



# Handbook 2009-2010

## TABLE OF CONTENTS

Introduction	2	Mission Statement + Philosophy	3
Non Discrimination Policy	4	Section 504+ Title IX	4
Student Records	5	Principals' Message	6
Elementary Schedules	6	Supervision + Recess	7
Homework	7	Conduct Code	8
Consequences	9	Infractions	10
Substance Abuse Policy	11	Busing and Dismissal	11
School Bus Safety Policy	13	Alternative Pick Up/Drop Off	14
Walker Dismissal Procedures	14	Day Care Drop-Off Request	15
Communication	16	School Volunteers	16
Student Insurance	17	School Field Trips	17
Telephone Messages	17	Lost and Found	17
Parent – Teacher Conferences	17	Pupil Needs	17
Dress Code	17	Care of Books/Equipment	18
Absenteeism	18	School Closing Announcements	19
Breakfast/Lunch Programs	19	Health Related Issues	20
In Case of Illness	20	Medication Procedures	21
Guidance	21	Response to Intervention	22
Student Assignments	23	Retention Policy	26
Out of Area Transfer	27	Acceptable Use Policy	28
Signature Page	29		

## INTRODUCTION

The purpose of this handbook is to provide students, parents and guardians with a convenient source of information about the Tiverton Elementary Schools.

There are three elementary schools in Tiverton:

Fort Barton School at 99 Lawton Street  
Pocasset School at 242 Main Road  
Ranger School at 278 North Brayton Road

Each elementary school provides education for children in grades Kindergarten through grade four.

### Central Office

- Superintendent William Rearick 624-8475
- Director of Finance & Admin. Douglas Fiore 624-8475
- First Student Transportation Lynn Lord 625-5562

### Fort Barton

**624-6114 (phone) 624-6115 (fax)**

- Suzette Wordell, Principal Patricia Bird, Guidance Eileen Raposa, Nurse

### Pocasset

**624-6654 (phone) 624-6655 (fax)**

- Fran Blaess, Principal Ann Marie Tobin, Guidance Lori Dobbin, Nurse

### Ranger

**624-8467 (phone) 624-8468 (fax)**

- Thomas M. Gastall, Principal Patricia Bird, Guidance Carla Sweeney, Nurse

### School Committee

- Chairperson Jan Bergandy 624-8687
- Vice Chairperson Sally Black 624-4706
- Member Leonard Wright 624-3315
- Member Danielle Coulter 525-0469
- Member Carol Hermann 625-1606

## **MISSION STATEMENT**

We believe in a safe, orderly, positive school environment with an emphasis on skills and learning processes appropriate to each student's potential where all students develop intellectually, aesthetically, socially, emotionally, and physically.

## **PHILOSOPHY**

The Tiverton School System believes that education is a life-long growth process which is committed to helping individuals realize their full potential, talents, and capacities as productive human beings. We are dedicated to providing opportunities for intellectual, social, aesthetic, and ethical learning and growth.

Our school system continually strives to meet the needs of the individuals whom we educate. We do this by 1) identifying students' needs and providing appropriate environments and learning experiences to meet these needs; 2) encouraging talents and special interests of students; and 3) providing opportunities for the development of individual responsibility, decision-making and social responsibility. We strive to link knowledge and skill with an understanding of and a commitment to the application of democratic principles.

We recognize the dynamic nature of our society and our obligation to prepare students to function in the society of the future. We attempt to do this by: 1) promoting a positive self-concept; 2) stimulating intellectual curiosity; 3) fostering productive work habits; 4) cultivating self-discipline; and 5) providing for career exploration. The school environment is a microcosm of society for the student. For this reason, we provide learning experiences which foster individual growth and those which stimulate teamwork and a competitive spirit.

It is the District's responsibility to provide a safe and healthful environment for students. Administrators and teachers also have an obligation to seek information on current educational practices and to evaluate how applicable and appropriate they are meeting the District's needs. We acknowledge the necessity of on-going revision of the curriculum.

Our curriculum develops in the learner the basic skills needed for communication, comprehension, evaluation, and the conceptualization of ideas. We strive to help learners develop problem-solving skills and skills that will help them deal with an ever-changing society.

We believe that students, parents, support personnel, teachers, and administrators need to be aware of their individual importance in providing the consistent effort and cooperation essential to the success of the educational process.

**Tiverton School Department  
Policy of Non-Discrimination**

It is the policy of the Tiverton School Department not to discriminate on the basis of age, sex, sexual orientation, gender identity or expression, race, religion, national origin, color, or disability in its education programs, activities, and employment practices in accordance with applicable laws and regulations.

**Section 504 of the Rehabilitation Act:**

Section 504 of the Rehabilitation Act of 1973 is Congress' directive to any organization to eliminate discrimination based on disability from all aspects of school operation. It states: "*No otherwise qualified individual with a disability shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program of activity receiving Federal financial assistance.*" Since the Tiverton School Department receives federal dollars, we are required to provide eligible disabled students with equal access (both physical and academic) to services, programs, and activities offered by our schools. Information on the process for reviewing Section 504 eligibility is available in each school building as well as parents' rights. Parents have the right to file a complaint with the district if they feel their child's rights have been violated. Forms for filing a complaint and additional information on the process for addressing Section 504 parent complaints are available in each school office.

**Title IX:**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance. In an effort to comply with Title IX, the Tiverton School Department affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. Additional information on Title IX policies and procedures is available in each school building and at our central office. Anyone who believes that discrimination on the basis of sex has occurred should contact the appropriate building representative listed below for information and advice on the complaint procedure:

**Tiverton High School**

Steve Fezette, Building Principal	(401) 624-8494
John McKinnon, Asst. Principal	(401) 624-8494
Elizabeth Farley, Director of Guidance	(401) 624-6621

**Tiverton Middle School**

Patricia Aull, Building Principal	(401) 624-6668
Patrick Lattuca Asst. Principal	(401) 624-6668
Linda Beaupre, Guidance Counselor	(401) 624-6762

**Elementary Schools**

Suzette Wordell, Fort Barton School Principal	(401) 624-6114
Thomas Gastall, Ranger School Principal	(401) 624-8467
Fran Blaess, Pocasset School Principal	(401) 624-6668
Patricia Bird, Ranger + Fort Barton Guidance Counselor	
Ann Tobin, Pocasset Guidance Counselor	

**Central Office**

William Rearick, Superintendent	(401) 624-8475
Diane Sanna, Title IX Coordinator	(401) 624-8494 xt. 224

## STUDENT RECORDS

The Tiverton School Board has adopted regulations pertaining to student records which are in accordance with the Family Rights and Privacy Act of 1974 (Buckley Amendment) and as amended on December 31, 1974.

The following is a summary of the major parent and student rights regarding school records in the town of Tiverton.

### 1. Inspection of Record

A parent, or a student who is 18 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within a reasonable time but no later than 45 days after the request.

The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials.

Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

### 2. Confidentiality of Record

With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent of the student.

### 3. Amendment of Record

The parent and student have the right to add relevant comments, information, or written materials to the student record. In addition, the parent and the student have a right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system

### 4. School Records normally include:

Directory Information

Attendance Record

Academic Record

Health Card

Standardized Test Scores

Academic Record

5. The above is only a summary of some of the more important provisions of the Regulations Pertaining to Student Records that relate to student and parent rights. If more detailed information is desired, contact the school principal.

## Principal's Message

The Tiverton Elementary Schools believe that every child is a unique and special individual who can learn. We believe that it is our responsibility to serve as facilitators for the nurturing and development of every child's maximum potential; academically; physically; socially and emotionally. We are committed to providing opportunities, which will assist the students in making self-directed, realistic, and responsible decisions when solving problems that may confront them in our multicultural, ever-changing world. Ultimately, each student will gain from school according to the effort he/she applies. To increase the degree of educational success, it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

We all want the best for your children, but we are not enough. Parents play a key role in the education of your children. Your words of encouragement, a hug when the day has been rough, your interest in your children's work, and your presence at school are vital!

Parents count! Come to school, meet us, talk to us, join the PTO and volunteer your time and energy. All students must have their parents or legal guardian sign the signature page at the end of the handbook. This will notify the school that the student's parent or guardian has read the entire handbook section of this student planner. Thank you for assisting in building a better school climate.

Thomas M. Gastall  
Ranger School  
[tgastall@tivertonschools.org](mailto:tgastall@tivertonschools.org)  
624-8467

Pocasset School  
624-6654

Suzette L. Wordell  
Fort Barton  
[swordell@tivertonschools.org](mailto:swordell@tivertonschools.org)  
624-6114

## ELEMENTARY SCHOOL SCHEDULES

### Grades 1-4:

Doors open	8:40 AM
School begins	8:50 AM
School closes	3:20 PM

### Kindergarten:

#### Morning Session:

Classes begin	8:50 AM
Classes end	11:35 AM

#### Afternoon Session:

Classes begin	12:35 PM
Classes end	3:20 PM

## **SUPERVISION**

Morning supervision begins 15 minutes before the start of the school day.  
Parents transporting their children to school should plan to arrive after 8:40 AM.  
Homeroom period begins at 8:45 AM.  
School supervision of the children ends when the school buses have left the school.

## **RECESS**

At Ranger and Fort Barton schools, children go outside to the playground twice each day.

Morning recess - 15 minutes (grades 3 & 4)

or

Afternoon recess - 15 minutes (grades 1 & 2)

Lunch recess -15 minutes (all grades)

At Pocasset school students have 30 minutes of recess either before or after eating lunch.

Parents should check weather conditions and dress their children accordingly. Under severe conditions children will have indoor recess.

## **HOMEWORK**

Homework is and should be an important part of a child's educational development. The purpose of homework is to reinforce concepts learned in the classroom. It fosters good work habits and helps to teach the child responsibility. Homework is part of the students' grade.

For homework to achieve an effective level, parental supervision is encouraged.

Children in grades 1 through 4 are assigned schoolwork to be done at home.  
In the assignment of homework the following is used as a guide:

1. Homework should always be used as a reinforcement tool for lessons previously presented.
2. Homework should never reach a point where it becomes excessive.
3. Homework is progressive in amounts as a child moves through the grades.
4. All written homework becomes part of the students' grade.
5. In the upper elementary grades homework should include both short-term (daily) as well as long term assignments (Book Reports, Projects, etc.).
6. Beginning in grade 1 students will be trained in the use of daily assignment books for homework or receive weekly written homework assignment sheets.

7. Time guide - the following are approximate limits and are used as a guide for both written and study homework:

Grade 1 - 20 minutes

Grade 2 -30 minutes

Grade 3 -40 minutes

Grade 4 -50 minutes

8. In addition to the above it is recommended that children should be engaged in a reading activity at home for 15 minutes each day.

For this activity to be successful:

- In the primary grades students need to be read to by parents.
- In the upper elementary grades students may need assistance from parents. (Example: listening to students read aloud)

### **CODE OF CONDUCT**

The following discipline code applies to the behavior of all students while they are on school grounds, in school buildings, and/or participating in school activities.

Each student is expected to be responsible for his/her own behavior. This code of conduct focuses on personal safety of students and respect for the rights and property of others. Students who fail to meet these standards and violate school rules may be subject to appropriate disciplinary action.

Disciplinary action will be taken when a student behaves in a manner which is, but not limited to: --

1) disorderly:

- fighting or behaving violently
- threatening another with bodily harm
- bullying and/or harassing others
- rough play
- emotional or mental abuse
- interfering with instruction
- running
- cursing
- buying, trading, swapping or selling
- stealing

2) insubordinate; that is

- failing to comply with the reasonable request of teachers, school administrators or other school employees

3) academic misconduct; that is:

- tardiness
- cheating

4) in violation of Board of Education rules and regulations for the maintenance of public order on school property, including but not limited to:

- vandalism or any destruction of property (including graffiti or arson)
- theft
- truancy or excessive absence
- possession/use/sale of drugs or alcohol
- possession of weapons, fireworks or replica thereof
- possession or use of tobacco or tobacco products
- gambling
- trespassing

5) The Principal reserves the right to take any action that is necessary in the interest of the students, staff, and smooth operation of the school building.

### **CONSEQUENCES**

We believe it is the responsibility of all who come in contact with students to maintain a productive school environment.

Most behaviors which have a negative impact on the school's successful operation can be successfully managed by the classroom teacher, while the more serious or recurring infractions will result in a referral to an administrator. Disciplinary action will be firm, fair and consistent in order to be effective in changing behavior. Appropriate action will be taken according to the seriousness of the offense and previous actions taken. Actions will reflect student's needs as well as the school's need to ensure a safe, orderly learning environment for all.

A variety of discipline management techniques will be administered to students who choose to violate the District's Code of Conduct. In general, discipline penalties increase according to the severity or persistence of misconduct. The Building Principal or Crisis Intervention Team will first review the student's disciplinary records and consider the circumstances which led to a violation.

The range of consequences which may be imposed for violations of the student disciplinary code includes the following:

- verbal warning      written warning      notification to parent      meeting with parent
- reprimand            detention                      in-school suspension
- suspension from transportation                      suspension from social extracurricular activities
- suspension of other privileges                      exclusion from a particular class
- involuntary transfer to another classroom
- suspension (out of school – prohibits as to being on school ground during and/or after school)

<b>Infractions</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Bullying and/or Harassing others	Conference with the Principal. Sent to Guidance Counselor. Call home and loss of recess.	Conference with the Principal. Sent to Guidance Counselor. Call home and one day of ISS.	Conference with the Principal. Call home and one day of OSS.
Disrespectful to staff	Conference with the Principal. Call home and loss of one recess.	Conference with the Principal. Call home. One day of ISS.	Conference with the Principal. Call home. One day of OSS.
Disruptive Behavior	Conference with the Principal. Call home and loss of one recess.	Conference with the Principal. Call home. Must see Guidance counselor. One day of ISS.	Conference with the Principal. Call home. One day of OSS.
Fighting	Conference with the Principal. Call home and one day of OSS.	Conference with the Principal. Call home and two days of OSS.	Conference with the Principal. Call home and two days of OSS.
Rough Play that could result in unnecessary injury	Conference with the Principal. Loss of recess for two days.	Conference with the Principal. Sent to Guidance Counselor. Call home and one day of ISS.	Conference with the Principal. Sent to Guidance Counselor. Call home and one day OSS.
Significant or serious destruction of Property Note: Reimbursement will be sought for property that is broken along with labor costs incurred	Conference with the Principal. Sent to Guidance Counselor. Call home and loss of recess to one day of ISS depending on the situation.	Conference with the Principal. Sent to Guidance Counselor. Call home. One day of ISS or one day of OSS depending upon what consequence took place earlier.	Conference with the Principal. Must see Guidance Counselor. Call home. Two days of OSS.
Personal Threat	Conference with the Principal. Send to Guidance counselor. Call home and one day of ISS.	Conference with the Principal. Call home and one day of OSS.	Conference with the Principal. Call home and two days of OSS.
Stealing	Conference with the Principal. Sent to Guidance Counselor. Call home and one day of ISS.	Conference with the Principal. Sent to Guidance Counselor. Call home and one day of OSS.	Conference with the Principal. Sent to Guidance Counselor. Call home and one day of OSS.
Use of Inappropriate Language	Conference with the Principal. Call home and loss of recess for two days.	Conference with the Principal. Sent to Guidance Counselor. Call home and one day of ISS.	Conference with the Principal. Call home and one day of OSS.

**Note: Infractions are documented each calendar year and students start with a clean record each year.**

## **SOME GENERAL RULES**

- Hats and coats may not be worn inside the building.
- The same rules that apply to the school day also apply to behavior at the bus stop.
- Discipline for any inappropriate behavior that infringes on the health, safety, and/or educational well-being of the students and staff will be left to the discretion of the Principal.
- A major infraction of school regulations, such as gross insolence or insubordination, may result in immediate out-of-school suspension.
- The Principal reserves the right to take any reasonable action that is necessary in the interest of the students, staff, and smooth operation of the school building.
- Harassment and weapons of any type are strictly not allowed and will be dealt with in a most serious manner. School Committee policy addresses specific procedures to be followed in these serious matters.

## **SUBSTANCE ABUSE POLICY EDUCATION - Drugs & Alcohol**

The substance abuse policy of the Tiverton School System will have the primary focus on prevention through education. Available for grades K-12 is a comprehensive health curriculum which includes substance abuse education (including wellness, building skills in the areas of decision making, self-concept, positive self-image, and avoidance skills) and a K-12 Health Council ready to act on curricular and offer staff development opportunities through awareness workshops concerning issues involving substance abuse.

## **BUSING AND DISMISSAL**

### **CODE OF BEHAVIOR ON OUR SCHOOL BUSES:**

1. On roadways where there are no sidewalks, walk facing traffic.
2. While waiting for the school bus, do not run around or play games.
3. Be on time at the designated pick-up point. **Please allow 5 to 10 minutes before designated times as pick ups and drop-offs can vary due to weather, departures from other schools, etc.** Note: Buses cannot wait.
4. Approach the bus only when it has stopped.
5. Proceed to assigned seat and stay there until the bus arrives at the discharge point. When seated, keep feet and objects out of the aisles.
6. Books and equipment should not be placed in the aisles.
7. Remain in your seat. No standing.

8. Always keep hands, arms, etc. in the bus.
9. There is to be no eating of food on the buses. Help keep the bus clean, sanitary, and orderly.
10. Cooperate with the driver and monitor - no talking to the driver while the bus is in motion. However, report any emergency to the driver.
11. Remain in your seat until the vehicle has come to a complete stop.
12. Leave bus at designated stop. Cross in front of bus when crossing the street and at least 10 feet in front of bus, listen to the bus monitor.
13. The school bus is a classroom on wheels. Act in a school bus as you would in the classroom.
14. Respect and be courteous to your school bus driver and monitor. They have a very important job to do and they need your help.
15. Avoid unnecessary disturbing noise, do not shout at passing persons or vehicles.
16. Profane or vulgar language is unacceptable.
17. SMOKING ON SCHOOL BUSES IS NOT PERMITTED BY ANYONE AT ANY TIME, including when students are not present.

In the interest of safety, all parents are requested to cooperate with the school department in the implementation of this safety code.

## **BUS DRIVERS AND MONITORS**

The monitor plays an important role on the bus. Monitors assist the bus driver in discipline and safety. Students should follow instructions of both bus drivers and monitors.

## **BUS DISCIPLINE PROCEDURE:**

Verbal warnings are communicated to parents and/or building principals prior to the issuance of written notices except in serious instances that need to be addressed formally. Ex. Significant or serious destruction of property.

1st written discipline notice	Warning/Parent notification
2nd written discipline notice	Warning/Parent notification and loss of recess
3 <sup>rd</sup> written discipline notice	Three day bus suspension
4 <sup>th</sup> written discipline notice	Five to ten day bus suspension.
5 <sup>th</sup> written discipline notice	Bus suspension to end of semester

## **DISMISSAL**

For everyone's safety, all persons entering or leaving the building must report to the school office, sign-in with the school secretary, and wear a visitor's pass.

Parents wishing to have their children dismissed prior to the close of school are requested to inform the school office in writing. Permission will be granted for legitimate reasons, such as doctor visits or emergencies. Students need to be signed out by a parent or guardian. Students will only be released to persons registered as authorized by parents on registration forms.

Parents are requested to report to the school office when picking up children before dismissal and sign the release book.

Parents wishing to dismiss their children prior to the close of the school day should send a note to school. Please remember the school day does not end until 3:00 PM and early dismissal should be used only for emergencies.

Parents changing bus or walker assignment are to send in a note to school on that day in accordance with the district's busing policy.

Parents meeting walkers are asked to meet their child outside.

### **Title: School Bus Safety Policy**

(Parent present at drop-off of kindergarten and first grade students)

The Principal of each elementary school shall issue a student identification card to a parent or guardian of each kindergarten and first grade student. The identification card will contain the following information:

Student's name and school

Photo of the student

The following statement:

“The person bearing this identification card is the parent or guardian of the identified student or has been authorized by the parent or guardian to meet and supervise this student at the bus stop or upon being released from school.”

The Principal may issue additional cards to the parents of a student upon written request from the parent or legal guardian.

Drivers will drop off Kindergarten and grade one students at their bus stop only if the person waiting for the student has, in their possession, that student's picture identification card.

If an authorized person with the student's identification card is not waiting at the bus stop, the driver must keep the student on the bus and immediately notify the Tiverton transportation-supervisor. The supervisor must likewise immediately advise the respective elementary school Principal that the student is being returned to their school at the conclusion of the run.

The Principal must call the parent or guardian to arrange for the student to be picked up at school.

**Tiverton Elementary Schools**  
**Alternate Pick Up/Drop off Transportation Request**

(A) Due to the fact that all school bus routes are structured during the summer months and are based on providing transportation service from and to a student's home residency, any and all requests for altering the same will need to be submitted to the student's school of attendance no later than August 1<sup>st</sup> of each respective year for consideration.

\*\* Any requests received after August 1<sup>st</sup> will not be considered until the third week of September. (September 15<sup>th</sup>)

\* Exceptions being: New Registrations/Residents

(B) Upon consideration and approval of request, all requests will be considered effective for 5 days. Students shall have only one alternate designated pick up/drop off location to ensure safety and to monitor bus capacities.

**Tiverton Elementary Schools "Walker Dismissal Procedures"**

After a careful review of our present "Walker Dismissal" procedures, the Tiverton School Committee, in accordance with the school administrative staff, adopted the following procedure effective March 29, 2004.

Students who are "Walkers" will be dismissed in the following fashion:

1. Parents/Guardians of students in grades 1 and Kindergarten will continue to present their child's School Identification Card to the teacher/administrator on duty in order to pick up their child.
2. Parents/Guardians of students in grades 2-4 will present a valid photo identification at the door to the teacher/administrator on duty, who will cross-reference the identification with your child's emergency release contacts (information is taken from your child's Elementary Biological Data form).
3. We will continue to have parents send in students with "Walker Dismissal" notes on the day they will not be riding the bus home.
4. If a person arrives to pick up a student without proper identification, the student will not be released. Rather, the student will be escorted to the Main Office.

**Licensed Child Day Care Center Drop-Off Request**

**Policy #480**

Date of Request: \_\_\_\_\_

Student name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student residence: \_\_\_\_\_

Request for school year: \_\_\_\_\_ Student will be in Grade: \_\_\_\_\_

Assigned Elementary School: \_\_\_\_\_

Parent or Legal Guardian: \_\_\_\_\_

Parent or Legal Guardian residence: \_\_\_\_\_

Child day care center: \_\_\_\_\_

Address of child day care center: \_\_\_\_\_

Child day care drop off location: \_\_\_\_\_

Parents consent: I hereby authorize the Tiverton School Department to transport my son/daughter to the day care center specified above and also certify that I have made arrangements for representatives of specified day care center to take responsibility for my child's welfare beginning; at the time my son/daughter arrives at the location designated herein.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Day Care Provider consent: I acknowledge that I have been designated as the day care provider for the above specified student and accept full responsibility/or this child's welfare beginning at the time the child arrives at the location designated herein.

Signature of Day Care Provider: \_\_\_\_\_ Date: \_\_\_\_\_

Day care drop-off requests must be approved by the Superintendent of Schools. If approved, child day care drop-off requests are granted for a one year period only and must be applied for annually.

Recommended by: \_\_\_\_\_, Principal Date: \_\_\_\_\_

Approved by: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

## **COMMUNICATION**

### **CHAIN OF COMMAND**

Parents are encouraged to address any concerns to the immediate attention of the classroom teacher. If the matter is not resolved at that level, the building principal should be contacted. Further remediation should be addressed with the Superintendent of Schools. The next step in the appeal process would be the Tiverton School Committee.

### **SEARCHES**

School desks and other such equipment are school property, not the private property of students and as such may be subject to inspection from time to time by school officials.

Under special circumstances, school officials, may search students, upon parent notification, particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

### **PROHIBITED ITEMS**

The learning atmosphere can be interrupted by the indiscriminate use of electronic devices. These items are temptations for theft and are disruptive to the learning environment. Therefore, all cell phones, radios, tape players, CD players, tape recorders and electronic games are to be left at home unless they are to be used in class or at after school day care. Teacher permission must be obtained and the item must be left in the teacher's possession for the day if approved for school use. Parents should contact the building principal in instances of extenuating circumstances

### **CARE OF SCHOOL PROPERTY BY STUDENTS**

All students must show respect and care for Elementary School property. Any damage to property should be reported to the main office or an appropriate teacher or school personnel.

### **SCHOOL VOLUNTEERS**

Parents and interested persons can help in the classroom with small groups or individual children, in the school library or office, or as a resource person sharing your job or hobby with the children.

Volunteers can help in these and many other ways whatever time and day is convenient. You do not need a background in education or special training. It's your interest and concern that matters. "On the Job" training will be provided.

Interested parents and friends who wish to work as a volunteer should call any of our elementary schools.

## **STUDENT INSURANCE**

The Tiverton School Department does not carry student accident insurance. An insurance plan for students at a nominal fee is made available to all children who attend the Tiverton Schools. Parents who do not have their children covered under their own accident policy are encouraged to take advantage of school insurance.

Plan 1 - This plan protects the student on a 24 hour basis.

Plan 2 - This plan protects the student while attending school, traveling to and from school, and while participating in a sponsored activity.

Insurance forms are available at each school and will be distributed to all students in September.

## **SCHOOL FIELD TRIPS**

Whenever there is a school approved trip in which students are to be away for any period of time, it is necessary that the pupils turn in the provided permission slip that has been signed by their parents or guardians.

## **TELEPHONE MESSAGES**

No student or teacher will be called out of class to answer the telephone unless it is an emergency.

## **LOST AND FOUND**

There is a lost and found box in each elementary school. **Please label all children's clothing.** Each year we send large boxes of clothing to local charities. If your child has lost articles of clothing, please feel free to come into school and look through the lost and found box.

## **PARENT- TEACHER CONFERENCES**

Each year we have two parent-teacher conferences scheduled for our elementary schools. These conferences are held during the second and third terms. At other times, parents may schedule individual conferences with any of our teaching staff as the need arises. Please call in advance for an appointment.

## **PUPIL NEEDS**

Please inform us immediately of any extenuating needs your son or daughter may have. Any information of this type will remain confidential and shared with those teachers who work directly with your child.

## **DRESS CODE**

It is our strong belief that appropriate student dress has a positive impact on student learning, student behavior, and the overall school climate and morale. High standards of expectation for student dress help send the message to students that school is an important place. We also believe that a dress code helps prepare students for the workplace where a high standard of dress is often a requirement.

In order to promote an orderly learning environment in our schools while preparing all students for later success in the world of work, the Tiverton Elementary Schools has established the following guidelines for elementary student dress:

- Students shall keep their clothes, bodies, and hair clean.
- Students shall wear shoes or sandals held securely on the feet for protection and safety while on the school grounds or aboard school transportation. Flip flops, clogs, sneakers / shoes with wheels also known as “Wheelies,” and no-back shoes are prohibited.
- Students shall not wear hats or head coverings inside school buildings unless previously approved by the principal.
- Students shall not wear decorations, symbols, mottoes, or designs on the body or clothing showing unacceptable products (tobacco, alcohol, drugs), inappropriate clubs or groups, or inappropriate pictures or words.
- Students shall not wear spandex and /or beach-type clothing to school.
- Students shall not wear very short shorts or miniskirts, see-through clothing, or revealing tops that leave the stomach showing.
- Students should wear clothing that lets them move and play safely (examples: tennis shoes, shorts, t-shirts) when physical education is scheduled.
- Students’ clothing shall be worn appropriately as designed. For example, pants are to be worn securely at the waist.
- Jewelry shall be worn in a way that does not present a safety or health hazard or cause a major distraction to the educational process.
- Wallet chains shall not be permitted.

The Principal, or designee, will make the decision if a student’s appearance meets school and community standards. The principal’s decision on the appropriateness of dress is final. Further remediation should be addressed with the Superintendent of Schools. The next step in the appeal process would be the Tiverton School Committee.

Parent support is appreciated and necessary. When students comply with the dress code, staff and administration spend much less time dealing with inappropriate dress and can dedicate that time to student learning. It is our goal to promote an orderly learning environment in our schools while preparing all students for later success in the world of work. Your support is appreciated.

### **CARE OF BOOKS AND EQUIPMENT**

Any property damage caused by a student must be repaired or replaced at the expense of the student at fault. If a book is lost or ruined by a student, the replacement price will depend on the condition of the book when it was issued to the student.

### **ABSENTEEISM**

Children will be marked absent if they are not in attendance for more than half of the daily session.  
(11:30 AM)

Parents are requested to notify the school office after 8:00 am when their child is absent.

## SCHOOL CLOSING ANNOUNCEMENTS

Winter storms - no school / early dismissal announcements. On stormy or snowy mornings, no school or delayed opening announcements will be made on the following radio stations:

- WJAR Channel 10 TV – Providence                      WSAR Fall River (1480 on your AM radio dial)
- WHTB Fall River (1400)                                      WPRO Providence (630) after 6:00 AM
- Tiverton District Parental Notification Calling System
- [www.tivertonschools.org](http://www.tivertonschools.org)
- If no announcement is made, school meets as usual. **Please do not call the school.**
- A.M. Kindergarten will not be in session on late start days
- P.M. Kindergarten will not be in session on early release days.

**Parents will also be notified via the Connect Ed automated calling system. Please be sure the school has your correct phone number.**

## BREAKFAST/LUNCH PROGRAM

Each Elementary School has cafeteria facilities. Nutritiously balanced meals are offered for our children. Menus are published monthly by the food vendor, **Chartwells**. There are 3 daily choices available daily and each includes milk and fruit. Milk, breakfast and/or lunch may be purchased daily, weekly or monthly.

Checks are accepted made out to the Tiverton Lunch Program.

**NOTE:** Children participating in the breakfast program should enter the building at 8:25 AM. Breakfast students are expected to be in their homeroom by 8:40 AM.

## RULES AND REGULATIONS OF THE CAFETERIA

1. Children are expected to eat lunch in an orderly and reasonably quiet manner.
2. Children are always under the supervision of an adult.
3. Proper table manners and eating habits are expected. Ex. No throwing or spitting food.

If these simple rules are followed, the lunch period will be a pleasant break in a busy day.

Free and reduced price lunches are available to families meeting State and Federal economic guidelines. Applications are available at all Tiverton Schools throughout the year and will be sent home to students in September.

## **HEALTH RELATED ISSUES**

### **Vision**

Students receive a vision examination at least upon entrance to school and in the first, second and third grades. This screening includes distance visual acuity, near visual acuity, ocular alignment and color vision. Parents of children who are found to have possible vision problems are notified so that they may seek professional advice.

### **Hearing**

Hearing screenings are performed annually by the State of Rhode Island Hearing Center. This screening includes puretone testing and tympanometry. Parents of children who are found to have a possible hearing problem are notified so that they may seek professional advice.

### **Dental**

Students entering kindergarten are required to have a dental examination prior to entrance. Thereafter, every student shall be given an annual screening. Students who are screened by private dentists/dental hygienists and provide written documentation of the screening shall be exempt from school screenings. The dental screening includes examination of soft tissue, gross orthodontics and dentition. When a school's dental screening has revealed that a dental problem may exist, the parent will be notified so that a dental visit may be arranged.

### **Speech / Language Screening**

Each student entering kindergarten will receive a screening of their speech and language skills. The screening will be conducted by a certified Speech and Language Pathologist. If a problem is noted, parents will be notified and further testing may be warranted.

### **Physical**

Physical examinations are required for all students entering kindergarten and for any other students entering school in Rhode Island for the first time. Examination forms will be given to parents when they register their child for school.

### **IN CASE OF ILLNESS**

You don't want your child to miss school, but you don't want to send a sick child to school, making him/her miserable and exposing the other children to illness. Do not send your child to school with a fever (temperature of 100 or more) or with signs of a contagious disease, such as nausea, vomiting, diarrhea, rash, sore throat, frequent cough or inflamed eye.

If your child becomes sick at school, you will be contacted. We will need your telephone number where you can be reached and the numbers of relatives or friends to contact in case of illness or injury. Emergency forms for parents to complete are sent home in September when school starts.

Should you have any questions or concerns regarding your child's health, please do not hesitate to call the school nurse at your child's school.

## **MEDICATION PROCEDURE**

Parents/guardians are advised to give medication at home on a schedule other than during school hours. If it is necessary for the student to receive medication during school hours, adherence to school regulations is required. This medication procedure has been developed per Rules and Regulations for School Health Programs (RI6-21-SCHO).

1. All medications shall be stored in their original prescription-labeled containers.
2. A licensed health care prescriber's written order shall be provided for all prescriptions and over-the-counter medications. **Note:** Annual Standing Orders are written that allow nurses to administer certain medications such as Advil, Orajel, Benadryl, etc. The 2008-2009 listing of Standing Orders will be sent home during the first week of school.
3. A parent authorization shall be obtained and verified by the certified school nurse-teacher.
4. For the safety of all students, it is recommended that all medication be transported to school by a parent/guardian. In special circumstances it may be necessary for the parent/guardian to contact the school nurse-teacher to plan an alternate medication transport procedure.

**PARENTS ARE REMINDED THAT THIS PROCEDURE HAS BEEN DEVELOPED IN ACCORDANCE WITH STATE REGULATIONS. NO MEDICATION SHALL BE DISPENSED WITHOUT FOLLOWING THIS PROCEDURE.**

## **GUIDANCE SERVICES**

Guidance services are available for all students. The School Counselor's role is to assist students in their social, emotional and academic development. Counselors will visit classrooms several times each year to teach conflict resolution, social skills, Empathy Training, Anger Management, Impulse Control and Career Exploration.

Counselors are also available to:

- Orient new students and assist parents in the Response to Intervention process
- Provide educational materials to parents on Social/Emotional developmental issues.
- Attend Staffings, IEP's and Support Team Meetings.
- Provide referrals to outside counseling agencies.
- Coordinate statewide testing and report card printing
- Transition students from elementary school to middle school
- Provide Crisis Intervention

All Counselors observe ethical standards of the American School Counselor Association and the American Counseling Association.

### ***The Three Tiers of RtI (Response to Intervention)***

Tier I is for all students. When the teacher recognizes that a student is having difficulty academically or maintaining appropriate behavior in the classroom, s/he will provide in-class support and suggest ways that families can help their children at home. If progress is not made the classroom teacher refers the student to the Teacher Support Team (TST) which provides the teachers with additional strategies to implement. If insufficient progress is made, the student is referred to Tier II.

Tier II is for students who require additional support. During this stage of the process the classroom teacher collaborates with other teachers, specialists, and families to gather more information better understand the learning strengths and challenges.

Tier III is for students who may benefit from more intensive interventions or who may be referred to special education to determine if they are eligible to receive services.

#### **The RtI Process:**

1. Academic/Non-Academic difficulties are identified
2. Teachers provide in-class support and suggest ways that families can help at home
3. If sufficient progress is not made the classroom teacher refers the student to TST and implements the recommended strategies.
4. The classroom teacher reports progress to the TST. If sufficient progress is not made the student is referred to Tier II.
5. Teachers work with the student, family, and specialists to gather more information, determine potential barriers to learning and develop a plan for academic success.
6. The plan is implemented and progress is monitored closely. Adjustments to the plan may be made and progress reassessed.
7. If sufficient progress is not made more intensive interventions may be necessary, and/or a special education referral is made.

#### **Support Agencies**

The Elementary Guidance Department has a close relationship with outside support agencies and makes appropriate use of such agencies when the need arises. Possible service providers include but are not limited to: Stop Over Services, Fall River Family Services, Child and Family Services of Newport, and Newport County Community Mental Health Services. Special concerns of parents and teachers that require a guidance counselor are dealt with on an as needed basis.

## **STUDENT ASSIGNMENTS TO ELEMENTARY SCHOOLS**

POLICY #480 (REVISED 6-4-97, 6-21-97, 4-9-02)

The assignment of students to elementary schools is based on the "neighborhood" concept. Students are assigned to the elementary school nearest their place of residence. It is understood that in some instances traffic patterns for bus schedules may slightly alter the assignment of schools. Based on the timetable and schedule below, students will be assigned by individual grade according to a fair and equitable distribution in order that the number of students in each individual grade classroom be as similar as possible in each school. Establishing boundary lines by each grade can result in different boundary determinations for each grade within one school.

Due to a variety of factors (difference in size of grades, new students moving into the community, etc.) the neighborhood boundaries of each grade (K through 4) must be established each year and school district lines may change. The determination of elementary school assignments and boundaries shall be made in the following manner.

1. On or about July 1st, the number of elementary students enrolled in each grade shall be established. The average number of students for each grade shall be determined by dividing the number of students by the class size maximum (23 for grades K & 1 and 25 for grades 2-4). The appropriate or ideal number of students for each grade level shall be determined by the administration by equally dividing the class size for each individual class.

This process will hopefully allow for a number of students less than the class size cap which would allow space for additional students that may enroll at a later date from within the school district. The boundary for each grade level shall be initially determined by this method utilizing the computer bus scheduling program which identifies students by residence. A team comprised of each elementary principal, the business manager, and the Superintendent shall provide the guidance to the transportation provider for scheduling purposes.

The transportation team will first attempt to maintain the existing boundaries by reviewing the class distributions. An equitable distribution must be maintained understanding that it is not the intent of this policy to ensure equal numbers in each class but rather similar numbers in each class.

2. Children of the same family/household that may have been assigned to a different school (due to the fact that grade sizes will differ), shall be identified, and the principals of the involved schools shall make an effort to have the students assigned to the same school attempting to first assign them to the school closest to their residence.

3. On or about July 15, the Superintendent shall determine assignments of students to a school other than their elementary school based on the individual written requests of parents and recommendations of the principals. In no situation may a request for out-of-area assignments be granted which would cause additional transportation costs or disrupt or lengthen an established bus route. Understanding that many issues can be involved regarding a parent's request for out-of-area assignments (day care, health issues, personal issues, etc.), principals shall base their recommendations on the individual circumstances and hardship of each written request. Parents shall be immediately advised of the decision of the Superintendent for each request that was submitted.

4. On or about July 20, the transportation provider will produce a letter to each elementary parent that has been prepared by the Superintendent of Schools that will include the student's school assignment, bus number, bus stop, teacher assignment, and other pertinent information as determined by the Superintendent.

5. Determination of assignments shall be as follows and are listed in order of preference:

- a. Distance to the neighborhood school.
- b. Consideration of bus route in conjunction with number 1.
- c. Maintaining students from the same household within the same school.
- d. Students that were assigned to the school the previous year and resided within the boundary established for that year, and wish to remain at the same school if space permits.
- e. Individual parent requests for out of area assignments. All things considered equal, the date of the parent's request shall be taken into consideration. Principals shall consider however, hardship in determining assignments. Assignments of out-of-area students will ultimately be decided by the Superintendent of Schools.
- f. Any out of town students that are appropriately registered in Tiverton.
- g. Understanding that the school department is a public entity and strives to meet the needs of the public in a fair, consistent, and equitable manner, the school department shall attempt to provide transportation to (not from) licensed child day care centers from elementary schools at the conclusion of the school day. Generally, transportation cannot be provided to recognized licensed child care centers at the conclusion of A.M. Kindergarten classes. The transportation sub-committee shall meet with said providers annually, on or about June 1st, to determine how appropriate arrangements can be made.

Transportation for this purpose will be considered provided that it does not significantly effect cost for student transportation or significantly alter routes which would result in delaying the delivery of other children.

- h. This policy shall be included in the-elementary handbook -which is distributed to parents.
- i. Requests for out of area assignments shall be submitted on a standardized form which shall become part of this policy and is attached hereto.
- j. This policy shall include the following forms:

1. Parent Request for Assignment To a Non-Area School;
2. **Parent Request for Transportation To a Day Care Center**

## **ELEMENTARY SCHOOL RETENTION POLICY**

It is the policy of the Tiverton School Committee to ensure that elementary school students are placed at appropriate grade levels. Although elementary students will generally be promoted to the next grade on an annual basis, there may be instances in which the child's academic and social performance will require that the student be retained in a grade. The following procedures shall apply in the case of retentions in grade:

1. No later than the end of the second quarter, the classroom teacher shall determine whether any of the students in his/her classroom are in danger of requiring retention based on lack of significant academic progress. If the classroom teacher determines that a student is in danger of requiring retention, the teacher must give notice to the parents of guardians as soon as possible, but in any event no later than the last day of the third quarter.

All communications should be supported with evidence of student work and documented for future reference.

2. The teacher shall refer the student to the Teacher Support Team for their recommendations on support and remediation. If warranted, the student may be referred for a special education evaluation.
3. The decision to retain a student in grade shall be made by the building principal on recommendation of the student's teacher. The teacher shall make the recommendation to retain the student no later than May 15<sup>th</sup> and provide the parents or guardians with verbal and written notice of the decision to recommend retention.
4. The building principal shall make the determination to retain a student in grade no later than May 15<sup>th</sup> of the year.
5. The building principal may consider the following factors when determining whether to retain a student in grade:
  - Academic performance, especially in English Language Arts and Mathematics
  - Age & Physical size
  - Attendance/Tardiness
  - Work habits
  - Cognitive, social and emotional development
  - Parental support

However, the overarching concern shall be the building principal's assessment of whether the student will be able to meet the performance requirements and academic standards of the next grade.

6. Social promotions shall not be permitted. "Social promotion" is defined as permitting a student to pass to the next grade with his or her peers without regard to the student's ability to meet the performance requirements and academic standards in the next grade.
7. Summer instruction may not be considered as a factor in decisions to retain a student in grade.
8. Trial promotions will not be permitted.

9. Parents or guardians may appeal the building principal's decision to the Superintendent of Schools. If unsuccessful, the parents or guardians may appeal to the School Committee, then the Commissioner of Education.
10. Students retained in grade shall be assigned to a different teacher, unless after consultation the parents, teacher, and principal agree otherwise.
11. Nothing in this Policy shall be construed so as to modify or eliminate the Tiverton School Department's obligations under the Individuals with Disabilities Education Act, 20 U.S.C.A. 1400, or Section 504 of the Rehabilitation Act.

Adopted: 11-08-05

**Tiverton School Department  
Request for Out of Area Transfer**

Date of Request: \_\_\_\_\_

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

Student Residence: \_\_\_\_\_

Request for school year \_\_\_\_\_ Student will be in Grade: \_\_\_\_\_

Assigned Elementary School: \_\_\_\_\_

Requested Elementary School: \_\_\_\_\_

Parent or Legal Guardian: \_\_\_\_\_

Parent or Legal Guardian Residence: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Transportation arrangements: \_\_\_\_\_

Requested student pickup/drop off location: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Transfers must be approved by the Superintendent of Schools.

If approved, transfers are granted for a one year period only

Recommended by: \_\_\_\_\_, Principal Date: \_\_\_\_\_

Approved by: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

## Acceptable Use Policy - Internet Access Agreement

### Introduction

The Tiverton Public Schools (TPS) are providing students and faculty with access to the Internet. The internet is a rich resource of information and fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources, while exchanging messages with people around the world. Students will be provided with guidelines and lists of resources particularly suited to curriculum and learning objectives. Students will conduct their Internet work in a supervised environment. However, access to the Internet also has the potential to be abused and made inappropriate for a learning community. Just as in the greater world, it is possible to come across information that may be offensive, morally objectionable, or pornographic. Attempts will be made to install security software to diminish this possibility. Users will not find inappropriate material unless they look for it. Just as students are responsible for their behavior away from a computer, they are responsible for their behavior while working with one.

Use of the Internet is a privilege, not a right, and the purpose of this Agreement is to define acceptable and unacceptable use of the Internet by the TPS community. Unacceptable use, as deemed by this agreement, may result in restriction or cancellation of the access privilege. These sanctions will be at the discretion of the Library Media Specialist (elementary), Technology Coordinator or Library Media Specialist (middle school), and the Library Media Specialist (secondary).

### Acceptable Use

Acceptable use of the TPS Internet access is any use which is consistent with the educational objectives of the Tiverton Public Schools. While the Internet offers a wealth of learning resources, it also offers the opportunity for the exchange of ideas and information and collaborative work. All communications should be polite with appropriate language use.

### Unacceptable Use

Illegal Activity. It is unacceptable use in any way to promote or engage in any activities which are deemed criminal under federal, state or local laws, including but not limited to copyright laws.

Hacking and Other Vandalism. It is unacceptable use to maliciously attempt to harm or destroy die hardware or data of another user, whether at TPS or at any site connected to the Internet. This includes, but is not limited to, the creation and spreading of computer viruses. It is also unacceptable use to attempt to use another's account, including the Computer System Administrators' accounts, without written permission of the other person.

Offensive and Obscene Materials. It is unacceptable use to send or receive any data which is offensive and/or obscene according to TPS standards and purposes.

Private Commercial Gain. It is unacceptable use to engage in activity for private or financial gain.

### No Warranties:

TPS will work with its service provider (RINet) to make Internet service reliable and secure. TPS will also work with every user to promote technical skills and acceptable use. However, TPS makes no warranties of any kind, whether expressed or implied, for the service it is providing. TPS will not be responsible for any damages you suffer This includes loss of data resulting from delays, non-deliveries or service interruption from whatever cause.

### Safety Precautions and Information

- Do not use Internet access unless a teacher is supervising.
- Do not reveal your personal address or phone number or those of others.
- Notify your teacher if you come across information that makes you feel uncomfortable.
- Electronic mail (e-mail) is not guaranteed to be private- People who operate the system (Computer System Administrators) do have access to all mail.
- Users must alert the computer system administrators of questionable activities and communications both incoming and outgoing.

### For Parents Whose children Use the Internet at home:

The administration and faculties of Tiverton Public Schools recommend that parents obtain a copy of Child Safety on the Information Highway published by the National Center for Missing & Exploited Children- his pamphlet outlines the risks as well as tips for reducing risks while online at home. It is obtained from NCMEC, 21.01 Wilson Blvd. Suite 559. Arlington. VA 22201-3052. or 1-800-843-5678.

(AUP draft developed by John McAniff consultation with Patricia Menoche, Laurie Dias-Mitchell, and Deborah O'Hara.)

TIVERTON ELEMENTARY SCHOOLS

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This is to verify that I have reviewed the Tiverton Elementary School Student Handbook which includes school rules and regulations with my child.

I am aware that violation of procedures will result in the disciplinary action listed in the handbook.

NAME OF STUDENT \_\_\_\_\_  
(please print)

TEACHER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF PARENT OR GUARDIAN \_\_\_\_\_

I give permission for my child's picture to be used in school publications.

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN

I do not give permission for my child's picture to be used in school publications.

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN

INTERNET ACCESS AGREEMENT  
Tiverton Public Schools

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Parent or Guardian Signature (if User is a Student)

As parent or guardian of this student, I have read this Internet Access Agreement, understand that it is a revocable privilege to use the Internet, and give my permission for my child to be given access to the Internet. I recognize that the Tiverton Public Schools will use its best efforts to supervise Internet access and to enforce this Agreement, but I understand that it is impossible for the school to guarantee that no unacceptable use will occur. I will not hold the Tiverton Public Schools responsible for violations of this Agreement by any user.

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

Name (please print): \_\_\_\_\_

SIGNED FORM MUST BE RETURNED TO SCHOOL

