving Resource support from the Unified Learning department because they have an IEP (Individualized Education Plan) or a 504 (regular education plan), will receive services as outlined in those documents. Timelines for referral, evaluation, eligibility, and re-evaluation have been determined by the state and district. Each school has a ULSS Team responsible for making decisions about student services. Parents are critical members of that team.
 - If your child attends a Title I school, your child may be eligible for supplemental services (i.e. tutoring, reading academies, etc.). Discuss these options with your principal. Selection for programming is based on the following: 1) Recommendation by principal and/or teacher; 2) parent input; and 3) scores on standardized testing/reading tests/running records.

- **Available Services:**

- **Reading Specialist** – administers individual testing to ensure appropriate placement, provides reading assistance to those requiring remedial reading and reading recovery, as well as serves as a resource person to the classroom teacher.
- **Psychologist** – offers individual testing to students who are having academic difficulty in school to determine if students need additional service, and provides counseling to those students in need.
- **Speech & Language Therapist** – offers individual testing to students to determine if they need speech/language services, and provides individual and group speech/language therapy.
- **School Social Worker** – provides counseling and referral services to families or children who are having difficulty in school.
- **Occupational Therapist** – works with children who have fine motor coordination problems.
- **Physical Therapist** – works with children experiencing problems with the large muscle systems, i.e., walking, running, jumping.
- **Resource Teacher** – provides diagnostic, consultative and direct instructional services to students with mild learning/behavioral problems.
- **Self-Contained Classroom Teacher** – provides instruction to the moderately handicapped student in an intensive classroom setting with mainstreaming when possible.
- **RtI – Response to Intervention** – Educational interventions and progress monitoring.
- **Limited English Proficiency-** This is a state-mandated program to provide instruction in the English language for those students whose primary language is other than English. A specialist in this field tests students to determine acceptance into this program.
- **Special Education Local Advisory Committee (LAC)** - A Special Education Local Advisory Board is made up of parents and professionals who serve as an advocacy group for individual children and groups of children with disabilities. The board provides support and information to all families of children with or without disabilities. If interested, contact the office of Unified Learning Support Services at 822-9400.

- **Opportunities for Involvement**

Parents are encouraged to be active participants in their child’s education by keeping informed of all academic programs, cultural and social activities, and maintaining open communication with teachers.

- **Parent Teacher Association (PTA):**

The PTA is part of a national organization which promotes the welfare of children at a national level and works to establish a close relationship between parents and the school. The PTA is an integral part of the school community. The PTA provides funds and plans cultural arts activities, sponsors various in-school events and various after-school or evening social events, coordinates educational programs and a school volunteer program, provides hospitality at various school-sponsored events (i.e. Open House), works to help the school obtain additional resources, sponsors health and safety programs for students and parents, keeps parents informed of school-related issues, and makes sure your voice is heard. Membership drives are held at the start of each school year. A full calendar of events is sent to all parents at the start of the school year. All parents are encouraged to be active members and participants in the school and the PTA.

- **Committee Work:**

Parents are sought after for their input in school decision making. This includes parent members on the School Improvement Team (SIT), the PBIS Team (community building and discipline), health and wellness committees, outreach, and other building specific committee work. Talk with your principal if you would like to be a part of any of these ongoing committees.

- **School Volunteers:**

Volunteer Policy: See Appendix A

The PTA coordinates volunteers to help throughout the school. Volunteers are needed in the classrooms to assist teachers with various activities. Assistance is needed in the library, in the office, and with various health screenings, which occur during the school year, and with PTA sponsored daytime events such as Book Fairs and Teacher Appreciation. For parents who want to volunteer but are unavailable during daytime hours, volunteers are always needed at the various events which occur after school and in the evenings. There is a general sign-up for the various activities during Open House in September of each year. However, at other times during the year, the need for additional or specific volunteers may be needed, and the PTA will send home notices regarding specific events. Volunteer Handbooks are available at your child’s school. NOTE: Coventry Public Schools requires all volunteers (parent, relative, community member) wishing to volunteer in any capacity within the schools to first receive a

State BCI check. Any exceptions to completing a BCI form will be authorized only by the Principal or the Superintendent of Schools.

○ **Visits to the School:**

Visitors are welcome at the school, but are required to come to the office first. All visitors are required to be accompanied by school personnel at all times. Classroom observations must be scheduled and approved in advance with the school Principal. There is a sign-in book which requires all visitors, including volunteers, to log times in and out and destination. A pass will be given to you and should be returned to the office when leaving the school. Teachers are involved with students during the day and cannot leave them unattended to speak with parents. If you wish to speak with your child's teacher, please make an appointment first.

STUDENT REGISTRATION & ASSIGNMENT POLICY

Requirement for Enrollment:

When enrolling a student for the first time, parents should bring the birth certificate or other proof of age on all kindergarten and new students, and proof of residence (current utility bill, rent receipt or sales agreement). Immunization requirements must be met for all students enrolling. Students should be enrolled in school immediately after residence is established. Records from the student's previous school should be forwarded to the school.

Placement Waivers:

Coventry Public Schools makes every attempt to place students in the neighborhood schools of which the family resides. This policy enables us to achieve the goals of placing students fairly, listening to parental needs, and allowing siblings to attend school together. However, due to enrollment or other extenuating circumstances, the school district reserves the right to change or alter a student's school placement and/or classroom assignment at any time. We regret any inconvenience that this may cause and will try to inform families of any changes that occur before the start of each school year. In addition, it may be necessary for families to document residency when questions of enrollment occur.

Classroom Placement:

Requests for a specific teacher for your child cannot be accepted. Our primary responsibility is to develop classes which reflect a balanced distribution of student learning styles and abilities. Teachers and administrators work together to develop classes for the upcoming school year. They do their best to match students and teachers so that individual needs of each student are considered in the overall composition of each classroom.

Family Relocation (Moves):

If your family moves during the school year, you and your child have certain rights regarding schooling. It is however, the parental responsibility to notify the school in writing, especially if the move is outside of the school district.

TRANSPORTATION

Bus Transportation:

Students are not allowed to change buses without written requests by parents and written authorization by the school. This policy is strictly enforced by the First Student Bus Company. Parents should ensure their child's safety at bus stops and be on time when buses drop students off at their stops, especially for younger students. All kindergarten students must have an adult or sibling accompanying them at the bus stop in order for them to be dropped off. In the event that there is no parent waiting at the bus stop or a sibling getting off of the bus with the child, First Student will return the child back to the school and the parents will be notified. This policy is for kindergarten students only. Listed below are some rules that will ensure appropriate behavior, efficiency of bus runs, and safety for students.

Students should:

1. Leave home early enough to arrive at the bus stop ten minutes before the normal bus pick-up time.
2. Enter and leave the bus only when the door is fully open and never when the bus is in motion.
3. Take your seat promptly on entering the bus and remain in it until you arrive at your destination.
4. Keep your lunch box, books, athletic equipment, backpacks, and musical instruments out of the aisle.
5. Avoid loud, boisterous talk and other noises or actions that might distract the driver.
6. Assist in keeping the bus clean by keeping your waste paper off the floor.

7. Conduct yourself on the bus as you would in school, as the bus is an extension of the school day.
8. Leave the bus promptly and in an orderly manner.
9. Do not stand, push, shove, eat, drink, throw objects, put arms out window and/or fight while on the bus.
10. Be respectful to your bus driver and monitor. They have an important job to do and need your help.

Riding Bicycles to School:

Any student in grade 5 only who wishes to ride a bicycle to school is required to present a note to the principal indicating that this is the parent’s desire. Children who do ride bicycles to school must comply with the following regulations:

1. Students must wear bicycle helmets.
2. Bicycles must be parked at bicycle parking area.
3. Parents/guardians should check with individual schools regarding specifics of school regulations.
4. Use of bicycle locks is advised.
5. Bicycles must be walked, never ridden, on school grounds.

Walkers and Changes in Walker Dismissal/Arrival Procedures:

If you wish to change your child’s usual way of going to or from school for an appropriate reason, a signed note informing the principal of the change is required. **School personnel will only release a student to a person indicated on the student emergency card. Also, be advised that parents cannot change a child’s bus.** This alternate transportation is the responsibility of the parent. The following are some walker’s rules that your child should follow:

- | | |
|--|--|
| 1. Walk on sidewalk or shoulder of road | 5. Cross only at cross walks. |
| 2. Walk facing traffic. | 6. Do not trespass on private property. |
| 3. Obey all traffic signs and crossing guards. | 7. Do not loiter on school grounds. |
| 4. Look both ways before crossing. | 8. Walk directly home upon dismissal (only students in grade 5 may walk home unattended) |

SCHOOL PROCEDURES

School Attendance:

The education of children is of utmost importance to school personnel. Continuity in every grade can only be accomplished with a consistent attendance record. Illness and unforeseen personal reasons do arise within every family, which results in a child’s absence. It is vitally important for each child to be present in school during all hours of the school day. Please telephone the school and inform the office of the reason for the absence and the length of time that you expect your child will be out of school. Notification by 9:30 a.m. is preferred. A written excuse is requested upon your child’s return to school. Individual schools may prepare homework assignments upon request. There are two types of absences: excused and unexcused.

- Excused absences are verified in writing due to illness, medical, counseling, court appearance, family emergency or death, religious holidays, school sponsored events, and out-of-school-suspensions. For an illness to be excused, a doctor’s note is required.
- Unexcused absences are absences due to family vacation, unauthorized absence, or skipping school.

Students absent for 5 or more consecutive days without documentation or excessive absences, excused or unexcused, may be subject to review by administration. A total of 15 days absent per academic year will be subject to review by the attendance officer.

Tardiness:

We realize that there are times when a child may arrive to school late due to certain circumstances. Children must check in at the main office upon their arrival. Children tardy for school may not be permitted to breakfast without consent from the principal depending on the time available. Excessive tardiness will be monitored. Students who are tardy multiple times without written excusable verification will have said tardiness addressed through disciplinary action and/or reported to the attendance officer.

Vacations Scheduled by Parent during School Time:

Student absences, where the family is vacationing, or for some other reason that parents have their child absent from school, may create significant learning difficulties for the student. Classroom instruction, which is the most valuable part of the school experience, continues during the child's absence. Requests for homework will be denied when students are on vacation during regularly-scheduled school days. Parents should contact individual schools for make-up work upon their child returning to school.

Parent Requested Early Dismissal:

Children may not be dismissed early without a written excuse from home. Also, if you wish to have your child's pattern of going to or from school changed in any way, a signed note informing the principal of the change is required on the prior to the day that the child will be making the change. In addition, those individuals picking up your child must be listed on their emergency card. Children are not allowed to leave school with anyone but parents/guardians unless a note is sent to school stating specifically who has been designated by the parent/guardian. A parent/guardian or a designated person will be required to sign out the child. This is for your child's protection and will be strictly enforced. Like tardiness, excessive early dismissals will be monitored. Students signed out early multiple times without written excusable verification, will have said dismissals addressed by disciplinary action and/or reported to the attendance officer and may be subject to administrative review.

School Cancellation Process:

In the event of inclement weather or other emergency situations which would result in the closing or delayed opening of school, parents should listen to all major radio and television stations for announcements. Please DO NOT call the schools. Families may also receive a call from the Coventry Public Schools automated response system. If you do not wish to be a part of this system, you must call 822-9400, Ext. 217, to take your name off the list.

Recess:

Students will be allowed to participate in a recess either outdoors in the playground or indoors in classrooms depending on weather conditions. Recess is provided for students so that they may interact with peers. Use of videos may be a choice, but viewing is not required by students. Videos are approved by the principal prior to viewing. Students who do not follow school rules may miss recess. Consequences are based on the District's PBIS Program.

Communication:

Written communication to parents will be sent home via school-wide list serves. Parents should provide the school with a current email(s) address. Also, parents should check school-wide websites for additional information. If you do not have access to a computer, please inform the principal so that notices may be sent home in paper format with your child.

INSTRUCTION, HOMEWORK & STUDENT PROGRESS REPORTS

Academics:

All of Coventry's Public Schools are designed to help all students in meeting Common Core State Standards (CCSS) as determined by the state to be benchmarks of student achievement in Language Arts (reading, writing, listening, and speaking), Mathematics, Science, Social Studies, and Engineering/Technology. Local district committees use these documents to develop district-wide curriculum. Teachers use them to guide their lesson planning in terms of what their students need to know by the end of each year. They present a framework for what students should be learning and how teachers and students are accountable for that learning. Teachers use their professional knowledge and expertise to differentiate strategies so that all learners have access to the information and have the ability to comprehend and communicate what they have learned in an articulate and intelligent manner. All lessons and activities are designed purposefully to address those standards. It is imperative that families learn about those expectations (available online at corestandards.org) and how they can assist their child in meeting those standards. Supporting your child's teachers and ensuring active classroom participation is a great first step.

The state determines each school's success in teaching those expectations through yearly assessments such as the Partnership for Assessment of Readiness for College and Careers (PARCC) in grades 3-11. The results of these assessments are looked at critically by each School Improvement Team to help schools to determine action with regards to the school improvement planning process and outlining the focus of professional development for teachers and allocation of resources. That and other indicators also rate schools in terms of performance such as high performing or in need of

assistance. You have a right to ask for a copy of your school's School Improvement Plan. Many of them are posted on school websites.

Each year, our schools have Open Houses designed for families to understand the demands on today's students. Many also have a School Report Night to discuss specific successes and needs of each individual school and present the plan to make schools better. When these dates are released, please schedule time to attend. Your partnership is greatly needed in order for students to be successful.

Homework:

Homework, which may include special assignments, research projects, reading and/or written assignments or other assigned tasks directly related to classroom content and curriculum shall be considered an extension of, and reinforcement to, classroom activities and is to be done on the student's own time, outside of the regular classroom environment. Any assigned homework should not greatly interfere with a child's right to playtime, downtime, and family obligations, but it is a necessary component of the education process. Additionally, homework will be graded by teachers, but is not a factor of a student's final grade in any academic subject area. Rather, a student's homework grade is outlined on the Learner Qualities section of the Trimester Progress Report. Students will be assigned purposeful homework on a regular basis according to the following criteria:

- Homework supports class work and is directly related to grade level expectations.
- Homework is never to be considered a punishment or consequence for behavior
- Homework can be completed independently or with little support from parents. Students who do not understand assignments or find the work too difficult may have homework assignments modified.
- Extended projects are sent home with rationale, clear criteria, and manageable timelines.
- Time Guidelines
 - Students in Kindergarten may have homework at different times during the school year, but should take no more than 15 minutes daily.
 - Students in grades 1-3 shall have no more than 30 minutes maximum daily
 - Students in grade 4 shall have no more than 45 minutes daily
 - Students in grade 5 shall have no more than 60 minutes daily
- Homework shall not be given on weekends or holidays.

Furthermore, it is our desire to have parents be partners in your child's education with regards to homework. While each school will do their part to ensure that homework is being assessed for academic rigor and assigned fairly, we hope that parents will do what they can to support their child. Some helpful suggestions include:

- Promoting a positive attitude towards homework.
- Providing a place which is free from distractions.
- Setting a time for doing the work.
- Ensuring that students bring home books and assignments and return to school with these materials.
- Helping out when necessary, but don't take over.
- Communicating with classroom teachers when homework becomes a struggle or source of discord in the family.
- Reading with your child daily to promote literacy development.

Parent/Teacher Conferences:

Parent/Teacher conferences are held twice each year. Notification of the conference will be sent home with students. All attempts will be made to schedule conferences that coincide with conferences for siblings in other classrooms. Do try to make every effort to attend the meeting, as it is a vital part of the school's method of reporting your child's progress. If you wish to have a conference with your child's teacher at any time, please contact the school to schedule a conference at a mutually-agreed-upon time.

Mid-Trimester Reports and Trimester Reports:

Mid-trimester reports are sent home to parents via students in Grades K-5, halfway through each trimester (October, January, and May). Parents are to sign and return them promptly. Trimester reports are issued three times per school year (December, March, and June). Information concerning your child's progress is available at any time. Please feel free to call the school and schedule a mutually-agreeable time to speak to your child's teacher if you believe it is necessary. Teachers may also notify parents when a student is experiencing unusual difficulty.

Promotion/Retention:

At the end of each school year, students who have mastered the appropriate knowledge, skills and concepts for his/her grade, and exhibits readiness for work at the next level, will be promoted to the next grade. In exceptional cases, a child may be retained to his/her present grade. When the possibility of retention exists, the parent(s) shall be notified in writing as early as possible. The decision of the school committee, in cases of retention, shall be final.

GENERAL HEALTH AND MEDICAL INFORMATION

Good health is vitally important for satisfactory progress in school. All Coventry schools have certified nurses-teachers. The school nurse maintains an individual health record for each child. Please help by keeping her informed about any medical information which should become part of your child's health record.

More complete explanations of the Coventry Public Schools' health policies are sent home at the beginning of each school year related to specific grades and ages.

Health and Wellness Policy:

All Coventry Public Schools promote healthy schools in compliance with RI Laws and Guidelines by supporting good nutrition, regular physical activity, and the general well being of students and staff. To this end, there are several policies that must be adhered to in all elementary schools.

- Student physical activity is aligned with the Rhode Island Physical Education Framework.
- The use of food as a reward or incentive in the classroom or school setting is not allowed.
- School stores that sell food must comply with RI Nutrition Guidelines.
- PTA/PTO events must offer at least 50% foods that comply with RI Nutrition Guidelines.
- Beverages with artificial ingredients are prohibited from being sold on school grounds.
- Classroom sponsored parties/celebrations must comply with the Health and Wellness Policy.

In addition, student birthday parties are **strictly prohibited**. Families can no longer send in treats or snacks with their children to celebrate a birthday. If a child brings items these items to school, they will be returned unopened at the end of the day. Students are usually recognized on their birthday by their classroom teacher and peers in a variety of ways such as singing, birthday crowns, cards, etc.

Note: Recognizing the importance of studying other cultures and that many cultural traditions and practices may include food, cultural events including food items, occurring during the school day, will follow the RI Nutrition Guidelines for school vending and a la carte foods as much as possible.

- These should be limited to a designated number of times per year and must be approved by the principal.

Emergency Cards:

When children first enter school, parents are asked to complete Emergency Care Cards which give information about how to contact a parent in case of an emergency, as well as designated people who can be called in the event that parents cannot be reached. Parents should be sure that the designated people are willing to pick up the child at school if it is necessary. Parents are also responsible for updating information on the Emergency Card if any of the information should change. Only those individuals listed on the Emergency Card as authorized may pick up a child from the school. The appropriate legal documentation regarding people prohibited from having contact with a child must be kept on file in the office. There can be no exceptions to this policy.

Illness/Injury at School:

If a child becomes ill or injured while attending school, the school nurse has the prime responsibility of administering first aid, evaluating the illness or injuries, and approving and dispensing properly contained and prescribed medication. However, all school personnel will remain alert to assure that appropriate action is taken to maintain the student's well-being. Children will be sent home from school if there is: a fever; signs of a contagious disease (e.g. rashes and/or other skin eruptions); vomiting or diarrhea; or injuries requiring further attention. Parents should follow this policy and not refuse to pick up their child. Parents or their designee should also pick up their child within a reasonable time frame.

Unfortunately, we are unable to wait for parents to get out of work, find child care, etc. Any injury which cannot be reasonably handled through the administration of simple first aid shall be immediately referred to the parent. Procedures to contact the physician or emergency medical personnel are in place if needed.

Medication Policy:

Medication is not allowed in school without prior approval. There are times when medications are necessary to assure a student's attendance at school. All medications, both prescription and over-the counter, are to be brought in the original container which is properly labeled with the name of the student, the name and dosage of the medication, instructions for administration, and physician's name. The medication is to be brought to the nurse/teacher at the beginning of the school day with the current parent/physician authorization form. All medications will be kept in a locked cabinet and will be dispensed only by the nurse/teacher, parents, or parent designee. Exceptions are made for those students who, with physician's orders, require the use of an Epi-Pen, Epi-Pen Jr., asthma inhalation device or other emergency medication. An individualized plan for self-administration of such medication (which shall be readily available to the student) shall be developed by the nurse/teacher. Medication forms are available through the school nurse. **No medication will be given without a physician's order. This includes aspirin/ibuprofen products, allergy medication, and cough drops/pops.**

Immunization Requirements and Physical Examinations:

State law mandates that all students entering school for the first time provide evidence of up-to-date immunizations and a recent physical exam by the first day of school.

Health Screenings:

The following health screenings are required by State Law and will be given during the school year. If your child fails a screening and re-screening, where required, it will result in notification to the parent for follow-up assessment with the appropriate medical personnel.

- Vision (105.0): Vision screenings occur in grades 1, 2 and 3 every year. The screenings include near and far acuity and ocular alignment and muscle balance.
- Hearing (106.1): Hearing screenings are done annually in grades K, 1, 2, and 3, by Rhode Island School for the Deaf personnel.
- Dental (108.0): Dental screenings are done annually by Dr. Gordon, our school dentist, for all students who do not return dental cards completed by their private dentist. Parents are notified of their children who need further dental attention

GENERAL INFORMATION

Fire Drills, Lockdowns, and Emergency Evacuations:

All schools are required to devise and implement a Crisis Response Plan that covers precautions and instructions should emergencies occur. These drills are held during the school year as an important activity promoting the safety and well-being of students. Students may be prompted to various actions by either an announcement over the intercom or the fire alarm. The fire alarm is a buzzing sound or a horn. It is essential that when the signal is given, everyone obeys orders promptly. Exiting procedures are posted in each classroom. All students are to move away from the building and remain in class groups to give the teacher an opportunity to take attendance. Students must never re-enter the building except by verbal order from the principal or teacher.

Community Building and Discipline: PBIS (Positive Behavior Interventions and Supports):

Just as every student has the right to an education without disruption, every student has the obligation to be polite and considerate in their dealings with other students, teachers and staff members. Everyone benefits from a "thank you," "excuse me," or from someone offering help to another. Good manners and the willingness to be positive to one another helps contribute to a great school! Our interest is our students' welfare and we care enough about our students to keep after them so that they will have the best chance for success in ALL THEY DO. Therefore, we have certain expectations of our students and build mantras around those expectations as reminders for appropriate behaviors. In whatever they do or wherever they go, students will have to adjust to the demands made upon them.

Each school's unique community is based on expectations that should be easily understood by students including being prepared, tolerant, respectful, kind, and responsible. Good discipline is a friendly, yet orderly relationship where we work

cooperatively toward our goals. It includes appropriate classroom management and other discipline strategies focused on helping students to act properly in the building, on the playground, and on the busses. For many students, this comes naturally, but for others, it must be taught positively through community building activities and supports. Each Coventry Elementary School is committed to community building and student discipline using the PBIS system.

PBIS is a nationally recognized program that supports positive student behavior through the use of preventative, proactive strategies in a systemic way. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, restrooms). Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional (<http://www.pbis.org/schoolwide.htm>). Each school's goal is to always have more than 80 % of the population contributing positively to the school's culture. Through PBIS, all students receive rewards and consequences for their behavior and there is a strong reporting out/family communication piece. Students who continually experience difficulties with following school rules and/or engaging appropriately with others are often evaluated for individualized support and assistance. Families should receive school specific information at the beginning of each school year.

Examples of classroom/school rules may include:

1. Children must respect school property.
2. Children must use appropriate social language.
3. Children must respect the rights and property of others.
4. Children must not be willfully disobedient.
5. Fighting is never permitted (and is often an offense that requires out-of-school suspension)
6. Children must not leave the building without permission.
7. Children must obey all rules and regulations of the school they attend.
8. Bullying or harassment will not be tolerated.
9. Weapons or items that could be used as weapons (including toys) are not allowed in school (zero tolerance and is often an offense that requires out-of-school suspension)
10. Children may not bring, use or distribute drugs, alcohol or illegal substances on the way to, from or during school.
11. Electronic devices of any kind are not allowed on school property and the school is not responsible for those items.

Bullying Policy: See Appendix B

All schools have consequences when classroom management techniques fail and/or when expected standards of student behavior are not adhered to. The following range of consequences may be applied by the principal or school behavior specialist, depending upon the needs of the child, the nature of the offense, and the frequency of the occurrence:

- | | |
|--|---|
| 1. Writing and implementing a corrective plan of action. | 5. Loss of recess privilege |
| 2. Verbal and/or written apology | 6. Remaining beyond a regular school day. |
| 3. Meeting/call with principal/teacher/parent/student | 7. Restoring of defaced property |
| 4. Time out in a designated area | 8. suspension – in/out of school |

Assemblies:

Special programs of a cultural, informational and/or enjoyable nature will be presented to students during the school year. Good school spirit and pride should be shown at such times by treating those presenting an assembly with respect and courtesy.

Field Trips:

Field trips of educational value will be scheduled by teachers periodically throughout the school year. We encourage your full participation when possible; however, they are strictly voluntary and an alternate educational activity will be planned for those who do not attend. In some instances, there will be a charge to cover expenses. Field trips are chaperoned by members of the faculty, staff, and parents. Written permission is required in order for students to go on field trips. No child will be allowed to go on a trip without parent/guardian permission. If your child fails to return his/her permission slip, and you cannot be reached that morning by phone, your child will not be allowed to attend. If there are financial hardships, please notify the school principal. Volunteers and chaperones are chosen by the teachers and are rotated to provide a chance for all parents to participate as chaperones.

Textbooks and Equipment:

Children are responsible for all books, supplies, furniture, and other equipment provided for their use and will be expected to pay for lost or damaged items. Textbooks brought home on a regular basis must be covered. Students who do have

outstanding library books or charges for books/equipment, will have their report cards held until the books are returned/outstanding fees are paid.

Dress & Appearance:

Students are encouraged to dress in a comfortable, appropriate, clean manner. Sneakers are required on gym days. Clothing or gestures that display “hate speech,” or which display lewd, vulgar, profane or obscene content will not be allowed. Girls are not allowed to wear tube tops, shirts that expose the belly or “midriff,” revealing shirts, shirts with spaghetti straps, short skirts, or short shorts (skirts and shorts must come to right above the knee). Straps on shirts should be at least one and a half inches wide. Boys should not wear tank tops, white sleeveless undershirts, or “saggy” shorts/pants/jeans. Flip-flops are discouraged. Any jewelry should be age-appropriate and not serve as a distraction. Any fashion (e.g., clothing, foot ware, jewelry, or other accessory) that materially and substantially interferes with the requirements of appropriate discipline in the operation of the school or that collides with the rights of others will not be allowed. The school reserves the right to require the student to immediately change the prohibited clothing or require the parent to provide alternative clothing. Parent cooperation in this matter is greatly appreciated. Students will go out for recess after lunch and should be prepared with mittens, hats, and boots in cold weather. Students should check the “Lost & Found” area for any lost items. Hats and bandanas may not be worn inside the building except on special school spirit days, as well as face makeup and colored hair spray. In these cases, the same rules apply.

School Insurance:

Unfortunately and on occasion, students are injured while participating in school activities. These injuries are usually accidental and generally not serious. However, once in a while we experience an injury which, without parental medical coverage, could become somewhat financially burdensome to the parents. Shortly after school opens, a low-cost student accident insurance program will be available to all students. If you choose to purchase this coverage, the completed form and fee should be returned to school.

Use of Telephone:

Office phones may not be used by students to call home for forgotten homework or musical instruments. Students may use phones for emergency purposes or to communicate, at a teacher’s request, behavioral issues or detention. Please do not call the school and ask that messages be delivered to your child unless it is a very important matter. **The use of student cell-phones during the school day is also prohibited.** Cell phones that are taken out of backpacks or used during the school day will be given to the office and returned only when a parent picks it up from the school.

Breakfast/Lunch Program:

Breakfast price for the 2014-2015 school year is \$1.25 for full-price breakfast and 30¢ for reduced-price breakfast. Lunch prices are \$2.50 for full-price lunch, 50¢ for reduced-price lunch, and 50¢ for milk. A student eligible for a free/reduced lunch must have a parent/guardian signature and completion of the application form. Breakfast and lunch menus are published monthly and sent home with your child. Those children who bring their lunch to school may purchase milk if they desire. When students in a school are identified with severe food allergies (such as peanuts), parents may be asked to exclude such items from lunches and snacks or a classroom accommodation may be made to restrict the location of lunches to avoid allergic reactions for selected students.

All school rules are in effect during lunchtime. The cafeteria staff and supervising aides are to be respected. Respectful language and conduct is expected of all students. Snacks are NOT allowed on the playground area. Students must not discard food or containers improperly, and they must cleanup their own areas after lunch.

Items from Home:

To eliminate damage to valuable personal items, no such items should be brought to school unless specifically requested by a teacher. This includes radios, cell phones, electronic toys/games, MP3 players, dolls, expensive balls, remote control toys, crafting items, board games, etc. Novelty items such as water pistols, pea shooters, or similar items, are not to be brought to school. Students who fail to cooperate will be reported to the office and items will be confiscated until a parent retrieves them or until the last day of school. Pocket knives and any other object which may be considered a weapon is not allowed in school. A zero tolerance policy exists in the Coventry School District.

Drugs, Weapons, Inappropriate Materials:

For the safety of all students and faculty and based on state law, students may not bring a weapon (including any reasonable facsimile of a weapon) or item to school or possess a weapon or item at school that materially and substantially interferes with the requirements of appropriate discipline in the operation of the school or that collides with the rights of others to school. For the safety of all students and faculty and based on state law, students may not bring or possess any illicit drug to school. For the safety of all students and faculty and based on state law, students may not bring any other

drug to school, unless authorized by school administration. Students who engage in behaviors that pose a danger to other students will be addressed through disciplinary action up to and including suspension. Every student deserves to learn in a safe and threat-free environment.

Lost & Found Articles:

Articles which are found anywhere in the building or on school grounds should be taken to the office. These articles may be claimed upon proper identification by the person who has lost them. Students are advised not to bring unnecessary valuables to school. Neither the school nor the faculty is responsible for negligent care of personal belongings.

STUDENT ACCEPTABLE TECHNOLOGY USE POLICY

Coventry Public Schools offers data networking and Internet series through Coventry Network for Educational Testing.

Educational Purpose:

- a. CNET was established for a limited “educational purpose”, including classroom activities and career development.
- b. CNET has not been established as a public access service or a public forum. Coventry Public Schools has the right to place reasonable restrictions on material accessed or posted through the system. You are expected to follow the rules set forth in School Board Policy #4148, Student Handbook, or CNET Handbook for elementary schools, and the law.
- c. You may not use CNET for commercial purposes. You may not offer, provide, or purchase products or service through CNET.
- d. You may not use CNET for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

Student Network Access:

- a. All students will have access to network and Internet resources through their classroom, library, or computer lab.
- b. All students will have access to an individual home directory for grades 4-12 students and a classroom directory for K-3 students for the purpose of storing class work.
- c. You and your parent must sign an Account Agreement to be granted an individual CNET account. This agreement must be renewed on an annual basis. Your parent can withdraw approval at any time in writing to the principal.
- d. If approved by your principal or his/her designee, you may create a person web page on CNET. All material placed on your web page must be pre-approved in a manner specified by the school. Materials placed on your web page must relate to your school and career preparation activities.

Unacceptable Uses: The following uses of CNET are considered unacceptable:

- a. **Personal Safety:** 1) You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc. 2) You will not agree to meet with someone you have met on-line without your parent’s approval. Your parent should accompany you to this meeting. 3) You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel comfortable.
- b. **Illegal Activities:** 1) You will not attempt to gain unauthorized access to CNET or to any other computer system through CNET or go beyond your authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing”. 2) You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. 3) You will not use CNET to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of any person, etc.
- c. **System Security:** 1) You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. 2) You will immediately notify a teacher, administrator or the Director of Technology if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. 3) You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures if you download software.
- d. **Inappropriate Language:** 1) Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. 2) You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. 3) You will not post information that could cause damage or a danger of disruption. 4) You will not engage in personal attacks, including prejudicial or discriminatory attacks. 5) You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you

are told by a person to stop sending them messages, you must stop. 6) You will not knowingly or recklessly post false or defamatory information about a person or organization.

- e. **Respect for Privacy:** 1) You will not re-post a message that was sent to you privately without permission of the person who sent you the message. 2) You will not post private information about another person.
- f. **Respecting Resource Limits:** 1) You will use the system only for educational and career development. 2) You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer. Your home directory must not exceed 10MB in size. Home directories that exceed this limit will be searched and emptied. 3) You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- g. **Plagiarism and Copyright Infringement:** 1) You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were your ideas. 2) You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.
- h. **Inappropriate Access to Material:** 1) You will not use CNET to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parents have approved. 2) If you mistakenly access inappropriate information, you should immediately tell your teacher, administrator, or any faculty member. This will protect you against a claim that you have intentionally violated this policy. 3) Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parent’s instructions in this matter.

Your Rights:

- a. **Free Speech:** 1) Your right to free speech, as set forth in the Student Handbook or CNET Handbook applies also to your communication on CNET. CNET is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech for valid educational reasons. The district will not restrict your speech on the basis of a disagreement with the opinions you are expressing.
- b. **Search and Seizure:** 1) You should expect only limited privacy in the contents of your personal files on the district system. 2) Routine maintenance and monitoring of CNET may lead to discovery that you have violated this policy, the Student Handbook, or the law. 3) An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the policies set in the Student Handbook, or the law. The investigation will be reasonable and related to suspected violation. 4) Your parents have the right at any time to request to see the contents of your folders and files. They are to make this request in writing to building administrator.
- c. **Due Process:** 1) The district will cooperate fully with local, state, or federal official s in ay investigation related to any illegal activities conducted through CNET. 2) In the event there is a claim that you have violated, this policy or the policies set in the Student Handbook in your use of the CNET, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator. 3) If violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the Student Handbook. Additional restrictions may be placed on your use of your Internet account.

Limitation of Liability:

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through, or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

Personal Responsibility:

When you are using the CNET, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little “electronic footprints”, so the odds of getting caught are really about the same as they are in the real world. But the fact that you can do something or think you can do something without begin caught does not make it right to do so. Even if you don’t get caught, there is always one person who will know whether you have done wrong – and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

ELEMENTARY
SCHOOL LUNCH
PRICES



	<u>Full Price</u>	<u>Reduced</u>
Breakfast	\$1.25	\$.30
Lunch	\$2.50	\$.50
Milk	\$.50	

OPEN
HOUSE



Blackrock	Sept. 11, 2014
Hopkins Hill	Sept. 24, 2014
Tiogue	Sept. 17, 2014
Washington Oak	Sept. 10, 2014
Western Coventry	Sept. 18, 2014

**COVENTRY PUBLIC SCHOOLS
COVENTRY, RI
SCHOOL VOLUNTEERS**

PURPOSE:

This policy shall serve to establish School Committee policy, guidelines, procedures and expectations to govern the involvement of adult volunteers working within the educational environment of Coventry Public Schools.

PHILOSOPHY:

The Coventry School Committee recognizes the inherent value and benefit of the presence of qualified and authorized volunteers working in the school environment to assist teachers in strengthening the learning experiences of students in the various activities of their daily school participation. The Committee further acknowledges the rich and varying resources, special knowledge and particular talents that parents, community members and students have to contribute to the educational program and school community, and in so doing, encourages school personnel to capitalize on the availability of these resources.

In support of this belief, the School Committee sets forth the following policy statement.

POLICY STATEMENT:

Principals in Coventry Public Schools will oversee and administer the use of volunteers within their building for educational enhancement and enrichment.

The Parent Teacher Association in each school provides volunteers in the areas of social programming, fund development, fund support, and overall school community support.

A volunteer shall be defined as a person who works on an occasional or regular basis at a school site to support the efforts of professional personnel. Volunteers serve in that capacity without compensation or employee benefit of any type.

As a school system, the security and safety of all children is a primary concern. It is for this reason that Coventry Public Schools requires all volunteers (parent, relative, community member) wishing to volunteer in any capacity within the schools must complete the forms required to receive a State BCI check. Coventry Public Schools will pay the \$5 fee. The BCI will stay on record during the time your child remains at the school. New BCI checks will be required when students, and volunteer, moves to another school. The paperwork to receive a BCI will be filled out at the new school.

Note: Approved volunteer lists will be shared with other schools. If you have students in multiple schools, only one BCI is required during that school year.

Volunteers shall adhere to rules and district protocol for confidentiality as well as all other rules and regulations observed by the District. Volunteers shall not discuss students/school related issues in the outside community, and shall not access confidential information, files or records. Volunteers who violate confidentiality will be barred from further volunteer work.

Volunteers shall agree to indemnify and hold harmless Coventry Public Schools, its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any intentional acts, omissions or negligent acts of the volunteer to the extent that the school District's policy of insurance does not cover the acts or omissions of the volunteer.

Volunteers shall be required to execute a volunteer confidentiality, and liability and indemnification form. Prior to being eligible to serve as a volunteer, the individual shall complete an orientation provided by the Principal or his/her designee and demonstrate an understanding and agreement to comply with such rules, regulations and protocols to the Principal's satisfaction.

Volunteers will be governed by the following:

1. Use of volunteers within the district is not to conflict with or replace any regularly authorized personnel allotment.
2. Volunteers who work with students shall not be used to perform educational functions that are within the bounds of the trained professional educators.
3. Volunteers are expected to comply with all rules and regulations set forth by the District.
4. The spirit of donating service to the District will, in all cases, be accepted gratefully, however, it must be understood that this service must be under the direct control of the Principal and the Superintendent of Schools.
5. Volunteers are assigned by the Principal or his/her designee. Volunteers are not guaranteed in a specific classroom or for a particular activity. Placement will be based on school need, numbers of available volunteers, individual skill set, and/or staff selection.
6. Training may be required prior to volunteer placement.
7. PTA volunteers must have approval of the Principal or his/her designee for all school activities abide by all policies, rules and procedures, and will be subject to the same background checks stated herein.
8. Volunteers must follow the registration or sign-in policy procedure of buildings where they are a volunteer.
9. Volunteering in the schools is a privilege, not a right. Teachers plan activities around the anticipated presence of a volunteer. Therefore, it is imperative that volunteers take their placement seriously, maintain dependable attendance, and communicate with teachers.

EXCLUSIONS:

This policy shall not apply to parents observing classrooms or visiting schools, guest speakers, performers, student mentors who are enrolled in Coventry Public Schools, newspaper reporters, vendors for school related items such as rings, yearbooks, etc. provided they are accompanied by school personnel.

VOLUNTEER HANDBOOK:

Volunteers will be given a volunteer handbook which outlines the duties and responsibilities of a volunteer and also provides a list of opportunities to volunteer in Coventry Public Schools.

Adopted 6/28/201
Revised: 10/03/1
Revised 12/13/11

STATE OF RHODE ISLAND

Department of Elementary and Secondary Education

SAFE SCHOOL ACT

STATEWIDE BULLYING POLICY



Effective: June 30, 2012

RHODE ISLAND STATEWIDE BULLYING POLICY

INTRODUCTION

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

TABLE OF CONTENTS

<u>Section #</u>	<u>Page #</u>
1. Definitions	1
2. School Climate	2
3. Policy Oversight and Responsibility	2
4. Information Dissemination	3
5. Reporting	3
6. Investigation/Response	4
7. Disciplinary Action	4
8. Social Services/Counseling	5
9. Social Networking	5
10. Other Redress	5
11. Adoption of Policy	5

1. DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity
And expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

2. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy.

The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16-7.1-2(e)) and school safety plan (§16-21-24).

4. INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

5. REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*).

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6. INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/ Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

8. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

10. OTHER REDRESS

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

11. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

REPORT FORM (SAMPLE)
(Bullying and/or Cyberbullying)

Name: _____ Student ID: _____ Grade: _____

Date: _____ Time: _____ School: _____

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

Relationship between you and the alleged bully, and/or cyberbully:

Describe the incident:

When and where did it happen? _____

Were there any witnesses? [] yes [] no If yes, who? _____

Other information, including previous incidents or threats:

Student or parent declines to complete this form: Initial: _____ Date: _____

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

Student: _____ Date: _____

School official receiving complaint: _____ Date: _____

School official conducting follow-up: _____ Date: _____

This document shall remain confidential

