

# Woonsocket Education Department



## Elementary School 2007-2008 Student/Parent Handbook

Dear Parents, Guardians, and Students

Welcome to the Woonsocket School System. This handbook is for you. We hope that it will be helpful in providing you with information about some of the school system's policies and procedures. Additional information about the school your child is attending will be sent home by the school.

These are important days in the lives of children. A good foundation formed during the elementary years usually indicates success in later years. The Woonsocket School Department Staff is dedicated to educating your child. However, they cannot do it alone. Parental encouragement and involvement cannot be over stressed. Parents are a key element to school success. You are urged to contact the school whenever you have a problem or concern.

Please read this handbook carefully and discuss it with your child. He/she is expected to both know and follow the rules and regulations of the school in order to make the experience worthwhile. After you have read and discussed the information with your child, keep it in a handy place so you can refer to it during the year.

We look forward to having a productive and positive educational experience in the coming year. Have a great year!

Sincerely,  
The Members of the Woonsocket School Department

## Woonsocket Education Department's Fundamental Purpose (Mission)

*Empowering all learners to shape and enrich their changing world.*

### Strategic Plan Objectives

1. We will continue to review, revise, and improve all Pre-K through 12 Standards and Benchmarks with aligned corresponding curricula in all ten content areas.
2. We will develop and support school and community partnerships that enhance student learning.
3. We will analyze all data to drive self-study for district and school improvement decision-making.
4. We will expand the integration of technology to be embedded within our curriculum and instructional practices.
5. We will provide a healthy and safe learning environment to enhance and promote academic achievement for all students.
6. We will provide professional development that supports schools' improvement efforts that align with standards-based instructional practices.
7. We will recruit the most qualified candidates and provide support for continued growth and development for all staff.
8. We will commit the resources necessary to support all school improvement efforts.

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## VISITORS TO THE SCHOOL

All residents of Woonsocket are welcome in our schools. We are happy to have visitors and volunteers in the schools, and parents and guardians are encouraged to participate in the school's activities. It is important for your child's safety, however, that upon entering the building all visitors report to the office. Even if you are a regular visitor to the building, we need you to report to the office so we know you are in the building. All schools are now equipped with television monitors and electric locks so please enter school by front entrance.

## SCHOOL SAFETY GUIDELINES – VISITORS TO THE SCHOOL

Dear Parent(s) / Guardian (s),

Recent national events have heightened our awareness of the need for careful vigilance with regard to the security of our schools. As always, the safety and security of our students is our main responsibility and we continue to do whatever is reasonably possible to insure this goal.

Therefore, the following guidelines for school safety have been adopted in all elementary schools:

- All outside doors will remain locked at all times for the entire day.
- All visitors and late student arrivals are instructed to report to the school office through the front door only.
- Visitors will not be allowed access through the back or side doors at any time.
- Students have been instructed not to open any doors for anyone at any time
- Visitors who ring the doorbell and are unfamiliar to staff members will be asked to state their name and nature of their business before entering the school building.
- A photo ID that will be photocopied for school records may be required for proper identification purposes
- Up to date copies of court documents regarding custody of children attending schools must be provided to the office.
- Student school Emergency Forms need to be completed and updated reflecting any changes in names, addresses, telephone numbers and emergency contact people. Students will not be released to an adult who is not listed on the emergency form or who does not provide the office staff with proper identification upon request.
- All school volunteers will be required to participate in a BCI Check through the Woonsocket Police Department

School Emergency Plans will continue to be discussed and updated with additional safety measures that will be implemented as necessary in the near future.

## SCHOOL HOURS

Doors Open for Breakfast	8:30 A.M.
Full Day K-5	9:15 A.M. - 3:20 P.M.
A.M. Pre-K - Special Needs	9:00 A.M. - 11:35 A.M.
P.M. Pre-K - Special Needs	12:50 P.M. - 3:15 P.M.

Children must not arrive at school before 8:45 A.M.; and should come directly into the schoolyard. These times must be followed carefully for the safety of your children, as there is no supervision before 8:45 A.M.

## NO SCHOOL ANNOUNCEMENTS

In the event of stormy weather or a school emergency such as a power failure, heating problems, or other reasons please listen to the radio for any "No School" announcements made by the superintendent of schools. Also, if there is to be an early dismissal from school because of bad weather or a school emergency there will be an announcement. Do not call the school or the main office.

Local radio and television stations to listen to are:

WNRI	1380 <b>AM</b>	CHANNEL 10
WOON	1240 <b>AM</b>	CHANNEL 12
WPRO	630 <b>AM</b> or 930 <b>FM</b>	

Also you can find school cancellations on [www.woonsocketschools.com](http://www.woonsocketschools.com) on the Internet (under **Notice to Parents**).

## ABSENT AND TARDY FROM SCHOOL

State and Local regulations require that when a student returns to school following an absence, he or she must present a written excuse signed and dated by a parent or guardian with an explanation of the absence.

If a student is not in his or her class when the bell rings at 8:45 A.M. he or she is tardy and must report to the office. A written excuse must be brought in no later than the next day.

Woonsocket Education Department's Elementary School Attendance Policy: the Woonsocket Education Department believes students cannot receive the full benefits of school if they are absent. The first goal for students and parents should be that all students attend 100% of the days scheduled for instruction.

Excused Absences Students will be excused for the following:

1. Student's personal illness
2. Illness in the family
3. Death in the family
4. Regularly observed religious holidays

Unexcused Absence

1. Unexcused absence through three (3) days will be handled by the administration with whatever actions deemed appropriate within their particular school. This will include documented verbal or written communication with the parent/guardian.

2. On the fourth (4) unexcused absence, the student's case may be referred for intervention, which could include 1) Referral to the Attendance Officer. 2) Referral to the School Social Worker or Counselor. 3) Referral to a Social Services Agency. 4) Referral to the Department of Children, Youth and Families.

**Please Note:**

1. All absences require written documentation (e.g. note from parent/guardian or doctor).
2. It is recommended that parents notify the school when their children will be absent.
3. Make up work is the responsibility of the student.

#### **EXCUSING PUPILS DURING THE SCHOOL DAY**

Written permission from a parent or guardian is required in order to have a student dismissed from school. The parent or an authorized designated adult must come to the school office to pick up their child. Since missing school affects a student's work, we recommend appointments be made whenever possible after school. Students should bring the written permission note to their teacher at the beginning of the school day.

Students who become ill during the school day must be dismissed with the nurse's and/or principal's permission. Parents or an authorized designated adult must come into the school to pick up their child. If your child is injured, has a fever or is contagious, it is our policy to notify the parent and exclude the student for his benefit and the safety of others.

Otherwise, the student is expected to remain in class. It is a great help to have current phone numbers on hand in cases of emergency. If your child has not returned the Emergency Form to his/her teacher, it is recommended that this be done immediately.

#### **BUS STUDENTS / SCHOOL BUS RULES AND REGULATIONS**

The Woonsocket Education Department authorizes the use of video surveillance cameras on all school buses to promote transportation safety and proper student behavior, to prevent vandalism, to monitor bus drivers, to identify disruptive students, and to document the activities of riders during their transport to and from school and school activities. Students found to be in violation of the district's bus conduct rules will be subject to discipline in accordance with district policy.

[Adopted 4/2004]

If you live at least one mile from school, you are eligible for busing. Routes are published in the newspaper or you can check with the school office for further information. Parents of bused students are reminded that children must behave on the bus or face interruption of service; monitors ride the buses to assist with discipline, but the cooperation of all involved is necessary for the safe operation of our transportation system.

For your child's safety, your child will be put on the bus unless, you write a note to the teacher excusing your child from taking the bus. In this event you or an adult designated on the Emergency Form must be at the school before the children board the bus at dismissal and report to the office to sign your child out. Notes regarding children excused from their bus must be turned in at the beginning of the school day. **Bus children will only be dismissed to parents or adults designated on the Emergency Form unless a note requesting such dismissal signed by parent/guardian is brought to the school.** Parents are requested to inform the bus driver and monitor of any medical condition your child has so adequate preparation may be made in case of emergency.

The following is a short list of guidelines to help parents;

**Distance-** student's home address must be at least:: 2.25 miles from the WHS  
1.75 miles from the WMS  
1.00 mile from all elementary schools

The Woonsocket Education Department does not provide transportation for day-care.

**Change of address-** any student who moves and is now or still eligible for bussing, parents must fill out the “Change of Address” form.

**Medical-** all medical requests must have “Transportation Request” form along with a doctor’s note explaining what the ailment is and how long students needs transportation (good for 1 year only).

**Special Needs-** any requests/addition or changes (must be in students IEP), parents must call the Special Education Department (767-4626).

**Routine Requests-** parents must fill out “Transportation Request” forms.

### **BUS CONDUCT AND RULES**

1. Follow directions of the driver and aide at all times.
2. Stay in your seat.
3. Do not open windows. Keep all parts of your body in the bus.
4. No pushing, shoving, shouting, bullying, fighting or foul language at anytime.
5. No \*eating, drinking, smoking or spitting. (\*Eating is permitted in special cases with doctor’s permissions.)
6. On special education busses, seat belts must be used at all times.

### **BUS CONDUCT AND RULES (continued)**

#### **IF A NON SPECIAL EDUCATION STUDENT BREAKS THE RULES:**

**1<sup>st</sup> Time** – Driver verbally warns student and notifies principal

**2<sup>nd</sup> Time** – Bus conduct form sent to parent by principal.

**3<sup>rd</sup> Time** – Parent/Principal/Transportation coordinator conference.  
Possibly one (1) week suspension of school transportation.

**4<sup>th</sup> Time** – Parent/Principal conference. Possible two (2) week suspension of school transportation

**5<sup>th</sup> Time** – Parent/Principal/Transportation coordinator conference.  
Student could be suspended from school transportation for remainder of school year.

**If a special education student breaks the rules**, and such behavior is not related to the child’s handicapping condition, the student will be subject to the following disciplinary actions:

**1<sup>st</sup> Time** – Driver verbally warns student and notifies Principal.

**2<sup>nd</sup> Time** – Bus conduct form sent to parent by Princpal.

**3<sup>rd</sup> Time** – Parent/Principal/Transportation coordinator conference.  
Possible two (2) day suspension of school bus transportation.

**4<sup>th</sup> Time** – Parent/Principal/Transportation coordinator conference.  
Possible one (1) week suspension of school bus transportation.

The following inappropriate behavior by a non –special education student will result in suspension of transportation privileges:

1. Physical harm to another student
2. Physical harm or threat of physical harm to driver or aide.
3. Damage to vehicle.

The above inappropriate behavior by a special education student will result in an immediate parent conference and could result in the suspension of transportation.

## **STUDENT TRANSFER/ASSIGNMENT POLICY**

The School Committee of the City of Woonsocket shall establish a district for each school, and each pupil shall be assigned to and be required to attend the school located in the district where such pupil has his or her legal residence, unless transferred by the Superintendent of Schools. Prior to registration and at other times as requested, parent(s)/guardians(s) will be required to validate their residency. Such validation may include utility bills and/or leases dated no earlier than two months prior to the request. Said documentation must be presented to the appropriate building principal within two weeks of such request. Failure to comply with this request may result in jeopardizing a student's current district placement.

The grade status of a student transferring from another school shall be recognized, and no student shall qualify for a higher grade unless a placement test is given which qualifies him/her for such higher grade.

## **KINDERGARTEN PROGRAM REGISTRATION / PLACEMENT PROCEDURES**

School Department placements of kindergarten children are determined by the following guidelines:

1. Children turning five (5) years of age on or before September 1<sup>st</sup> are eligible for kindergarten placement.
2. Neighborhood school of the child.
3. Bussing and space availability.

Family will be informed of kindergarten child school and class placement in the summer. Principals will be responsible for these mailings.

When space is an issue, students may be placed in an out-of-neighborhood school where bussing and space are available.

The Superintendent of Schools may grant or deny the transfer of any pupil for any reason or reasons that he/she deems to be in the best interest of the pupil and the school system.

## **DRESS CODE**

Dress is a matter of taste, and it is expected that students at all Woonsocket Elementary Schools will show a maximum of good taste. Unusual or extreme fads in dress or hairstyles will be discouraged. Parents please remember; children of this age should not be solely responsible for deciding what is appropriate school attire. You as parents need to have the final decision concerning dress.

### **The following type of dress are not allowed:**

1. Halter tops, bare-midriff blouses, muscle shirts, and tank tops.
2. Micro / mini skirts (no skirts no higher than four inches above the knee are prohibited).
3. Spandex shorts, short shorts, or bikini shorts (shorts no higher than four inches above the knee are prohibited).
4. All pants, shorts, and skirts are to be worn at waist level with no under garments visible at any time.
5. Sleepwear or slippers
6. Headgear of any sort, including hats, headbands, bandannas, kerchiefs, head phones/radios, etc.
7. Shirts with obscene, distracting or distasteful symbols or language.
8. Any garment or ornament determined or perceived by an administrator to be gang-related in nature.
9. Any footwear that can be considered a safety hazard to the student or student body (flip flops).

Walking shorts, which are no higher than four inches above the knee are allowed prior to November 1<sup>st</sup> and after April 30<sup>th</sup>.

No student shall wear headgear of any sort in the school building except as directed by school personnel for safety purposes, for special events or activities or where permission is given by the appropriate administrator. This policy shall not be deemed to prohibit the wearing of hair ribbons or similar items.

The school reserves the right to send students home when their manner of dress is deemed to be a distracting influence or a danger to health and safety of others or to themselves.

The administration reserves the right to confiscate all headgear.

Articles of clothing that cause excessive maintenance problems, such as cleats on boots, shoes that scratch floors, and trousers with metal rivets that scratch furniture will not be permitted.

Students must be clean in person and dress. A student who is not personally clean or comes from a family afflicted with any contagious disease shall not be allowed to remain in school.

## **STANDARD BASED PROGRESS REPORTS**

A standard based progress report (report card) is one way that teachers communicate to parents and guardians the progress of their child. Kindergarten to Grade 5 progress reports are sent home at three intervals during the school year. A standards base report is one way that teachers communicate to parents and guardians on the academic progress of their child. It is recommended that you review and discuss this progress report with your child. Continued communication between home and school is critical to your child's success. Please feel free to call the school to make an appointment whenever you feel a conference is needed or if you have any questions about your child's program. Teachers will contact you as well to keep you informed of your child's progress. Please keep your child's teacher informed about changes, which you think, might be affecting your child's performance in school.

## **ELEMENTARY PROGRESS REPORTS AND PROMOTIONS**

### **P3-6.1 General Provisions.**

**(Grades 1-5)** At intervals of 60 and 120 days from the first day of school the Parent/Guardian(s) shall be notified in writing in the comment section of the trimester report card, if their child's performance needs improvement. If the student is not achieving grade level performance of two (2) or better in core courses at 120 days, the building principal will send a letter requesting a meeting with parents/guardians to discuss their child's progress and the strategies needed for improvement. This will allow parents to address student's performance and request a special school conference to determine available strategies that could be used to assist the student. The student will be given a below the standard rubric grade if they do not achieve grade level performance in core courses at the time that report cards are distributed. The teacher and/or administrator can send a written request with the report cards notifying parents to attend the parent-school conference session to address their child's needs.

### **P3-6.2 Grading System and Reports.**

Proficiencies shall represent the teacher's evaluation of the success of the student in attaining the objectives of each course for the indicated marking period (trimester) at that time. The primary purpose of parent/guardian and school communications shall be to lead both parents/guardians and staff to a fuller understanding of the breadth and quality of the child's learning. This exchange of information will assist the parent/guardian and school in knowing how best to support the child's efforts. The final assessment will be reflective of the last trimester proficiency with the "end of the year rubric assessment," not the averaging of rubric scores.

### **P3-6.3 Parent Conferences.**

A schedule of biannual parent/guardian conferences at 60 and 120 days shall be prepared by the school faculty and principal. Special school conferences shall be arranged by the teacher(s) and/or administrator on the of student's need and parental/guardian request.

### **P3-6.11 Promotions, Retentions, Accelerations.**

(Grades 1-5) Students who have achieved grade level expectations and/or are successfully using strategies that were introduced by a teacher or teachers of records shall be promoted to the next higher grade at the end of the school year. Students who have not achieved grade level expectations and are not successfully using strategies introduced by a teacher specialist may be referred to a summer enrichment program (s) to develop and implement successful strategies under the guidance of a specialist. If a student successfully completes their program, the student may be promoted to the next higher grade. If a student does not attend or does not successfully complete a Summer Program, they may be recommended to repeat the grade and receive specialized support from teachers. If a student will benefit by repeating a grade to explore, use, and fine-tune strategies, retention shall be for one year only through a consensual meeting of the parents/guardians, the teacher(s), support staff, and the building principal. If a student will benefit by skipping a grade, such acceleration is permissible utilizing the same consensual procedure.

## TEXTBOOKS

The school department provides textbooks for the student's use in school. These books should be covered at all times using covers provided by the students.

Parents will be held financially responsible for books lost, destroyed, damaged, or missing. No replacement will be provided until financial arrangements have been made regarding the lost, damaged, or missing books.

## HOMEWORK POLICY

Homework refers to assignments that are completed after regular class time. It includes study and reading in a given subject, oral and written practice and review as well as long and short-term projects. Guidance on the importance of time management will be given to students. It should help in developing the habit of independent study, giving practice in basic skills and introducing students to the need of budgeting their time. Homework should not be given for the sake of keeping students "busy". When given, assignments shall be understood by the students and be within their ability to do independently. It will be corrected and noted.

Other purposes for homework shall be to help students make up lost work through absence and/or meet a need for extra study or drill in subjects where students are having difficulty.

Suggested average amount of time spent on assignments will be as follows:

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
** Kindergarten (once or twice a week)	10 min.	15 max.
** 1 – 2	10 min.	15 max.
3 – 4	15 min.	45 max.
5	30 min.	60 max.

\*\*Given on a flexible basis.

Ordinarily, homework will not be assigned on Fridays or days before holidays unless make-up or long term project has been assigned.

### Suggestions to parents:

1. Provide a quiet place with the necessary supplies.
2. Set a regular time for doing the work, i.e. 4:00 P.M., 1 hour before television time, etc.
3. See that it is completed in a neat manner.
4. Help out when necessary, but don't take over.
5. Be sure it is returned to school on time.

Parent cooperation in this very important educational matter is not only suggested but is necessary for the child's continued success in school.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The FERPA is a Federal Law designed to protect the privacy of a student's educational records. The law applies to all schools, which receive funds under an applicable program from the U.S. Department of Education.

Parents or eligible students (students over the age of eighteen) have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.

- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.
- 1. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.
- Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent to the following parties;

- School employees who have a need-to-know;
- Other schools to which a student is transferring;
- Parents when a student over 18 is still dependent;
- Certain government officials in order to carry out lawful functions;
- Accrediting organization;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities to which disclosure is required by state laws adopted before November 19, 1974;

- Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them.
- Schools must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to each school.

At present, the Woonsocket Education Department **does not publish directories of this type.** However, the Administration has designated the following student information as "directory" information: name, address, date of birth, honors and awards received and dates of attendance. Should you prefer that this type of information about your child remain confidential, you must notify the school.

**NOTE:** If you choose not to allow the school to publish this information then your child's name will not appear on the quarterly honor rolls distributed to the newspaper or any and all other news releases that we may distribute periodically to newspapers or other media highlighting positive student activities.

## **INTERNET ACCEPTABLE USE / SAFETY POLICY**

**APPROVAL FORM FOUND ON PAGE 26**

### **EDUCATIONAL PURPOSE AND USE:**

1. The use of the Internet has been provided to teachers and students as a tool of educational application. Use of the Internet for illegal, commercial or unethical actions is strictly prohibited. Illegal activities, such as transmission of any material in violation of any U.S. or state regulation are prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret.
2. The Technology Committee, School Administration, and/or the School Committee reserves the right to place reasonable restrictions on any material accessible throughout the Woonsocket School Area Network and the Internet deemed educationally unacceptable (not in compliance with the curriculum guidelines of the Woonsocket Education Department).
3. The use of the Internet must be for educational and research activities and be consistent with the educational objectives of the Woonsocket Education Department.
4. All students and personnel of the Woonsocket School Department take full responsibility for his or her own actions in regards to the use and handling of technology and the use of the Internet, network and e-mail.
5. The Woonsocket School Department complies with CIPA, the Children Information Protection Act. CIPA requires that schools and libraries that receive specific federal funds must certify to the funding agency that they have in place an Internet Safety Policy and an Internet Filtering Mechanism. The Woonsocket School Department uses an Internet filtering mechanism to block access to obscenity, child pornography, or material harmful to minors. Our policy also prohibits hacking, chat rooms, email safety, disclosure of personal information concerning children, and unlawful activities of children online, and inappropriate use of email. In accordance with all elements and regulations of CIPA.

### **ACCEPTABLE USE: PERSONAL SAFETY**

1. Student personal information (including, but not limited to names, telephone numbers, addresses, etc.) will not be entered, transmitted, or posted over the Internet without prior written authorization by school administration.
2. Students will never agree to meet someone they have met on-line without parental approval. Parents who agree to such a meeting are responsible for arranging appropriate supervision.
3. The computer operator will not use the network or the Internet in such a way as to disrupt access by others (such as downloading huge files, sending mass e-mail messages, or annoying/harassing other users). Respect the privacy of other users- all communications and information should be assumed to be private property.

### **ACCEPTABLE USE: COMPUTER SYSTEM SAFETY**

1. Unauthorized access to educationally unacceptable areas of the network, both within the Woonsocket Wide Area Network and the Internet, is not permitted.
2. The computer user will immediately notify a Lab Coordinator or System Administrator of possible security risks.
3. The computer user will not download information over the Internet without the consent and guidance of a Lab Coordinator or System Administrator.
4. The computer user will not attempt to locate or request inappropriate material from the Internet.
5. The Internet has many sites, locations, and materials. New material is being created every day. Because of these reasons it is possible for some material to escape the filtering system of the Woonsocket School Department. If a computer user should happen to find this material he or she is to notify a teacher, administrator of the Technology Department immediately.

## INTERNET ACCEPTABLE USE / SAFETY POLICY (Continued)

### INAPPROPRIATE BEHAVIOR

1. The computer user will not use vulgar or other inappropriate language within the Woonsocket Area Network or the Internet.
2. The computer user will not post false or misleading information about any person or organization.
3. The computer user will not use the network and the Internet to access, create or publish material that is profane or obscene (pornography) that advocates illegal acts that advocates violence or discrimination towards people or organizations (also referred to as "Cyber Bullying" or "Cyber Stalking"), or that is not within the scope of educational use.
4. The computer use will not attempt to locate or request inappropriate material form the Internet.
5. The Internet has many sites, locations, and material. New material is being created every day. Because of these reasons it is possible for some material to escape the internet filtering mechanism of the Woonsocket School Department. If a computer user should happen to find this material he or she is to notify a teacher, administrator of the Technology Department immediately.

### VIOLATION OF POLICY

If a user is found to be in violation of any of the statements detailed in the above-mentioned policy, all network and Internet rights and privileges will be suspended until an investigation shall be conducted. Upon completion of the investigation, a decision will be given by the building Administrator(s) to revoke or reinstate the computer user's privileges. Such violations may also result in further disciplinary measures or legal actions.

### LIMITATION OF LIABILITY

The Woonsocket School Department will make every effort to screen all material available on the Internet; however, it is possible for some of the vast amount of inappropriate information on the Internet to reach the computer user.

All terms and conditions as stated in this document are applicable to the Woonsocket Education Department, Woonsocket, Rhode Island. These terms and conditions shall be governed and interpreted in accordance with the laws of the City of Woonsocket, the State of Rhode Island, and the United States of America.

Woonsocket School Department Internet users apply for Internet access by completing the Internet Acceptable Use Form included in this handbook. The form should be returned to the person from whom they received the handbook. If a student does not have a signed permission form on file, they will not be allowed to access the Internet through the school. This copy of the Acceptable Use Policy is yours to keep for reference. This contract is renewable annually.

## PARENTAL INVOLVEMENT POLICY

- a. **Philosophy:** The Woonsocket Education Department believes that parents are the first and most influential teachers of their children. For this reason, they must be actively involved in all aspects of the learning process. Most importantly, parents must serve, with the schools, as positive role models encouraging a positive attitude about learning.

In their role as advocates for their children, parents know best what their child's needs are. The responsibility to meet the child's educational needs must be shared equally between parents, teachers, administrators and the community to ensure that all children are educated to their fullest potential.

- b. **Roles:** The Woonsocket Education Department fully supports parent initiated interactions with all staff to encourage as much parent input as possible in the education process. It is the firm belief of the Woonsocket Education Department that the more actively involved parents are in the education process, the greater the academic success of each child.
  1. Parents will be encouraged and whenever possible expected to:
    - a) Help with the child's academic responsibilities at home.
    - b) Extend the educational experience beyond the school to the home.
    - c) Be present at school sponsored meetings and functions whenever possible.
    - d) Be aware of curriculum and community resources available.
    - e) Volunteer where needed.
    - f) Have a voice in strategic planning.
    - g) Get together with other parents around common issues.

## PARENTAL INVOLVEMENT POLICY (Continued)

- h) Be involved in the classroom with teachers, administrators, and peers.
  - i) Participate in the political process of public education.
  - j) Have a say in shaping the direction of education e.g., school improvement teams, future planning, policy issues.
  - k) Get to know their child's school, its aims and its attitudes towards family values and beliefs.
2. Teachers and administrators in the Woonsocket Education Department will be encouraged and wherever possible expected to:
- a) Welcome parents into policy-making decisions.
  - b) Give parents a voice in policy decisions.
  - c) Be present at school-sponsored meetings and functions.
  - d) Be aware of community resources available.
  - e) Involve parents in strategic planning.
  - f) Encourage parent involvement in the classroom with teachers, administrators, and peers as needed.
  - g) Support parents having a say in shaping the direction of education, e.g., school improvement teams, future planning and policy issues.

**Signature Form at end of Handbook**

## SCHOOL NURSE HEALTH NOTES

Welcome to you and your children! We are looking forward to working with you and your children to make this year a safe and healthy experience. We would like to provide you with some information about our student health program that you might find helpful.

1. **Health Concerns:** Please remember to fill both sides of the entrance form that you receive at registration. Also be sure to list all allergies, surgeries, or any ongoing health problems and any medications your child is receiving, such as an Epi-Pen, inhaler, other medications taken at school and at home. Any emergency contact persons **must** be able to provide transportation for your child if needed. It is extremely important that the EMERGENCY FORM be filled out and returned immediately. Also, inform us of any changes to the form during the school year. Due to confidentiality concerns, **Parents** must inform the bus company of their child's health concern.
2. **Food Allergies:** Please be aware that many children have severe food allergies. One of the most common allergen in food is Peanut and Peanut products (peanut butter). Try to avoid sending in "treats" that could contain peanut products for class parties/celebrations. It is important to read all labels. Snacks should be tasty but healthy if possible. Fruits and some vegetables with dip are pretty well accepted by the students when presented in the right setting.
3. **Illness/Absence:** Contact the school office in the morning if your child is going to be absent from school. Please indicate the reason for his/her absence. Children who have had a fever 100 degrees or higher, vomiting or diarrhea must be kept out of school for 24 hours from the onset of the problem. Also, children diagnosed with conjunctivitis (pink eye), strep throat or impetigo cannot return to school for 24 hours from the time of initial treatment or medication has been given or applied.

### **Other areas of concern:**

- ❖ Chickenpox – exclusion from school until all lesions have crusted over.
  - ❖ Fifth Disease – there is no need for exclusion since once the diagnosis has been made and the rash has appeared, the disease is no longer contagious. However, notify the school of the diagnosis so that we may contact any pregnant employee or medically compromised individual.
  - ❖ Head Lice – if live lice are found on your child, they will be excluded from school until treated. A parent must accompany their child to school after treatment to be checked by the nurse before returning to the classroom. Treatment should not take more than 24 hours.
  - ❖ Injuries – documentation such as doctor's note is needed for exclusion or limitations from gym, recess or other activities.
4. **Screening:** Screenings for vision, dental and hearing are mandated by the RI Department of Health for elementary students each year.
- ❖ Vision screenings will be done the first few months of the school year. Kindergarten is usually done later in the year WHEN THEY HAVE HAD A CHANCE TO ADJUST AND BE MORE PREPARED FOR TESTING. Parents will be notified of any failures and encouraged to seek a more in-depth eye exam.
  - ❖ Hearing screening is done for grades K-3 by the RI School for the Deaf. Parents will be notified when the team is scheduled. A form requesting information about your child will be sent home prior to the exam.
  - ❖ Dental screening will be done by the school dentist unless the child has written documentation of a previous exam within the past 6 months.

## MEDICATION

If at all possible, the taking of medication in school should be avoided. It should be administered at home before or after school hours. If it is absolutely necessary that medication be administered during school hours, the following procedures must be followed:

1. A special permission form must be completed by the parents. These forms are available from the school office.
2. Written permission and/or special instructions from the physician authorizing the prescription must be presented.
3. Prescription medicine must be kept in the original container issued by the pharmacy. The label must include the student's name, physician's name, dosage, and schedule of administration.
4. Each time a new prescription is received, the nurse needs the newest bottle with the most recent date.

The above information must be renewed at the beginning of each school year. All medicine must be stored in the office. Medications are dispensed by the school nurse only. Only the school nurse may administer medication unless there is written authorization from the student's parent/guardian and physician stating that the student may self-medicate (take medication without additional assistance or direction) such as on field trips or school-sponsored events.

All unused medication must be picked up by the parents/guardian in the Nurse's Office or it will be disposed/destroyed. Medications are not stored during the summer months.

## DISCIPLINE POLICY

One of the goals of this school system is the development of positive constructive pupil behavior. Disciplinary action when taken has as its main purpose the changing of the behavior in the protection of others, not punishment. Preventative and remedial help is sought for pupils with behavior problems. Teachers, parents, counselors, community agencies, special services people and others where available and pertinent, are enlisted in order to effect positive behavior.

Building administrators shall utilize all of their school resources to resolve disciplinary problems internally before making outside referrals or before seeking the suspension penalty, except in those cases where suspension may be mandated as automatic. Each school building shall create, as a subcommittee of its School Improvement Teams, a Student Discipline Committee.

Major goals of any procedures used to cope with offenses should be to provide justice for all parties and return disciplined students to the school setting. In those situations of persistent or repeated offenses by students, building administrators should work with the appropriate professional staff to develop in-school and out-of-school alternatives more suited to their needs.

A teacher may exclude from his or her class a pupil who, in the teacher's opinion, is causing serious disruption to the academic process. The student is to be immediately referred to the building administrator or his/her designee.

**Alcohol and Other Drug Use** – Possession, use, sale or supply of alcohol, or other drugs, or intoxicating substances, or counterfeit drugs, or drugs paraphernalia is forbidden. This policy shall apply to every person while on school property, and/or while attending school functions.

If a student is suspected of being under the influence of alcohol and other drugs or intoxicating substances.

### **1<sup>st</sup> Incidence**

The student is brought to the school nurse and/or school administrator for examination and evaluation. If it appears that the student is "under the influence" the parent or guardian is called to pick up the student.

**Subsequent Incidences** - The same procedures are followed as for the first incident except: The police will be notified and assist in the determining if the student is under the influence. If it is determined that the student is under the influence of alcohol the student is suspended for a period of time not to exceed 10 days.

To be in possession of alcohol, other drugs, or intoxicating substances. The student is brought to a school administrator who conducts an investigation. If the student is found to be "in possession," the student is suspended for a period of time until an expulsion hearing is scheduled. The police will be called.

## DISCIPLINE POLICY (Continued)

**Graffiti School Property** – any student, who writes graffiti or causes any damage to school walls, furniture, floors, books, school articles or buildings, shall face disciplinary action. The student shall make monetary restitution for damages or do community service in the school building to repair the damage. Parents shall be encouraged to let the student incur the financial responsibility for restitution.

Any student who is found with a student writing graffiti as defined above will also face disciplinary action.

For a **minor infraction** where suspension or expulsion is not warranted a student may be given detention, school or community service. Such sanctions will be supervised by a school staff member. No student shall for any cause be detained after school for more than 30 minutes at the elementary level.

Parents shall be notified by telephone prior to normal closing of school regardless of the length of detention given to the student. If a situation prevents a student from serving detention on the day of the infraction, 24-hour notice shall be provided to parent(s) and student.

The Superintendent of Schools, the principals of the various schools within the Woonsocket Education Department and the School Committee may suspend a student from required attendance for ten days or less for the causes enumerated and in the manner provided for hereafter. Suspensions of more than ten days shall be ordered by the School Committee only.

A student may be suspended from school for conduct, which shall include any of the following:

- A. Assaulting or threatening to assault another student, a teacher, any other person having authority over the student, or any employee of the Woonsocket Education Department. Victims of assault will be encouraged to file criminal charges.
- B. Taking or attempting to take, or threatening to take personal property or money from another student, from a teacher, or any employee of the Woonsocket Education Department.
- C. Causing or attempting to cause damage to school property or the property of another student, teacher, or any employee of the Woonsocket Education Department.
- D. Continued and willful disobedience or open defiance of authority of any teacher or any person having authority over the student, or the habitual use of profanity or obscene language.
- E. Being under the influence of, or bring or causing to be brought, or selling alcoholic beverages, or any drug, narcotic, hallucinogenic, or controlled substance, the possession of which is illegal, upon any school building or grounds or to any school-related function.
- F. Possessing a knife, gun or other weapon in any school building or on any school grounds or at any school-related function will result in an immediate suspension for an expulsion hearing and the police will be notified immediately.
- G. Participating in the unauthorized occupancy of any school or other building or grounds owned by the Woonsocket Education Department. Criminal charges of trespassing may also be filed.
- H. Conduct which poses a continuing danger to persons or property upon any school building owned by the Woonsocket Education Department.
- I. Conduct which poses an ongoing threat of disrupting the academic process, including without limitation, improper dress or grooming.
- J. Violation of any rule or regulation set forth in the student handbook then in effect at the student's school. Such handbook is hereby incorporated as a part of these regulations and should be read to each student.
- 1. Other conduct justifying suspension.
- K. Laser pointers are not allowed on school grounds or at any school related function.

No form of electronic communication will be allowed on school grounds or at any school-related function, i.e., cellular phones, and beepers. For elementary schools this will be understood to include electronic games.

## DISCIPLINE POLICY (Continued)

**1<sup>st</sup> Offense** – Detention and confiscation for the day and parental notification.

**2<sup>nd</sup> Offense** – Elementary Level – parent conference.  
Middle School – assigned up to 3 days In-School-Suspension.  
Electronic item confiscated and returned only to parent.

**3<sup>rd</sup> Offense** – One day school suspension.

**4<sup>th</sup> Offense** – Up to 5 days suspension and an expulsion hearing.

The idea that school is an extension of the home and community should be fostered by students, parents, and the professional staff.

Students will be expected to conduct themselves at all times in a safe and orderly manner respecting the rights, privileges, and property of all others in the school building or on school grounds.

## TRUANCY

Any student who is absent from school for all or part of the school day without the knowledge and consent of his or her parent(s), or who leaves school having once attended during the school day without prior knowledge and consent of the school authorities and his or her parent(s), shall be considered truant.

Truancy shall be subject to disciplinary action by the school and make-up of all class time missed will be required.

In the case of a child's academic progress being impaired by the child's school attendance; the principal shall hold an administrative meeting in which the principal, teacher, parent, attendance officer and/or any other person deemed important to the case will attend. Review of past and current interventions will be completed. New interventions can be proposed to address the situation.

In the absence of any participation within the agreed upon intervention(s), the principal may instruct the attendance officer to file criminal charges against the parent of a child under the age of 10, or file a petition against a child of 10 years of age or older in order to bring the case to a family court, or if the parent wishes, truancy court.

## SUSPENSION

**SUSPENSION OF TEN DAYS OR LESS:** The Superintendent of Schools, the Principals, or the School Committee may suspend students for such time as they shall determine not to exceed ten days in accordance with the following procedures:

1. Prior to any suspension the student shall be given oral or written notice of the charges against him or her and the punishment, which may be imposed.
2. If the student denies the charges, the student shall be given an explanation of the evidence possessed by the suspending authority.
3. The student shall be given the opportunity to present his or her side of the story. This hearing may be held within minutes after the alleged misconduct has occurred and should precede suspension except under the circumstances described in the following paragraph.
4. If notice and hearing prior to suspension are not feasible, as there the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable. In any event a student who has not reached the age of 16 may not be sent home prior to the end of the school day. Exceptions to this are permissible at the parent(s) request and must be verified by a second staff member of the school. In all cases students can and shall be released to a parent-guardian who presents himself/herself at the school to receive the student as the result of a disciplinary action.
5. In the event a student has not attained the age of majority, notice containing the reason for suspension and the duration thereof shall be given to the person in parental relation to the student. Such notice shall be given in the spoken language of the person in parental relation to the student, unless it is clearly not feasible to do so.

## WEAPONS POLICY

The Woonsocket Education Department has adopted a strong "Weapons Policy."

Any student possessing a knife, gun, or other weapon in any school building or on any school grounds or at any school related function will result in an immediate suspension for an expulsion hearing and the police will be notified immediately.

The term "weapons" shall include, by way of illustration, the following enumerated items: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, etc.); any defensive weapon (e.g., gas repellent, mace, stungun, etc.); any martial arts device (e.g., Chinese stars, nunchauu, etc.); or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (e.g., blackjack, chain, club knuckles, night stick, pipe, studded bracelet, sling shot, etc.); or which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g., air pistol, air rifle, BB gun, etc.)

The term "**school grounds**" includes, but is not limited to the actual property owned by the school, areas around the schools, parking lots, school sponsored events whether on or off school grounds, school buses, and school bus stops.

## POLICY AND PROCEDURE FOR SMOKE FREE ENVIRONMENT

**Purpose:** The Woonsocket School Committee is committed to ensuring a healthy atmosphere in which to learn, teach and work. This can be achieved only through continuous efforts to protect non-smokers and to promote the health benefits of a tobacco free life.

**Philosophy:** The Woonsocket School Committee recognizes that the use of tobacco has been known to be detrimental to good health, and that the education of children occurs not only by textbooks and teachers, but through many processes including modeling. Therefore, the following policy is adopted.

### **Policy:**

1. Effective upon passage, the use of any substance or item which contains tobacco including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or snuff or smokeless tobacco anywhere on school property at any time of the day or night by all people who utilize Woonsocket school property is prohibited. This policy also prohibits tobacco use at all school events regardless of location.
2. Having on one's possession a lighted cigarette, cigar, pipe or other substance or item containing tobacco is also prohibited.
3. State law prohibits tobacco product use in all outside areas within twenty-five (25) feet of any school building.

### **Enforcement – Students: Elementary/Middle School**

- a. Students violating this policy, for the first time, will receive one detention and the Administration shall provide written notification to the student's parent(s), guardian(s), or custodian(s).
- b. A second offense will result in two detentions and the rest of the day in in-school suspension or alternate administrative assignment with a letter sent home to the parent(s), guardian(s) or custodian(s) to be signed and returned to the principal.
- c. A third offense will result in three detentions, the rest of the day plus one full day of in-school suspension and a parent hearing before the school principal.
- d. A fourth offense will result in a one-day school suspension and mandatory enrollment in a smoking cessation program.

**Visitors:** Visitors who are observed smoking or using tobacco products on school property will be informed of the "Smoking Restrictions in School Act" and will be asked to refrain from smoking or using tobacco products. If the individual fails to comply with the request, he/she shall be referred to an administrator for the area in which the violation occurred. The administrator will make a decision on further action, which may include a directive to leave the school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering the building or other school property for a specified period of time or permanently.

**Penalties:** State law (23-20-6.2) provides for fines of not less that \$50.00 nor more than \$500.00 per day which shall be assessed and recovered in a civil action brought by the attorney general in any court of competent jurisdiction.

## HARASSMENT/BULLYING

The Woonsocket Education Department (hereinafter referred to as the "Department") is committed to maintaining an academic environment that is free from harassment. In keeping with this commitment, harassment of employees, students, or visitors by employees, students, or visitors will not be tolerated. This commitment also extends to any school sponsored activity.

**Sexual Harassment:** is a violation of Title VII of the 1964 Civil Rights Act, a violation of title IX of the Education Amendments of 1972 and a violation of Rhode Island General Law – Section 16-38-1, effective July 1, 1986.

Sexual harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's gender. The Department will not tolerate harassing conduct that affects academic or job benefits, that interfere with an individual's academic or work performance, or that creates an intimidating, or offensive academic or work environment. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

- (1) Submission to the conduct is a term or condition of aid, benefit, services, treatment, education or employment;
- (2) Submission to or rejection of the conduct is used as a basis for an academic or employment decision;
- (3) The conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

Sexual Harassment may include but is not limited to:

- (1) Verbal harassment or abuse;
- (2) Pressure for sexual activity;
- (3) Sexually motivated or inappropriate patting, pinching, touching, or other than reasonable and necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- (4) Sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's education or employment status;
- (5) Sexual behavior or words, including demands for sexual favor accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or employment status; or
- (6) Behavior or words directed at an individual because of gender.

**Reporting Procedures:** The Department's procedure is to investigate all complaints of sexual harassment thoroughly and promptly. Any retaliation or reprisal against an individual who is an alleged target of harassment, who has made a complaint, or who has provided evidence in connection with a complaint, is a separate actionable offense. If an investigation confirms that harassment has occurred, the Department will take corrective action, including such discipline, up to and including immediate termination of employment or expulsion as is appropriate.

Any member of the Woonsocket Education Department community who believes that he/she has been subjected to sexual harassment, or any person who has witnessed sexual harassment, is to report the incident to his/her building principal or supervisor who will contact the Investigating Officer. The Investigating Officer will be designated by the Superintendent of Schools.

The Investigating Officer is vested with the authority and responsibility for investigating and processing all sexual harassment complaints in accordance with the guidelines contained herein. The Investigating Officer is empowered to recommend remedial measures, based upon his/her investigation, to the Woonsocket School Committee.

The investigation may include any reasonable investigative procedures including interviewing and soliciting written statements from witnesses, the complainant and respondent.

## HARASSMENT/BULLYING (Continued)

Within sixty (60) days of the receipt of a complaint, the Investigating Officer shall prepare a report to the Superintendent containing his or her findings and recommendations.

If the Superintendent determines a violation of the sexual harassment policy has occurred, the Superintendent will determine what, if any, discipline will be imposed or alternatively refer the matter to the School Committee with a recommendation.

Recommended disciplinary action may range from an apology, direction to stop further offensive behavior, counseling, warning, suspension, expulsion, transfer, termination, discharge or any other form of discipline consistent with federal or state law or School Department procedure.

**Responsibilities.** All students, teachers, administrators and other school personnel are responsible for creating an environment that is free of harassment and other offensive behavior, and for conducting themselves in a manner consistent with the spirit and intent of this policy.

## BULLYING

### Prohibition Against Bullying

Bullying is prohibited in the public schools of Woonsocket, RI. [R.I.G.L. 16-21-26] The prevention of bullying is part of the Woonsocket school district's strategic plan [R.I.G.L. 16-7.1-2 (e)] and school safety plan [R.I.G.L.16-21-24]

### Definition of Bullying

Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spread rumors about another student. In most circumstances bullying does not include a mutual fight between two students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

### At School

In the context of these regulations the phrase **at school** includes the following places and situations:

- ❖ In a classroom
- ❖ Elsewhere in the school
- ❖ On school property
- ❖ Immediately adjacent to school property
- ❖ On a school bus or other school vehicle
- ❖ At school bus Stops
- ❖ While students are walking to or from school
- ❖ At Any school-sponsored activity or event, whether or not held on school premises.

### Disciplinary Sanctions

Disciplinary sanctions for bullying may include:

- ❖ Loss of the opportunity to participate in extracurricular activities.
- ❖ Loss of the opportunity to participate in school social activities.
- ❖ Loss of the opportunity to participate in graduation exercises.
- ❖ Loss of school bus transportation.
- ❖ Transfer to another school.
- ❖ Assignment of additional homework or community service.
- ❖ In house suspension.
- ❖ Short term school suspension {10 or fewer days of suspension} or long term school suspension {suspension for more than 10 days}.
- ❖ Admonitions, warnings, and counseling.

## **BULLYING (Continued):**

### **Reporting Bullying**

The Principal of each school in the Woonsocket School District shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

### **Investigation of Bullying**

The Administration will investigate all allegations of bullying with assistance, if necessary from the Resource Officer.

### **Definition of Cyber Bullying**

**Cyber Bullying** is harassment through electronic communications, including but not limited to e-mail, Web sites and text messaging. "Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- ❖ harms a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage.
- ❖ has a substantially detrimental effect on the student's physical or mental health.
- ❖ has the effect of substantially interfering with a student's academic performance and the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- ❖ insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school (*this applies even if the offending material originated from home or a non-school computer or electronic device*).

**At School:** In the context of these regulations the phrase **at school** includes the following places and situations:

- ❖ In a classroom
- ❖ Elsewhere in the school
- ❖ On school property
- ❖ Immediately adjacent to school property
- ❖ On a school bus or other school vehicle
- ❖ At school bus Stops
- ❖ While students are walking to or from school
- ❖ At Any school-sponsored activity or event, whether or not held on school premises.

**Disciplinary Sanctions:** Disciplinary sanctions for bullying/**cyber bullying** may include:

- ❖ Loss of the opportunity to participate in extracurricular activities.
- ❖ Loss of the opportunity to participate in school social activities.
- ❖ Loss of the opportunity to participate in graduation exercises.
- ❖ Loss of school bus transportation.
- ❖ Transfer to another school.
- ❖ Assignment of additional homework or community service.
- ❖ In house suspension.
- ❖ Short term school suspension {10 or fewer days of suspension} or long term school suspension {suspension for more than 10 days}.
- ❖ Admonitions, warnings, and counseling.

### **P2-21.2 Reporting Bullying / Cyber Bullying:**

The Principal of each school in the Woonsocket School District shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying / cyber bullying may be filed and how this report will be acted upon. The victim of bullying / cyber bullying, anyone who witnessed the bullying / cyber bullying, and anyone who has credible information that an act of bullying / cyber bullying has taken place may file a report of bullying / cyber bullying.

### **P2-21.3 Investigation of Bullying / Cyber Bullying**

The Administration will investigate all allegations of bullying / cyber bullying with assistance, if necessary from the Resource Officer.

## **WHAT IS TITLE I?**

The purpose of the Title I program is to help improve education for economically disadvantaged students who are at risk of school failure.

Many changes have taken place since Title I was first established in 1965 under the Elementary and Secondary Education Act (ESEA). Title I at one time operated independently from regular instruction, but now serves as an integral support to the local school system in an effort to help all students meet high standards by improving teaching and learning. Title I provides federal funds to help the poorest schools and the students who are farthest behind by upgrading curriculum and instruction.

The key objectives of the Title I program are:

- Ensure a focus on high standards for all children, including those at risk of failing to meet them.
- Provide children with an enriched and accelerated educational program.
- Promote school-wide reform, effective instructional strategies, and challenging content.
- Significantly upgrade the quality of curriculum and instruction.
- Coordinate services with other education, health and social service programs.
- Afford parents meaningful opportunities to participate in the education of their children at home and at school.
- Distribute resources to where the needs are greatest.
- Improve accountability.
- Provide greater decision making authority and flexibility to states, districts and schools in exchange for greater responsibility for student performance.

Title I procedures require districts to rank order schools based on the percentage of children from low-income families. Schools with at least 75% poor students must be served first. There are two types of Title I schools – school-wide and targeted assisted. Schools that have 50% or higher poverty levels can adopt school-wide programs to upgrade curriculum and instruction throughout the entire school for the benefit of all children. Schools are held accountable for the achievement of those students most at risk of school failure.

A targeted assisted Title I school is one that provides services to a select group of children – those identified as failing or most at risk of failing to meet the state's challenging content and student performance standards – rather than for overall school improvement, as in school-wide programs. The goal is still to improve teaching and learning.

Title I recognizes that achieving high standards for all students requires a shared commitment for everyone concerned. Schools and families must work in partnership toward a mutual goal of improved student performance. This can be achieved through parent-school compacts, parent involvement policies and support for training and capacity building.

## **REGARDING STUDENTS WITH DISABILITIES**

On June 4, 1997, President Clinton signed into law the Individuals with Disabilities Education Act Amendments of 1997. This act is now known as P.L. 105-17, and it further amends what was formerly known as P.L. 94-142, The Education for All Handicapped Children Act. What this means is that Congress finds that a disability is a natural part of the human experience and in no way diminishes the right of individuals to participate in or contribute to society. Improving educational results for children with disabilities is an essential element of our national policy of ensuring equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities. The 1997 IDEA amendments mandate that parents have full rights of participation in the identification and educational planning for their disabled children. The State of Rhode Island Regulations Governing the Special Education of Students with Disabilities endorse the following principles:

1. That each student's needs are unique to him or her and can best be met by a program individually prescribed for him or her.
2. That the rights of the student and his or her parents must be protected, that positive steps must be made to make parents aware of their rights, and that procedural safeguards be readily available to parents.
3. That school districts must aggressively seek out those students who need special services and provide a broad spectrum of those services to meet the full service goal of providing appropriate education for all students in the 3-21 age group.
4. That the eventual goal of special education is to assist each student with a disability to function to the best of his or her ability in society, and consequently that his or her educational program must take place in the milieu which most nearly approaches that society that his or her particular needs will allow.

### **REGARDING STUDENTS WITH DISABILITIES (Continued)**

Consistent with Federal and State guidelines, the Woonsocket Education Department accepts referrals for all students suspected of having a disability that could require special education intervention. We have teams of qualified professionals who in conjunction with parents determine the eligibility of students for special education. The Woonsocket Education Department offers a full continuum of special education services for eligible disabled students. We welcome your referrals and enthusiastically invite parental involvement in the process of identifying disabilities.

In addition, pursuant to Section 504 of the Rehabilitation Act and the American with Disabilities Act of 1990, the Woonsocket Education Department is prepared to review requests for appropriate accommodations for students with disabilities.

For further information, please contact the building principal of the school your child attends or call the Special Education Office at 767-4626.

### **MEGAN'S LAW**

The Woonsocket Education Department as required under the Rhode Island Sexual Offender Law (Title 11, Chapter 37.1) of a system for registration of sexual offenders and for notification to the public that a sexual offender lives or may soon live in the community.

Each year school principals must provide the police department with a directory of the names and addresses of all parent(s) / guardian(s) who have children in school. The police department will use this information to provide you with sexual offender notification. The notification will include the name, photograph, and address of the sexual offender.

Unless you choose otherwise, as parents / guardian of a child attending public school, your name and address will be sent to the police department and you will receive sexual offender notification from the police department. You have the right to have your name and address excluded from the directory now or at any time your child attends school by simply writing to the school with your request.

To assist the police department in a timely fashion, please indicate on the form provided in the handbook. This information will be recorded in our data files and forwarded to the police department.

### **Special Education Policy on Restraint**

**Any restraint tactics used shall only be used in accordance with the most recent Physical Restraint Regulations issued by the Rhode Island Department of Elementary and Secondary Education.**

**(Effective September 1, 2002)**

## Education Programs

### English as a Second Language Program (ESL)

The ESL program is designed to meet the needs of English Language Learners whose first language is a language other than English, using specific strategies and approaches. Students who speak a language other than English in the home as reported on the Home Language Survey, and who are identified through the Access Proficiency Test (W-APT) as not yet fully proficient in English speaking, listening, reading, and/or writing are eligible for ESL.

**English as a Second Language Kindergarten (Multicultural Class Model):** Multicultural ESL classes consist of ESL and non-ESL students. Classes are designed to meet the needs of all students. Students identified as English Language Learners receive support for language and content development through the use of specific strategies and approaches designed to meet their needs. Classes consist of twenty-five students and are taught by certified Kindergarten (Early Childhood Education) teachers with an ESL endorsement and may have a teacher assistant.

**Elementary ESL Classrooms (Multicultural Class Model):** Multicultural ESL classes consist of ESL and non-ESL students. Classes are designed to meet the needs of all students. Students identified as English Language Learners receive support for language and content development through the use of specific strategies and approaches designed to meet their needs. Classes consist of twenty-five students and are taught by certified Elementary teachers who are endorsed in the field of ESL. Looping may be a component of the multicultural Elementary ESL classroom. Multicultural classrooms can also consist of multi-age students.

**Pull-Out/Resource Model:** Designed for the advanced English language learner, these classes are taught by Elementary ESL specialists who work in the homeroom class. Students receive at least 45 minutes per day of language development through the use of specific strategies and approaches designed to meet their needs.

**Traditional Kindergarten:** This model has a class size of twenty-five students and is taught by an Early Childhood certified teacher and may have a teacher assistant.

**Grade One – Grade Five:** Consists of heterogeneous students that remain with the same teacher for one year.

**Grade Looping:** A teacher follows his/her class to the next grade, i.e. grade one teacher stays with the class for grade two. Looping is a component of multi-age classroom, also.

**Multi-Age Model:** Class of heterogeneous students grouped together by age rather than grade level. Looping is a component of multi-age classrooms also, Multi-age grouping also considers academic and affective needs to determine placement.

**Split Grade / Combination Classroom:** Consists of heterogeneous students from two different grades the same room with a single teacher and may have a teacher assistant. Students in split grades should be independent learners. Older students act as mentors to their younger peers and build self-esteem. Younger students learn from their older peers. Split grades are ideal for looping.



Maureen B. Macera, Ph.D.  
*Superintendent*

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**INTEROFFICE MEMORANDUM**

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**TO:** PARENTS/GUARDIANS  
**FROM:** Dr. Maureen B. Macera, Superintendent  
**SUBJECT:** TEACHER QUALIFICATION LETTER  
**DATE:** September 2007

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Dear Parent/Guardian:

The Woonsocket Education Department is very proud of the many gains our schools have made. Without a doubt, the teachers in the Woonsocket Education Department are extremely competent individuals who care deeply for their students, always willing to “go the extra mile” for their students – your children.

As parents of a student in the Woonsocket Education Department, you have the right to know the professional qualifications of the classroom teachers who instruct your child(ren). Under the No Child Left Behind Law, you may ask for certain information about your child’s classroom teachers.

Specifically:

- ◆ If the teacher has been licensed by the Rhode Island Department of Education and if he or she is qualified to teach the grades and subjects he or she teaches.
- ◆ About the teacher’s college major, any advanced degrees, and the subject of those degrees.

Let me assure you that all of the teachers in the Woonsocket Education Department are licensed by the Rhode Island Department of Education.

A request for specific information may be made to your child’s building Principal. You may also ask the Principal for the qualifications of any Teacher’s Assistant or Paraprofessional that provides services to your child.

If you would like to know any of the above-referenced information, please contact your child’s school principal.

Please feel free to contact my office at (401) 767-4608 for any further clarification.

**WOONSOCKET ELEMENTARY SCHOOL / HOME SCHOOL COMPACT (ENGLISH)**  
**To be send home separately with each child when school begins**

**WOONSOCKET ELEMENTARY SCHOOL / HOME SCHOOL COMPACT (SPANISH)**  
**To be send home separately with each child when school begins**

## ANTI BULLYING PLEDGE – STUDENTS

We the students of \_\_\_\_\_ agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids, “just teasing” or any other rationalization the victim is never responsible for being a target of bullying.

**By signing this pledge, we the students agree to:**

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school’s policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don’t report or stop the bullying, I am just as guilty.

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## ANTI- BULLYING PLEDGE - PARENTS

We the parents of \_\_\_\_\_ agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing," or any other rationalization. The victim is never responsible for being a target of bullying.

**By signing this pledge, we the parents agree to:**

1. Keep themselves and their children informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with their children their feelings about schoolwork, friendships and relationships.
4. Inform faculty of changes in their children's behavior or circumstances at home that may change a child's behavior at school
5. Alert faculty if any bullying has occurred.

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**MEDIA RELEASE FORM**

Dear Parent/Guardian:

From time to time throughout the school year we have opportunities to publicize the successes of our students. To facilitate our ability to use photographs, computer graphics, videotaped events, etc., we are seeking permission, in advance to use your son/daughter in these positive news releases, promotional materials and/or for Internet use.

Please sign and return the form below giving the Woonsocket Education Department Administration permission to use your son/daughter's likeness in the above-mentioned forms.

**PHOTOGRAPHIC, VIDEO, COMPUTER GRAPHIC RELEASE FORM**

I give the Woonsocket Education Department Administration the authority to use my son/daughter's likeness for news releases, video promotional material, and/or computer image(s) on our website(s).

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Woonsocket

**INTERNET USE AGREEMENT AND PARENTAL CONSENT FORM**

**(PERTAINING TO POLICY AS STATED ON PAGE 5)**

**The Student**

I have read the Woonsocket Education Department's "Internet Acceptable Use / Safety Policy" and I understand and agree to all of the provisions, rules, and regulations delineated within. I understand that the use of the Internet is a privilege, not a right I further understand that any violations of the guidelines will result in immediate suspension of my Internet privileges, and that as a result of such violations further disciplinary measures may be taken.

\_\_\_\_\_

Print Student Name                      Student's Signature                      Date Signed

**The Parent/Guardian:**

I am the parent/guardian of the above named student. I have read the Woonsocket Education Department's "Internet Acceptable Use / Safety Policy" and I understand and agree to all of the provisions, rules, and regulations delineated within. I hereby give permission for my child to use the Internet service provided by the Woonsocket School System. I do understand that my child is required to follow this policy. I further understand that there is a potential for my son/daughter to access information on the Internet that is inappropriate for students and that every reasonable effort will be made on the part of the faculty and staff of the Woonsocket School Department to restrict access to such information but that my son/daughter is ultimately responsible for restricting himself/herself from inappropriate information.

\_\_\_\_\_

Father/Guardian Signature                      Mother/Guardian Signature                      Date Signed

**PARENT INVOLVEMENT POLICY SIGNATURE / APPROVAL**

To Parent / Guardian: I have read and agree to uphold the Parent Involvement Policy:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**WOONSOCKET ELEMENTARY SCHOOL - HOME/ SCHOOL COMPACT SIGNATURE/ APPROVAL**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PARENT/STUDENT SIGNATURE/APPROVAL**

To Parent/Guardian: After you and your child have read the Student Handbook, please sign the form below and return it to your child's teacher.

We have read and fully understand all policies stated in the student handbook.

\_\_\_\_\_  
Student Signature                      Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Megan's Law Information Form**

Dear Principal,

\_\_\_\_\_ I do not wish to have my name and address included in the directory. I will therefore not receive sexual offender notification from the police department.

\_\_\_\_\_  
Name of Parent / Guardian

\_\_\_\_\_  
Address of Parent / Guardian

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

Please fill out and return as soon as possible.

Thank You.



Maureen B. Macera, Ph.D.  
*Superintendent*

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**INTEROFFICE MEMORANDUM**

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**TO:** Woonsocket Education Department Parents/Staff  
**FROM:** Dr. Maureen B. Macera, Superintendent  
**SUBJECT:** Asbestos AHERA Information Report  
**DATE:** September 2007

This is the annual updated, compliance letter required by the Asbestos Hazard Emergency Response Act (AHERA). This act requires all school districts; public and private, grades K through 12, to inspect each of their school buildings for asbestos-containing materials. Management Plans have been developed outlining how asbestos-containing materials will be handled in each of the school buildings.

The Woonsocket School Department is committed to remaining a safe and healthy environment for all children, employees and guests in our schools. We will continue, as we have in the past, to monitor, inspect, maintain and repair any asbestos containing materials. Copies of our Management Plan and Inspection Reports are available upon request for review at each school office, as well as the Office of Facilities and Security, located at the Administrative Office, 108 High Street, Woonsocket, RI 02895.

We intend to have our Asbestos Operations and Maintenance Program updated every six (6) months and shall notify occupants, in advance, if abatement will be performed within your school building.

We have contracted John Carbone of Vortex, Inc. Environmental Management, Consulting, and Training Services as our professional asbestos consultant. If you would like more information regarding the AHERA Program, you may contact my office at 767-4628.



Maureen B. Macera, Ph.D.  
*Superintendent*

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**INTEROFFICE MEMORANDUM**

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**TO:** Woonsocket Parents / Guardians and Staff  
**FROM:** Dr. Maureen B. Macera, Superintendent  
**SUBJECT:** **INTEGRATED PEST MANAGEMENT**  
**DATE:** September 2007

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The Woonsocket Education Department recognizes the importance of Integrated Pest Management by taking an environmentally sensitive approach for preventative, as well as responsive practices.

Therefore, the actions of the Woonsocket Education Department is to recognize and treat a potential pest problem with the least amount of chemicals and eliminating the source as part of our in-house program as well as treatments by our licensed pest contractor. Except in extreme emergency situations, all applications will be performed after school hours.

In compliance to the State of Rhode Island General Laws 23-25-37, the purpose of this communication is to inform parents, staff and others of our continuing efforts towards the health and safety of all in regards to Pest Control Management along with the schedule for applications in the food service areas of our school buildings. To that end, the Woonsocket Educating Department has contracted with a professional pest management inspection service. For the new school year, the food service and consumer science areas in all school buildings will be inspected on the first Thursday of each month.

A copy of the schools Pest Management procedures and Material Safety Sheets for products used may be found in each school office and at the Facilities offices in the Administration Building located at 108 High Street, Woonsocket, RI. Parents or guardians of any child(ren) in any school as well as school staff may register for prior notice of pesticide application at their respective school.

If you have any questions, please contact Peter J. Fontaine, Director of Facilities at 767-4628.