



**ELEMENTARY SCHOOL
HANDBOOK**

2018-2019

North Kingstown Schools
"Educate, Inspire, Challenge"

September 2018

Dear North Kingstown Parents and Guardians:

We are excited to have your children with us for the 2018-19 school year. The North Kingstown School Department is very high performing academically and proud of the great community we have become. Our school department is focused on making sure there are high standards in all of our schools and for all of our students, and that we do everything we can to communicate well with you.

One of the ways we communicate with you is through this North Kingstown Elementary Handbook. There are many things that go into your child's experience at school. This handbook has been prepared to provide you with important information about the school day, the school calendar, and various procedures and policies that guide the work we do. Other helpful information about our schools, including curriculum guides and a manual of School Committee policies, are available at the schools, at the North Kingstown Free Library, and also on our website at www.nksd.net.

A good parent-teacher-principal relationship is at the heart of making your child's educational experience a great one. We hope that you will keep in touch with us, join us for our many parent meetings and informational sessions at your child's school, and give us feedback on your child's school experience.

My best wishes to you and your children for a great school year. Please let us know if there is anything we can do to help make this experience better.

Sincerely,

Phil Auger

Philip Auger, Ph.D.
Superintendent of Schools

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North Kingstown School Department MISSION STATEMENT

Our mission is to educate our students to become intellectually active adults, to inspire them to reach individual excellence and to challenge them to become responsible members of society.

VISION

All students of the North Kingstown School Department will achieve rigorous learning goals and will continuously improve their academic, social, emotional, creative, and physical growth. In order to do this, we will provide a learning environment that meets the diverse needs of every student. Each student will have access to a high quality, rigorous curriculum through multiple and varied opportunities. With the help and engagement of our staff, families, and community members, our students will attain the skills, strategies, and knowledge necessary to be prepared for their college and career choices and ultimately their roles in society. We commit to using our resources to support our priorities: student learning and achievement, effective and innovative instruction, and continuous professional improvement.

NORTH KINGSTOWN SCHOOL DEPARTMENT

2018-2019 SCHOOL CALENDAR

July 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Cumulative School Days: _____

August 2018				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

0

September 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

18

First Day / Last Day
Staff reports: Aug. 31
First day of school Gr. 1-9: Sept. 4
First day Gr. 10-12: Sept. 5
PreK & K Orientation: Sept. 4
1 st day for PreK & K: Sept. 5
Last day of school: June 13
Make-up days: June 14-21
Last day seniors: May 31
Graduation: June 10, 2019

October 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Cumulative School Days: 40

November 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

58

December 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

73

No School Days
No school
PD – ONLY staff reports
Green = make-up days
Aug. 31 (Prof. Dev.)
Sept. 3 – Labor Day
Sept. 12 – Primary Day (Prof. Dev.)
Oct. 8 – Columbus Day
Nov. 6 – Election Day (Prof. Dev.)
Nov. 12 – Veterans' Day
Observed
Nov. 22 & 23 - Thanksgiving
Dec. 24-31 – Holiday Recess
Jan. 1 – New Year's Day
Jan. 21 – Martin Luther King
Feb. 15-18 – President's Day
March 13 – (Prof. Dev.)
April 15-19 – Spring Recess
April 19 – Good Friday
May 27 – Memorial Day

January 2019				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Cumulative School Days: 94

February 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

111

March 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

132

End of Quarter
11/8 (45 days)
1/25 (45 days)
4/3 (45 days)
6/13 (45 days)

April 2019				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Cumulative School Days: 149

May 2019				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

171

June 2019				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

180

Progress /Report Cards		
Progress Reports are issued for K-5 only.		
Dates TBD. Middle schools and high school use Aspen portal, or progress report may be requested from child's teacher.		
Date	K	1-12
11/20	-	RC*
2/5	RC	RC
4/12	-	RC
6/13	RC	RC
*No 1 st quarter report cards issued for grade 1.		

Approved by School Committee:
2/6/18

NORTH KINGSTOWN SCHOOL COMMITTEE
100 Romano Vineyard Way, North Kingstown RI 02852

Gregory Blasbalg, **Chairperson**
70 Whitman Drive
North Kingstown, RI 02852
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gregory_blasbalg@nksd.net

Reina Stevens
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Jennifer Hoskins
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Vacancy

Robert Jones, **Vice-Chairperson**
63 Pheasant Run
Saunderstown, RI 02874
294-6142
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The North Kingstown School Committee meets on the second and fourth Tuesday of each month, except where noted on the School Committee agenda at the School Committee website www.nksd.net. Meetings are held at 7:00pm in the North Kingstown Central Administrative Offices located at 100 Romano Vineyard Way, unless otherwise stated on the agenda. The public is invited to attend.

CENTRAL OFFICE ADMINISTRATORS
Telephone Hours: 8:00 am – 4:00 pm

Superintendent of Schools
Dr. Philip Auger
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Director of Pupil Personnel Services
Dr. Kimberly Carson
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Chief Operating Officer
Mrs. Mary King
268-6410
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Supervisor of Transportation
John Horan
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PRINCIPALS OF THE SCHOOLS

ELEMENTARY

Fishing Cove Elementary School Grades PreK-5 268-6580
Colleen Loughlin, Principal 268-6581
Student Absence Line 268-6583
FAX 268-6590

Forest Park Elementary School Grades K-5 541-6380
Cynthia Scheller, Principal 541-6381
Student Absence Line 541-6383
FAX 541-6390

Hamilton Elementary School Grades K-5 268-6520
Kaitlin Donahue, Principal 268-6521
Student Absence Line 268-6523
FAX 268-6530

Stony Lane Elementary School Grades K-5 268-6540
Nicole Hitchener, Principal 268-6541
Student Absence Line 268-6543
FAX 268-6550

Suzanne M. Henseler
Quidnessett Elementary School Grades K-5 541-6360
Carolyn Johnston, Principal 541-6361
Student Absence Line 541-6363
FAX 541-6370

Middle Schools and High School

<u>Davisville Middle School</u>	Grades 6-8	541-6300
Barbara Maher, Principal		541-6302
Marisa Eisner, Assistant Principal		541-6303
Student Absence Line		541-6306
FAX		541-6310

<u>Wickford Middle School</u>	Grades 6-8	268-6470
Brian Lally, Principal		268-6473
Alison Pallandino, Assistant Principal		268-6472
Student Absence Line		268-6468
FAX		268-6480

<u>North Kingstown High School</u>	Grades 9-12	268-6236
Denise Mancieri, Principal		268-6230
Barbara Morse, Assistant Principal		268-6263
Donna Sweet, Assistant Principal		268-6289
Student Absence Line		268-6236
FAX (NKHS)		268-6210
FAX (Guidance)		268-6220

Davisville Academy

<u>Clinical Day Program</u>	Grades K-12	541-6349
Michelle Grimaldi, Principal		336-3118
Student Absence Line		398-0695
FAX		398-0674

SPECIAL PROGRAMS

Assessment Program

Rhode Island will be transitioning to new state assessments this school year.

The Rhode Island Comprehensive Assessment System (RICAS) for English Language Arts and Mathematics will be administered in grades 3-8 with a testing window from April 2 - May 25, 2018.

The Rhode Island State Science Assessment is administered to grades 5, 8 and 11 with a testing window from May 14 - June 1, 2018.

The STAR assessments are computer-adaptive tests that are used for screening and progress monitoring in the areas of reading and math.

For Special Education students, the Dynamic Learning Maps (DLM) Alternate Assessment in English Language Arts and Mathematics will be administered to grades 3-8 and 11; Science will be administered at grades 5, 8 and 11. The testing window for all DLM assessments will be from April 9 - May 25, 2018.

English Language Learners will take the ACCESS assessment with tentative dates of January 1 - February 16, 2018.

All assessments are used to measure educational effectiveness at the state, district, and school levels.

Special Education Program

North Kingstown School District provides a full continuum of services for students with special needs. A student is identified for special education if they meet all of the following criteria:

- has one of the thirteen disabilities under the Individuals with Disabilities Improvement Act (IDEIA) of 2004
- disability adversely impacts school performance
- student requires specialized instruction.

Special education refers to specially designed instruction that will meet the unique needs of the student with a disability and enable the student to meet the goals defined on his/her Individual Education Program (IEP). Specially designed instruction means instruction that has been adapted in its content (curriculum), methodology (instructional strategies), or delivery (how the content and instruction will be delivered). This instruction is specially designed to address the unique needs of the student that result from the student's disability so that the student can be involved and make progress in the general education curriculum, can participate in extracurricular and other non-academic activities, and can be educated and participate with other children with disabilities and with non-disabled children. It includes instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings. Special education services can only be provided by appropriately certified or licensed professionals.

All students suspected of having a specific learning disability must first participate in the Response To Intervention (RTI) system as part of their eligibility. This is to ensure that students have received scientifically, research-based interventions as part of their general education program.

Response to Intervention

The Response To Intervention (RTI) process is designed to assist students in achieving the Common Core State Standards (CCSS). This process identifies areas of a student's performance that need to be strengthened and ensures that various structured scientifically, research-based interventions are implemented with fidelity. Progress is closely monitored and adjustments to interventions are made as necessary. Students with literacy needs, as part of RTI, are placed on Personal Literacy Plans (PLP) which identifies the area(s) of weakness and describes what intervention(s) will be utilized.

SPECIAL EDUCATION LOCAL ADVISORY COMMITTEE

The North Kingstown Special Education Local Advisory Committee is open to parents of students receiving special education services, teachers, administrators and other concerned individuals.

State and federal regulations require that a majority of the committee members are parents. The committee meets monthly to share information on special educational issues and concerns.

If your child is newly referred to special education or you have questions regarding the special education program, the committee is available to offer assistance and support.

If you are a parent of a child receiving special education services in North Kingstown, your participation is needed and welcomed.

Meeting announcements are available on district and Special Education webpage calendars.

Purpose and Responsibility of the Special Education Local Advisory Committee

- Act as an advocate for all children with special needs
- Provide a forum for parents to share their ideas and concerns regarding special education with school administration
- Advise parents of their rights and responsibilities with regard to the education of their children's special needs
- Prepare and submit to the School Committee an annual "report card" on the state of special education in the district
- Provide assistance to the local school district in development and implementation of future educational programs and services for children with special needs
- Provide advice to the local school district concerning local compliance with state and federal regulations
- Assist the local school district in matters concerning the evaluation of special education programs
- Provide advice to the local school district regarding applications for state and federal funding

School Improvement Teams

Each building has a School Improvement Team consisting of teachers and parents for the purpose of developing an annual school improvement plan. This plan is presented to the school community annually to educate them regarding goals and objectives to improve student achievement.

Title I Programs

Title I – a federally funded program to assist students requiring extra instructional support to meet achievement targets and reach academic proficiency. The Suzanne M. Henseler Quidnessett Elementary School provides:

- Supplemental reading and math services for all students with academic need;
- Support for a Family Learning Center located within the school;
- Assistance with after-school/summer tutorials, and
- Parent involvement/family learning initiative for all families.

Fishing Cove Elementary School also provides supplemental reading and math services for all students with academic need.

Limited English Proficiency Program – a state-mandated program to provide instruction in the English language for those students whose primary language is other than English.

Acceptance into this program is contingent upon results of appropriate testing administered by a specialist in this field.

VOLUNTEER SERVICES

Laymen in North Kingstown Schools (LINKS)

Founded in 1970, LINKS is a non-profit organization that recruits, trains, places and supports parent, community and business volunteers to enhance the educational experience of **all** students in the North Kingstown Public Schools.

It is the policy of the School Department that **ALL** individuals (parent, relative, community member) wishing to volunteer in **any capacity** within the schools, including field trips, must first complete a Criminal Offender Record Investigation (CORI) consent form. Individuals complete only ONE form for the entire school district. A CORI Consent Form must be completed each year and is only valid for the school year in which it is submitted. Forms are available in the main office at all schools and through the LINKS office.

If you are interested in volunteering in your child's school, please call LINKS at 336-3126 or browse our website at www.nklinks.org. There are 18 different volunteer opportunities available!

Family Rights and Privacy Act

The revised Family Rights and Privacy Act became a federal law in November of 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records.

You may have an appointment to inspect and review your child's records. The appointment can be made in person or by telephoning the school.

GUIDELINES FOR PROGRESS CODES

Grades 1-5

Students are evaluated based on their progress toward expected grade level standards. The goal is for every student to achieve the standard (4).

Code	Description
4	Proficient with Distinction: The student has consistently performed at a higher level than the standard and demonstrates thorough, in-depth understanding of basic and extended concepts and skills. The student applies skills with consistent accuracy, independence, and a high level of quality.
3	Proficient: The student has consistently performed at the level of the standard and shows understanding of basic and extended concepts. The student applies skills with accuracy and independence.
2	Partially Proficient: The student has shown some evidence of performing at the standard, but has not consistently performed at the level of the standard. The student demonstrates partial understanding of basic skills and concepts and applies the skills with increasing success.
1	Substantially Below Proficient: The student has not yet approached the level of the standard. The student shows minimal understanding of basic concepts and skills. Performance is inconsistent even with support and guidance.

STUDENT REPORT CARDS

Report Cards for grades K through five are standards-based. The purpose of this progress report is to record and communicate your child's progress in relation to the Common Core State Standards and grade level Standards as stated in the North Kingstown Curriculum. (Please see Progress Code Descriptors.)

Report Cards are posted to ASPEN on a quarterly basis (no first quarter report card for grade 1; K reported in February and June). Mid-way between reporting periods parents will receive information about their student's progress. Parent/teacher conferences will be held in November. Please see the district school calendar for complete details on report card dates.

Parent Teacher Conferences

Conferences are held regularly during the school year. Notification of these meetings will be sent out by teachers to all parents/guardians. Please make every effort to attend these meetings as they are a vital part of the school's method of reporting your child's progress. If you wish to have a conference with your child's teacher at any time, feel free to contact the school so that a mutually agreed upon time may be arranged.

Procedure for Classroom Placement

Requests for specific teachers for your children cannot be accepted in the North Kingstown elementary schools. Our primary responsibility is to develop classes that reflect a balanced distribution of student styles, abilities and needs. Your child's current teacher works with other teachers at the same grade level to develop classes for the next school year. They take this responsibility seriously and do their best to match teachers and students, while still separating children who need to be in different classrooms. Individual needs of each student are considered and weighed in light of the overall composition of the classes.

Retention Policy

Decisions to promote or retain a student shall be based upon a thorough consideration of all the factors involved in the learning situation. Teachers shall notify the principals during each marking period of those students not making satisfactory progress.

Parents/guardians shall be informed in writing that a problem exists.

A review of progress shall be conducted in January by the teacher and the principal.

Parents/guardians shall be informed by February of the possibility of retention. The principal, in consultation with appropriate staff and parents/guardians, shall make the final decision in June prior to the closing of school.

School Dismissals

Children may not be dismissed early without a **written excuse** from home. Also, if you wish to have your child's pattern of going to or from school changed in any way in order for him or her to visit a friend, ride with a neighbor, etc., a signed note informing the principal of the change is required on the morning that the child will be making the change. The alternate transportation is the responsibility of the parent/guardian. **Students will not be released to anyone that is not listed on the emergency card in ASPEN. ID is required.**

Children are not allowed to leave school with anyone but their parents/guardians unless a note is sent to school stating specifically who has been designated by the parent/guardian. **That person MUST be listed on your child's emergency card in ASPEN and show ID.** A parent/guardian or a designated person will be required to sign out the child. This is for your child's protection and will be strictly enforced.

Dismissal from School Prior to Regular Time

If it is essential that you take your child out of school prior to dismissal time, please send a note to school indicating the time of pick-up, or **in an emergency**, telephone the office that particular day. Parent/guardian taking the child will be asked to sign the Dismissal Register at the school clerk's desk. NO CHILD is allowed to leave without being signed out by authorized personnel.

Any person requesting the dismissal of a child must be identified by the principal or office personnel, **must be listed on the emergency card and must show ID.**

IMPORTANT THINGS TO REMEMBER

- Everything your child brings from home must be labeled with his/her name.
- Do not send valuables to school.
- State law requires a written excuse for **all** absences.
- Children must not bring medicine of any type to school.
- Children must get off the bus at their own bus stop.
- **Permission to change buses will be granted only in an emergency situation.**
- Children should be instructed to go directly home after school.
- Be mindful that party invitations can only be shared at school if the entire class is invited to the event.

WE ARE COUNTING ON YOU AS PARENTS/GUARDIANS TO HELP YOUR CHILD BY:

- Showing interest in child's progress.
- Encouraging child to get books from the library.
- Reading to child each day.
- Assisting child in selecting TV programs, movies and reading materials.

- Getting child to school on time.
- Praising child for his/her efforts in school.
- Planning trips of interest both in and out of the community.
- Participating in family activities such as trips, picnics, shows.
- Teaching child to use the bathroom without help.
- Providing manipulative materials such as clay, paper, scissors, paste, crayons, etc., for child to use at home.

SCHOOL PROCEDURES

School Attendance

In recognition of the importance of regular attendance to attain maximum benefit from the educational process and the necessity for the development of good attendance habits, each student enrolled in a North Kingstown school will be required to be in attendance at that school during all hours of each established school day.

Authorized absences shall be for the causes allowed under the General Laws of Rhode Island dealing with compulsory attendance, personal illness, bereavement, and religious holidays. A student may be excused for other reasons with approval of the school administration; however, other absences which are not educational in nature are discouraged.

Excessive absences may result in loss of opportunity for promotion. Unauthorized student absences will result in disciplinary action. The school district is required to report absences, tardiness, and early dismissals to the state. Letters must be sent to parents notifying them of excessive absences and the consequences.

If your child is ill and/or has any of the following symptoms, home is definitely the place for your child to be. It is recommended that if the following symptoms are noticeable, your child should remain at home where he/she can receive proper care:

Sore throat	Temperature over 99 degrees	Severe headache
Diarrhea	Cough and runny nose	Open wounds
Nausea and vomiting	Swollen glands	

In the event that a child comes to school with any of the above symptoms, the parent/guardian will be contacted for the child to be sent home.

Excuses

If your child is going to be absent, please telephone the school's Student Absence Line (see telephone numbers on page 4 & 5) and inform us of the reason for the absence and the length of time you expect your child to be out of school.

Telephoning the school is a safety precaution so that both you and the school will

know where your child is. STATE LAW REQUIRES A WRITTEN EXCUSE UPON YOUR CHILD'S RETURN TO SCHOOL.

If there are excessive unexcused absences, the attendance officer will be required to take action.

Tardiness

Any child arriving after the school start time will be considered tardy.

Excusing Children from Physical Education and Recess

Requests for children to stay indoors during recess must be in writing and must be for health reasons only. Requests for **more than two days** must be accompanied by a doctor's recommendation. A child's exclusion from physical education will be honored only with a doctor's written request.

Lunch Program

A lunch program is served every full school day in the cafeteria and available for purchase. Our school department participates in the state-run program whereby eligible low income or temporarily hard-pressed families may receive free or reduced price lunches. Applications for this program are available at www.nksd.net or at your school office, and are kept strictly confidential. Convenient, online payments may also be made at www.myschoolbucks.com.

Breakfast is available for purchase daily in the cafeteria. Students who are eligible for free and reduced lunches are automatically eligible for free and reduced breakfast.

Reduced price lunches cost 40 cents. Regular price lunches cost \$2.50. Those children who carry a bag lunch from home may purchase milk if they desire.

No School Days

On days of severe weather the Superintendent may decide to cancel school. If this seems possible, information regarding closing will be conveyed through a School Messenger phone call to all parents and will be broadcast frequently over the following radio and TV stations after 6:00 am.

WPRO (630 AM; 92.3 FM) B101 (101.5 FM)
WHJJ (920 AM); WHJY (94.1 FM)
Channel 6 (WLNE); Channel 10 (WJAR); Channel 12 (WPRI)

The following situations may apply:

In the case of a "NO SCHOOL" day, announcements will be made by means of district wide phone calls to parents, the radio and television stations beginning at approximately 6:30 am, and published on our website at www.nksd.net.

In the event of a "DELAYED OPENING", the announcement of the delayed opening will be made by means of district wide phone calls to parents, via radio and television stations at approximately 6:30 am, and published on our website at www.nksd.net.

In the event of an "EARLY CLOSING", an announcement will be made by means of district wide phone calls to parents, via radio and television as early as possible prior to the early closing, and published on our website at www.nksd.net.

In the event of an "EMERGENCY EVACUATION", each school has a designated Primary Relocation Area – either one of the middle schools or the high school – to which the children will be relocated. If it becomes necessary to evacuate the school building(s), the Principal, in consultation with the School Superintendent, will make the determination to transport the students and staff to the Primary Relocation Area.

In the event of a district wide emergency necessitating the closing of all the district schools, **parents must have a contingency plan in place with their children.**

Arrangements should also be made with your child about what neighbors they should go to in this situation.

You are urged to make alternate plans for your child if you are not going to be home – planned or unexpectedly. Be sure to discuss your contingency plans with your child and inform your child of any changes in the plans throughout the year. This pre-planning and development of contingency plans is extremely important to guarantee that your child will not be left unattended.

Clothing and Equipment

Children should be dressed according to the weather. Clothes should be simple, washable, sturdy, not too tight, safe – and **labeled**. Please put your child's name on the inside of each article of clothing, especially rubbers, boots, mittens, scarves, raincoats, and sweaters. Additionally, please ensure that your child is dressed appropriately for inclement weather; i.e. coats, pants, hats, etc.

Overshoes should be large enough so the child can put them on without help.

Be sure to label lunch boxes and lunch bags.

Do not send toys or other equipment for your child to use on the playground. The school provides adequate, safe equipment for the children to use at these times.

Please be sure to check the *Lost & Found* when you are in the building.

Dress Code: Clothing and personal grooming, to be appropriate for the school environment, should conform to reasonable standards of modesty, cleanliness, and good taste. The following guidelines are recommended:

1. Students are to come to school neatly dressed and well groomed.
2. Clothing marked with inappropriate language, or promoting the use of tobacco, alcohol, drugs, sex or violence are not permitted.
3. Clothing should appropriately cover the student. Halter tops, tube tops, halter dresses, tank tops, muscle shirts, sheer tops, cropped tops, midriff tops or short shorts are not appropriate for school. (Hem on shorts should meet the tips of child's fingers.)
4. Footwear must be comfortable and safe for all school activities. Sandals, flip flops, high heeled or platform shoes are not recommended. If children should wear sandals to school, they must bring sneakers to wear outdoors for recess and for gym.
5. Hats and sunglasses may be worn outside only.

STANDARDS OF BEHAVIOR AND CONDUCT

Discipline

A student is expected to observe the basic rules of common courtesy and to show respect for the rights of others. Since respect is a necessary ingredient of discipline, it is hoped that you will work with us in maintaining good discipline.

The important role and influence of the parent on a student's school behavior is essential. Accordingly, parents are asked to cooperate with the school in its effort to maintain a well-ordered learning environment for all children. Please discuss the following standards of conduct with your child/children so that the home and school are in accord on this important issue and refer to Policy #JICD (Student Conduct, Behavior and Discipline) and #JICD-R2 (Physical Restraint) which can be found at www.nksd.net (School Committee, District Policies) for detailed information on discipline and restraint procedures.

General Rules of Behavior

1. Children must not damage school property.
2. Children must not use profane or abusive language, nor possess obscene material.
3. There is no unauthorized soliciting on school premises.
4. Children must not use the telephone except in an emergency.
5. Children must respect the rights and property of others.
6. Children must not be willfully disobedient.
7. Fighting is never permitted.
8. Children must not leave the building without permission.
9. Children must obey all rules and regulations of the school they attend.
10. Bullying or harassment will not be tolerated.
11. Use of cell phones and texting are not allowed during school hours.
- 12.

Cafeteria Rules

1. Children must use proper table manners in the cafeteria.
2. Children are responsible for cleaning their table areas.

Smoking Policy

The North Kingstown School Department prohibits the use of tobacco products by any person, child or adult, utilizing any of the district's facilities.

At no time during the school day may any individual use any substance or item containing tobacco on school property or within school buildings; further, there shall be no use of tobacco at any time in or within twenty-five (25) feet of any school building.

Weapons/School Violence Policy

All school staff members are under obligation to report to the principal any and all incidents of assaults on students or school staff, or the possession or use of weapons by any person on school grounds or on school buses. Students reported under this policy will be subject to school discipline. Parents and police will be notified.

Playground Rules

1. Any activity that is potentially harmful is **NOT** allowed on the playground, i.e., fighting, throwing of inappropriate objects, pulling clothes, tackling, going into the street or woods.
2. School teacher assistants are in charge of playground supervision. Permission must be obtained before leaving the playground areas.
3. Playground equipment is to be used in the manner for which it was designed.

All schools have expected standards of student behavior. The following range of consequences may be applied by the principal, depending upon the needs of the child, the nature of the offense, and the frequency of the occurrence:

1. Writing and implementing a corrective plan of action
2. Meeting with principal/teacher/parent/student
3. Time out in a designated area
4. Loss of recess privilege
5. Remaining beyond a regular school day
6. Restoring defaced property
7. Referral to the Response to Intervention Team
8. Suspension

Parent involvement is welcome at any time in this process.

NORTH KINGSTOWN SCHOOL DEPARTMENT Code of Behavior on School Buses

The expected behavior on the bus is identical to that of the classroom. A student will be permitted to ride only so long as his or her conduct is favorable. Listed below are the rules which each student riding a bus is required to follow.

DO

1. Leave home early enough to arrive at the bus stop **ten minutes** before the normal bus pick-up time.
2. Enter and leave the bus only when the door is fully open and never when the bus is in motion.
3. Take your seat promptly on entering the bus and remain in it until you arrive at your destination.
4. Keep your lunch boxes, books, athletic equipment, backpacks, and musical instruments out of the aisle.
5. Avoid loud, boisterous talk and other noises or actions that might distract the driver.
6. Assist in keeping the bus clean by keeping your waste paper off the floor.
7. Conduct yourself on the bus as you would in school, as the bus is an extension of the school day.
8. Leave the bus promptly and in an orderly manner.
9. Cross the highway at least 10 feet in front of the school bus.
10. Be respectful to your bus driver and monitor. They have an important job to do and need your help.

DO NOT

1. Stand or play in the roadway while waiting for the bus.
2. Push or shove on entering or leaving the bus.
3. Project your hands, arms, or other parts of your body from the bus.
4. Throw anything out of the windows.
5. Eat or drink on the bus.
6. Enter into conversation with the bus driver while the bus is in motion, except to report an emergency.
7. Smoke or light matches on the bus or at the bus stop.
8. Bring any animal on the bus, except for muzzled "seeing eye" dog.
9. Bring anything on the bus that could cause injury to another, such as sticks, breakable containers, or firearms.
10. Cross the highway until given consent of the bus driver or monitor.
11. Bring younger children from home on the bus.

Except in the event of an emergency, students are not allowed to ride on buses other than the one that they are regularly assigned to, and must use their assigned stop. Parents are responsible for providing personal transportation to after-school destinations such as playdates, etc.

For safety reasons, large items that cannot safely be held on one's lap may not be brought on the bus. Large items cannot be safely secured in empty seats and may become missile hazards in the event the bus stops short, or is involved in an

accident. The bus driver has the authority to prevent unsafe items from being brought on the bus.

Parents/guardians of students damaging school buses will be responsible for proper reimbursement to the North Kingstown School Department.

WALKERS' RULES

Following are some walkers' rules that your child is required to follow.

1. Walk on sidewalk or shoulder of road.
2. Walk facing traffic.
3. Obey all traffic signs or crossing guards.
4. Look both ways before crossing street.
5. Cross only at crosswalks.
6. Do not trespass on private property.
7. Do not loiter on school grounds.
8. Walk directly home upon dismissal.
9. Do not accept rides from strangers.
10. Do not talk to strangers.
11. Walk home with a friend.

BICYCLES TO AND FROM SCHOOL

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

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

BICYCLE RULES

Below are some bicycle safety rules that your child is requested to follow.

1. Ride on the right shoulder of the road.
2. Obey all traffic signs or traffic lights.
3. Keep both hands on the bicycle.
4. Ride one on a bicycle.
5. Inspect the bicycle periodically for safety. Check brakes, horn, tires, etc.
6. Do not trespass on private property.

Going To and From School

If you desire to have your child alter his/her usual way of going to or from school to visit a friend, attend a meeting, ride with a neighbor, etc., a signed note informing the principal of the change is required. This alternate transportation is the responsibility of the parent.

HOMEWORK POLICY

PURPOSE:

To establish guidelines to aid and assist teachers and principals in formulating and carrying out sound procedures and the fulfillment of expectations for assigning homework to students.

PHILOSOPHY:

The School Committee believes that homework should be an integral and important part of each student's experience in the North Kingstown Schools and as such, teachers shall incorporate meaningful and quality homework as a regular practice. The fulfillment of this philosophy carries the expectation that parents must be knowledgeable of this policy and aware of homework expectations and assignments.

HOMEWORK DEFINED:

1. Homework provides teachers with an additional means to monitor student understanding and progress.
2. Homework should include a variety of assignments, both long and short-term, as well as reading.
3. Homework assignments should increase gradually in difficulty and frequency throughout the grades and should be assigned in accord with the stipulations of this policy and the guidelines of the accompanying administrative directive.
4. Homework should be directly related to the particular subject of assignment and be in keeping with the daily activities of each specific classroom and its related subject matter.
5. Homework should be considered as an extension of and reinforcement to classroom activities and is to be done on the student's own time. This means required work is expected to be done at home, or otherwise outside the regular classroom environment.
6. Homework assignments should be designed to be consistent with the district's adopted philosophy of education, and accordingly serve to:
 - a. improve student achievement
 - b. develop good study/work habits and a sense of responsibility
 - c. practice and reinforce skills, without unnecessary repetition
 - d. promote more productive use of in-class time
 - e. reinforce work done in schools by extending learning
 - f. foster student initiative and independence
 - g. prepare for upcoming lessons
7. Homework should be assigned in such a manner as to give appropriate recognition to similar considerations by other teachers to which a student is assigned, and should assure that homework overload does not interfere with reasonable expenditure of a student's non-school time.
8. Interaction among students, parents, teachers, and administrators is important to the success of this policy. Parents shall be appropriately and periodically informed of homework expectations and assignments.

Teachers are not required to provide homework assignments to students taking vacations while school is in session.

Observance of Religious Holidays

The staff of the elementary schools, to the extent practical, will assign no new work or testing; neither will any unique school event be scheduled for Good Friday, the evening prior to and the days of Rosh Hashanah and Yom Kippur.

School Visitations

Visitors are always welcome in the elementary schools. When visiting, we ask your cooperation in the following ways:

1. Arrange for visitation in advance by a note or telephone call.
2. Visitors can only enter the building through the main door.
3. For the protection of our students, all visitors are required to stop at the school office, wear a visitor badge, and sign in and out.
4. Please do not disturb the teachers and students in an instructional situation. Unless arranged beforehand, discussions with the teacher should be deferred to parent-teacher conferences.

Please note that in order to enhance school security, surveillance cameras are being used at all school entrances. Personal privacy is limited in those locations. Images from the camera may be used in disciplinary proceedings and matters captured by the camera may be referred to local law enforcement as appropriate.

EVERY SCHOOL HAS AN "OPEN HOUSE" AT THE BEGINNING OF THE SCHOOL YEAR – PLEASE VISIT

Suzanne M. Henseler
Quidnessett Elementary School
September 18th (K-2) 6:00pm
September 17th (Gr. 3-5) 6:00pm
166 Mark Drive
541-6360

Davisville Academy
September 26th (K-12) 6:00pm
50 East Court
541-6349

Forest Park Elementary School
September 13th 6:00pm
50 Woodlawn Drive
541-6380

Stony Lane Elementary School
September 19th (Gr. 3-5) 6:30pm
September 13th (Gr. K-2) 6:30pm
825 Stony Lane
268-6540

Fishing Cove Elementary School
September 6th 6:00pm
110 Wickford Point Road
268-6580

Hamilton Elementary School
September 13th (K-2) 5:00pm
September 13th (Gr. 3-5) 6:30pm
25 Salisbury Ave.
268-6520

SCHOOL PARKING RULES

Following are rules for automobile safety while parking at school:

- DO NOT PARK DIRECTLY IN FRONT OF THE SCHOOL BUILDING.
- Be aware of walkers and children as they leave the building.
- Please park in designated parking spaces.
- DO NOT PASS SCHOOL BUSES WHILE THEY ARE LOADING AND UNLOADING THE CHILDREN AT ARRIVAL AND DISMISSAL TIME.
- Do NOT park in handicapped parking areas.

HEALTH AND SAFETY

Immunizations:

The Rhode Island Department of Health requires certain immunizations before any child can enter school.

No child shall enter school unless properly immunized. Proof of immunization must be presented prior to enrollment.

Medication in School

No elementary student will be allowed to transport or self carry any medications.

Any over the counter or prescription medicines must be brought to the school by the parent or guardian and handed to the school nurse.

Illness or Injury at School

You will be called to transport your child if it is necessary for him/her to go home from school. Please make arrangements for the reception and care of your child if he/she is to be taken home unexpectedly. This is especially important if there is no way of reaching you by telephone. School personnel are not permitted to transport children in their private vehicles.

Emergency Cards

Before school starts we ask that you update your child's emergency card information through the ASPEN portal. The card is very important as it tells us the person to contact in case of injury or illness to a child. **No child will be released to anyone not listed on the emergency card. Please immediately update any changes to the card.**

SAFETY TIPS

Instruct your child early in the school year as to where he/she should go if you are not at home when he/she returns from school. It is imperative that you have a concrete plan set with your child as to where he/she is to go and what your child should do in this situation.

ENCOURAGE SAFETY BY –

- Teaching your child to be alert to the possible dangers concerning bicycles, cars, strangers, etc.
- Reminding your child of the necessity of proceeding directly to school and going directly home
- Teaching your child to cross streets only at crosswalks
- Encouraging your child to learn and use the rules for school bus drivers
- Always labeling clothing on the inside as opposed to the outside to avoid strangers seeing your child's name
- Reminding your child to use playground equipment as it was designed and as directed by school personnel.

Child Abuse

Teachers and school personnel are required by Rhode Island State Law to report any suspicion of child abuse or neglect.

School Insurance

A voluntary insurance plan is available for your purchase. An application for the insurance is available on our main website at www.nksd.net under the "Parents" tab. Please read the policy carefully to determine which insurance plan will best meet the needs of your child.

Health Curriculum

A Health Education curriculum is provided to all students in grades K – 12 in the North Kingstown School Department. Parents or guardians of North Kingstown School children may, on the basis of Constitutional or Religious beliefs, have their children excluded from health education classes.

REGULATIONS CONCERNING CONTAGIOUS DISEASES

GENERAL REGULATIONS:

Since most contagious diseases begin with symptoms of a common cold, students with "flu like" illness (a fever accompanied by a sore throat or cough) should remain out of school. North Kingstown School Department will follow recommendations of the Rhode Island Health Department and the CDC.

Please report any contagious diseases at once to your principal.

Please see NK School Committee Policies (Policy #JLCCA/GBGA) located on our website at www.nksd.net to view additional information on HIV Infection. Copies are also available at each school.

ADA/504 NOTICE

The North Kingstown School System does not discriminate on the basis of a disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The North Kingstown School Department does not discriminate on the basis of disability in its hiring or employment procedures.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of *the* Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 Compliance Coordinators:

ADA Coordinator

Name:	Dr. Kimberly Carson
Title:	Director of Pupil Personnel Services
Office Address:	50 East Court, North Kingstown
Phone Number:	336-3117
Days/Hours Available:	M-F 8am – 4pm

504 Coordinator

Name:	Dr. Kimberly Carson
Title:	Director of Pupil Personnel Services
Office Address:	50 East Court, North Kingstown
Phone Number:	336-3117
Days/Hours Available:	M-F 8am – 4pm

Complete ADA / 504 policy posted on the bulletin board
in the lobby of each school

RHODE ISLAND STATEWIDE BULLYING POLICY

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

Nothing in this policy prohibits the North Kingstown School Department from complying with federal antidiscrimination laws.

1. DEFINITIONS

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

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

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

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

If the expression, physical act or gesture includes an incident or incidents that may be reasonably perceived as being motivated by characteristics or harassment based on race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability then the matter should be investigated under the District's Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure.

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

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

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

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

AT SCHOOL means:

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

2. SCHOOL CLIMATE

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

3. POLICY OVERSIGHT and RESPONSIBILITY

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

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

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

4. INFORMATION DISSEMINATION

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

This policy shall be:

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

5. REPORTING

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

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

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

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

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

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

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

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

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

6. INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process

requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

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

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

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

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

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the

bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

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

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

8. SOCIAL SERVICES/COUNSELING

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

9. SOCIAL NETWORKING

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

10. OTHER REDRESS

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

11. ADOPTION OF POLICY

The North Kingstown School Committee hereby adopts this policy, in its entirety effective immediately.

Adopted: 6-26-2012

Amended: 8-27-2013

NOTICE TO PARENTS

Release of Educational Records

Elementary Level

Under federal law (the Family Educational Rights and Privacy Act), the North Kingstown School District must obtain your written consent before we disclose personally identifiable information from your child's educational record. However, we may release some information, known as "directory information," without your prior written consent, unless you have asked us not to do so.

The primary purpose of releasing directory information is to allow the school district to include this type of information in certain publications, such as playbills, yearbooks, honor rolls or recognition lists, graduation programs and sports-activity sheets.

We have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities/sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- E-mail address
- Photograph – for media, website, Annual Report, etc.
- Photograph – for yearbook
- Degrees, honors, awards
- Date and place of birth
- Dates of attendance and grade level

If you do not want the district to release any or all of this information without your prior written consent, please mark this on your child's **Parent Permissions Workflow in ASPEN**.

This information must be submitted by 9-14-18 and it will be in effect until the beginning of the next school year.

This handbook has been compiled to help you understand your child's elementary school. Your electronic signature will indicate that you are aware of the information in the booklet.