

# Scituate School Department

## Elementary School Handbook



# **Elementary School Handbook**

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## **Scituate School Department Elementary School Handbook**

Dear Elementary Parents/Guardians,

It is with great enthusiasm that we welcome you to the start of a new school year. It is our goal to continue providing outstanding educational opportunities in a safe and nurturing environment.

This handbook should serve as a guide for you. The purpose is to provide parents and students with information about our schools. We encourage both parents and students to familiarize themselves with the information included in this handbook. In order for us to work together effectively, we must maintain open lines of communication between home and school. Please contact us whenever you have questions or concerns.

We look forward to being your partner in education during the upcoming school year.

Sincerely,

Courtney Francis, Clayville Principal  
Dana Morel, Hope Principal  
Kaitlin Soccio, North Scituate Principal

**PLEASE BE SURE TO SIGN AND RETURN THE LAST PAGE  
INDICATING YOU HAVE RECEIVED A COPY OF THIS HANDBOOK**

## **Scituate School Department Mission Statement**

**The Scituate Schools prepares students for the 21st Century by engaging all learners in meaningful learning experiences that meet the highest educational and ethical standards in a caring, collaborative learning community supported through partnerships with parents and families, community partners, civic organizations, and higher education.**

## **Non-Discrimination Statement**

***The Scituate School Department does not discriminate on the basis of age, sex, sexual orientation, marital status, race, religion, national origin, color, creed, political affiliation or disability in any of its educational programs and activities, and in employment and application for employment, as required by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1965, the Age Discrimination Act of 1975, and other federal and state laws that prohibit discrimination. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equal Employment Officer, P.O. Box 188, North Scituate, Rhode Island 02857, Telephone: (401) 647-4100; Email: [EEO@ScituateSchoolsRI.net](mailto:EEO@ScituateSchoolsRI.net). You may also direct inquiries directly to: Office for Civil Rights (Boston Office), U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: (617) 289-0111; Facsimile: (617) 289-0150; Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov). If you require an accommodation to attend a meeting or program at a school, call the Equal Employment Officer at least two business days in advance of the meeting or program.***

**Scituate School Department**  
3 George Washington Highway  
Clayville, RI 02815  
*Mailing Address: P.O. Box 188, North Scituate, RI 02857*  
phone: (401) 647-4100  
fax: (401) 647-4102  
[www.scituateschoolsri.net](http://www.scituateschoolsri.net)

**Ms. Carol Blanchette, Superintendent**  
[carol.blanchette@scituateschoolsri.net](mailto:carol.blanchette@scituateschoolsri.net)

**Mr. Matthew Bobola, Director of Administration and Finance**  
[matthew.bobola@scituateschoolsri.net](mailto:matthew.bobola@scituateschoolsri.net)

**Mr. John Magner, Director of Special Education**  
[jmagner@northwestri.org](mailto:jmagner@northwestri.org)

**Mr. Thomas Rambacher, Director of Technology**  
[thomas.rambacher@scituateschoolsri.net](mailto:thomas.rambacher@scituateschoolsri.net)

**Mr. Robert Corrente, Director of Facilities**  
[robert.corrente@scituateschoolsri.net](mailto:robert.corrente@scituateschoolsri.net)

**Durham Bus Services**  
(401) 647-2472

## **School Committee Contact Information**

<b>Carolyn Dias</b>	<a href="mailto:Carolyn.Dias@ScituateSchoolsRI.net">Carolyn.Dias@ScituateSchoolsRI.net</a>
<b>Mary Manning-Morse</b>	<a href="mailto:Mary.Manning-Morse@ScituateSchoolsRI.net">Mary.Manning-Morse@ScituateSchoolsRI.net</a>
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<b>James Scacco</b>	<a href="mailto:James.Scacco@ScituateSchoolsRI.net">James.Scacco@ScituateSchoolsRI.net</a>

## Elementary School Contact Information

### **Clayville Elementary School**

Mrs. Courtney Francis, Principal  
3 George Washington Highway  
Clayville, RI 02815  
(401) 647-4115  
(401) 647-4114 - fax  
[courtney.francis@scituateschoolsri.net](mailto:courtney.francis@scituateschoolsri.net)

### **Hope Elementary School**

Ms. Dana Morel, Principal  
391 North Road  
Hope, RI 02831  
(401) 821-3651  
(401) 823-4976 - fax  
[dana.morel@scituateschoolri.net](mailto:dana.morel@scituateschoolri.net)

### **North Scituate Elementary School**

Mrs. Kaitlin Soccio, Principal  
46 Institute Lane  
North Scituate, RI 02857  
(401) 647-4110  
(401) 647-4112 - fax  
[kaitlin.soccio@scituateschoolsri.net](mailto:kaitlin.soccio@scituateschoolsri.net)

## **General School Information and Rules**

### **DISCIPLINE**

We expect good citizenship and appropriate social behavior at all times. All students are expected to show respect to their peers and all adults in the building. Inappropriate behavior infringes upon the rights of other students and teachers and disrupts the learning process and environment. A student shall not behave in a way that could cause physical injury to other students, any school employee, or other persons in the school building, on school property, or on the school bus. This rule also applies during school related activities off school premises. Violations of school rules will result in progressive discipline.

The goal of Scituate Public Schools is to promote the use of natural consequences connected to the behavior being addressed. The following range of consequences may be applied at the discretion of the principal, depending upon the needs of the child, the nature of the offense, and the frequency of the occurrence:

1. Warning and education on the behavior issue and choice making
2. Instituting an informal plan to support good choice making
3. Meeting with principal/teacher/parent/student
4. Loss of privileges (such as participation in before or after school activities)
5. Remaining beyond a regular school day
6. Restoring defaced property
7. Referral for Behavior Plan or Supports
8. In school suspension
9. Out of school suspension

*Please review the Scituate School Department Discipline Policy 8060 in its entirety for further information.*

### **ELECTRONIC DEVICES**

We are aware that technology has become an integral part of education today. When requested by the teacher, students may be allowed to bring electronic devices for educational purposes. Without approval from school personnel, students may not bring any electronic devices and/or accessories to school. This includes, but is not limited to: iPods, cameras, game consoles, tablets and cellular phones. If a student is found to have brought an electronic device to school without prior permission, the student will be directed to place the device in his/her backpack. After one reminder, the device will be placed in the Principal's Office for the parent to retrieve. The School is not responsible for any lost, stolen or damaged devices.

### **HOMEWORK**

Homework is defined as written or non-written tasks that are assigned by teachers to be completed by students outside of the classroom. The purposes of homework are:

- To practice newly taught skills.
- To conduct research and/or complete various projects.
- To prepare for upcoming discussions, lessons, and/or assessments.

- To develop independent study habits.

#### *Students' Responsibilities*

- Know what the homework assignments are before leaving school.
- Ask the teacher for clarification when unclear about homework.
- Take home all necessary resources.
- Spend the necessary time on homework.
- Submit the completed homework to the teacher by the due date.
- Be responsible for getting assignments when absent from school.
- Seek help from parents only when needed.
- Produce work that reflects academic integrity, best effort, and high quality.

#### *Parents'/Guardians' Responsibilities*

- Understand and reinforce expectations for the quality of student work.
- Provide structure, a location, and tools needed to help the child organize and complete homework.
- Communicate with the student and his or her teacher when there is a homework concern.
- Support a reasonable schedule for time outside of school that supports both extracurricular activities and school work.

#### *Teachers' Responsibilities*

- Align homework in accordance with handbook
- Communicate expectations to students.
- Post all assignments before the end of the period and provide time for students to record them.
- Ensure that resources and materials required for homework projects are easily obtained by students.
- Ensure that the individual needs of students are considered when assigning homework.
- Show value to the work done by students through opportunities for review or by providing timely feedback.
- Communicate with parents regarding concerns with missing or inconsistent assignments.

#### *Principals' Responsibilities*

- Ensure that homework is consistent with the district's educational goals.
- Support the teachers in the implementation of homework guidelines.
- Facilitate the communication process between the school and home as it relates to homework.

### **RECESS**

Outdoor recess occurs daily as long as temperatures with wind chill are above 25 degrees. Shoes with open toes, sandals, clogs, and flip-flops **are not safe** for recess.

Playground Rules:

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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 teachers and 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.

## **Assessment and Reporting**

### **CHILD OUTREACH SCREENINGS**

Children ages 3-5 years are eligible for a free screening by the Northwest Region Child Outreach Program. This screening shares information regarding your child's overall development and preparedness for a Kindergarten program. All Kindergarten children *not* previously screened by Child Outreach will be screened during the first month of school unless parents contact the school office in writing to exempt their child from such screenings. For more information please contact the Child Outreach Coordinator at (401) 647-7560.

### **STANDARDS-BASED REPORT CARDS**

Standards-Based Report Cards inform you of your child's progress three times a year, once at the end of each trimester. A standards-based report card provides detailed information about how a student is doing in each subject.

<b>End of marking periods</b>	<b>Report Cards</b>
1st Trimester – 11/22	12/3
2nd Trimester - 3/6	3/17
3rd Trimester - last day of school	

### **STATE ASSESSMENTS**

Students in grades 3-5 participate in state mandated assessments each year. Scituate curricula are aligned with Rhode Island approved standards. Individual student results are reported to parents. School and district results are public information and are reported by the media and by the school.

### **STUDENT SUPPORT SERVICES**

Child Outreach is a free service that is offered to all Scituate children 3 to 5 years old, by the district, in partnership with the Rhode Island Department of Education. Scituate School Department in conjunction with the Northwest Special Education Region offers Child Outreach screenings, which provide families with information about child development. Child Outreach also offers information about resources that are available in the community. For further information, please contact the district's Child Outreach Coordinator at 647-4106.

The elementary schools recognize the importance of promoting the social and emotional growth of children along with their academic growth. The school psychologist and school social worker consult with teachers, parents, and other agencies to give children a well-balanced educational setting. The school psychologist and/or school social worker meet

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with students in large and small groups and may see them individually.

Every elementary school student who has not been previously screened for speech/language impairments is screened by a speech and language pathologist.

Each elementary school has at least one reading specialist who holds a specialized certificate in the area of reading instruction. The reading specialist works with students who are identified as failing or at-risk of failing to meet grade-level expectations in the area of reading.

Special education services are provided to students identified as having a disability and being in need of specially designed instruction in accordance with state and federal regulations. Certified teachers are employed by Scituate School Department to deliver specialized instruction to students with special needs and to work collaboratively with classroom teachers. Related services including but not limited to occupational therapy, physical therapy, adapted physical education, and counseling are available to eligible students.

Most referrals are made to special education by classroom teachers using the Response to Intervention process. Evaluation teams in each school are responsible for reviewing all referrals in accordance with federal law and state regulations.

Parents play key roles as team members in determining whether a child should be assessed or receive special education services and can refer their child at any time. They are also members of the team that develops the student's individualized education plan (IEP), which is reviewed and adjusted on an annual basis.

## **Health Office Procedures & Services**

### **HEALTH SERVICES**

For the protection of your child and others, please **do not** send your child to school with symptoms of any of the following:

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Vomiting               | 6. Swollen glands                |
| 2. Runny nose with a cold | 7. Diarrhea                      |
| 3. Fever                  | 8. Earache                       |
| 4. Sore throat            | 9. Persistent cough              |
| 5. Rash                   | 10. Other communicable illnesses |

If your child is injured or becomes ill at school, parents will be notified. If parents are not available, then the person designated to be called in an emergency will be contacted. Be sure to keep the school notified of any changes in telephone numbers, address, places of work and emergency contacts.

Each child has a permanent Health Record on which pertinent health information is recorded. Please keep the school notified of any health problems. All information is held confidential. Please call the school to discuss any health problems or attendance concerns.

## **PEANUT/TREE NUT FREE ZONE**

The Scituate School Department complies with the Rhode Island State General Law 16-21-30. Rhode Island State General Law 16-21-30 mandates that schools have peanut/tree nut free zones within a school where there is a student or students with known peanut or tree nut allergies. The law requires schools to post notices at all entrances to the school and the cafeteria and to eliminate the sale of peanuts/tree nuts or peanut/tree nut based products in the cafeteria. Lunch/Cafeteria- All schools will designate tables in the cafeteria as peanut tables. Students who bring lunches from home that may contain peanut/nut products will be seated at the nut table in the cafeteria.

## **SCHOOL CELEBRATIONS**

Classroom celebrations take place occasionally during the school year. Parents who do not wish for their children to participate for personal reasons should notify the classroom teacher in writing. Classroom celebrations/activities will not include food, except if the food items are part of a curriculum-related activity. On rare occasions where food is utilized for a curriculum-related activity, all food items must be pre-approved by the classroom teacher, principal, and/or school nurse teacher.

## **Parent Participation**

### **GUARDIAN CONTACT INFORMATION**

It is very important that we have an EMERGENCY CONTACT NUMBER AND EMAIL ADDRESS for each student so families can be reached at any time. A student information sheet will be distributed to each child at the beginning of the school year. It is essential that you return your child's form to the office as soon as possible. It is necessary that you include the name and phone number of someone who can be reached in your absence in the event of illness or emergency. Please notify us of any change in numbers (home, business, or cell) or email addresses during the school year.

### **HOME/SCHOOL COMMUNICATION**

Communication between home and school is vital to creating a successful community of learners. Families are welcome to call or e-mail the teachers with any questions or concerns during school hours. When classes are in session, teachers may not be available to answer the phone/e-mail. A message may be left with the school secretary and teachers will return calls/emails as soon as possible. Staff email addresses are "firstname.lastname@scituateschoolsri.net". Please visit the school websites for staff email addresses.

### **PARENT-TEACHER CONFERENCES**

Parent/Guardian-teacher conferences take place in January of each year. Families receive information regarding conference dates and times from the school. Teachers contact families for specific appointment times. In addition to the annual conference in January, families may request a conference at any time during the school year by writing or telephoning the teacher(s). Teachers may invite families to participate in additional conferences at any time during the year.

*Parent Conferences: January 8th and 9th*

## **School Programs & Procedures**

### **ARRIVAL PROCEDURES**

School begins at 8:45 a.m. Students may arrive at school at 8:15 a.m. Supervision is not available prior to 8:15, so students may not be dropped off any earlier. When driving students to school, families must follow individual school drop-off procedures. Crossing guards are scheduled according to the drop-off times above.

### **CLASS PLACEMENT**

It is the goal of the Scituate School Department to place elementary school students in heterogeneous classes. Each spring, teams consisting of the principal, teachers and support staff work collaboratively to create balanced groups of students, taking into consideration such factors as learning styles, classroom performance, developmental levels, gender, peer relationships, social development, and class size. Input from parents regarding learning style will be taken into consideration when placement decisions are being made. A request for a specific teacher is discouraged, and may not always be granted due to the complexity of the placement process. Information about your child's learning style must be submitted to the principal in writing prior to May 1st each year. No changes will be made following the release of the classroom assignments.

### **EARLY DISMISSAL**

We ask parents to refrain from scheduling doctor, dental or eye appointments as well as music and dance lessons during times which would require early dismissal from school. If such an appointment is unavoidable, written permission, signed, dated and addressed to the child's teacher is required and must accompany the child to school on that day. Please contact the office as soon as possible in emergency situations to give teachers adequate time to prepare your child for an early dismissal. Please note that dismissal without notice is disruptive to the classroom environment. Also, vacations planned during the school year disrupt your child's learning. Makeup work is not available, as the direct instruction on a daily basis can never be replicated outside the classroom environment.

### **EARLY CLOSING AND NO SCHOOL ANNOUNCEMENTS**

Student safety is a top priority for the Scituate School Department. We utilize a rapid automated notification service which allows us to send a telephone and/or e-mail message to you providing important information about school events or emergencies. In the event of an emergency at school or early dismissal, you can have peace of mind knowing that you will be informed immediately by phone and/or e-mail. This service allows us to send voice and/or email messages to all of our students' parents on all of their contact numbers within minutes.

We also suggest you listen to the radio or check the websites of local news stations for school closings. It is for your child's safety that we attempt to keep our school phone lines open during inclement weather. The radio and television stations that will announce NO

SCHOOL, DELAYED OPENINGS and EARLY DISMISSALS.

### **FOOD SERVICE PROGRAM**

The Scituate School Department provides a school breakfast/lunch program for those who wish to avail themselves of this service. Our program is provided by Chartwells Services. Students may purchase breakfast for \$1.25; lunch for \$2.65. Students bringing lunch from home may purchase milk separately for .50 cents. School lunch menus are sent home monthly to assist in planning for purchased meals and are posted on the Scituate Schools website at [www.scituateschoolsri.net](http://www.scituateschoolsri.net). All students received a paper copy of the Free/Reduced Lunch Form. Click [here](#) for a digital copy. Please use the instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household. If at any time you are not sure what to do next, please contact Matthew Bobola; 401-647-4100; [matthew.babola@scituateschoolsri.net](mailto:matthew.babola@scituateschoolsri.net).

### **PHYSICAL EDUCATION**

Children are expected to participate in physical education activities unless they have an injury or health-related situation that precludes participation in physical activity. In order for a student to be excused from physical education classes for more than one week, a doctor's note is required. Once a student has been excused from physical education, he/she will need a doctor's permission before resuming participation. All students are expected to wear rubber-soled athletic shoes and casual clothing appropriate for physical activity. Students who do not dress appropriately will not participate in physical activity and will be given an alternative activity.

### **REGISTRATION**

Students enrolled in our elementary schools are automatically registered in the spring of the year for the following school year. Children entering kindergarten in the fall must register in the spring during kindergarten registration. Spring kindergarten registration is held at the respective elementary schools. Children entering kindergarten must be five years of age on or before September 1st. Verification of the child's birth date is required, as is verification of all immunizations and proof of residency. Children who move during the summer months from one attendance area to another within the district will need to verify their new address at the district administration office. Students new to the community should register prior to school opening in the fall also at the Scituate School Department district administration office which can be found at 3 George Washington Highway, Clayville RI 02815.

### **SCHOOL CLOSINGS**

In the event of extreme weather conditions or emergency circumstances, the Superintendent may close school before school begins or during the school day. An official announcement will be made through the automated alert system, and on the following radio and television stations: Radio: WPRO 630 AM WWLI 105.1 FM WLKW 790 AM WSNE 93.3 TV: WLNE Channel 6 WPRI Channel 12 WJAR Channel 10 When adverse conditions exist, buses may run late. Parents are advised to make provisions for the care of their children in the event of a school closing, late start, or early dismissal. Children should be informed of those provisions. Since

our schools have limited phone lines, please do not call the school to inquire about early dismissals or to change your child's dismissal plan on the day of the dismissal.

## **Security**

We encourage parents to visit school and participate in school activities. Please pre-arrange visits with your child's classroom teacher. For your child's safety, and the safety of all Scituate students and staff, all parents and visitors must report to the Main Office of the school to sign in. Visitors must also sign out at the end of each visit. All school volunteers must have a BCI on file less than a year old. Visitors may be asked to provide identification

## **BCI**

District Policy requires all parents and school volunteers to maintain a current BCI check and to RENEW all BCI checks yearly prior to volunteering in classrooms/school or field trip activities. Attorney General Julius C. Michaelson Customer Service Center located at 4 Howard Avenue in Cranston, RI. You may also receive a BCI check at the Scituate Police Department. Please contact the school office if you are in need of a form or visit <http://www.riag.ri.gov/homeboxes/BackgroundChecks.php>

## **Transportation**

### **BUS RULES**

Student codes of conduct apply when students ride the school bus. Students are expected to remain in their seats, refrain from using inappropriate language, and keep hands and feet to themselves. Should a student exhibit behaviors that are disruptive or unsafe, parents will be contacted by the bus company and/or a conduct report will be completed by the bus company employee/s and submitted to the school principal who will make a determination regarding appropriate consequences. Any requests for changes in bus transportation routines must be made in writing to the school principal and bus company. Last minute phone calls to change bus transportation routines should be avoided.

### **BUS TRANSPORTATION**

Durham Bus Services provides busing for students who reside more than a specified distance from their schools, depending on their age. Generally pupils should ride home on the bus to which they are assigned. In the event that it becomes absolutely necessary for a child to ride a bus other than the one to which he/she is assigned, a note must be submitted to the teacher. Notes are sent to the office for approval and then returned to the teacher so the child can take it to the bus driver. Switching buses will only be allowed on a "Space Available" basis. Please note that there are days when the buses run at capacity and switching cannot be accommodated. Durham Bus Services can be reached at 401-647-2472.

Should a problem arise, the procedure outlined below will be followed:

1. The driver reports chronic misbehavior or a serious incident to the building principal who will discuss the problem with the student.
2. Should a second report be necessary, the matter is discussed with the student and the parent is notified by a referral form.

3. A third incident requires that the child may lose bus privileges for a period of time.
4. Any further report will require a parent conference and further disciplinary action.

\*In cases where the offense is of such gravity as to endanger the safety and well-being of other occupants of the bus, the above procedure may be disregarded and immediate suspension affected, after the parent is duly notified. In cases of vandalism to the bus, the student and parents are responsible for correcting or repairing the damages.

## **School Department Policies & Regulations**

### **ATTENDANCE**

Children are expected to be in school every day unless they are ill or there is an emergency in the family. If children are ill, it is better to keep them home than expose others to illness. When a student will be absent for any reason, the parent is expected to notify the school. According to the Scituate School Department Attendance Policy, families are required to call the school on the day of their child's absence to provide a clearly-stated reason for the absence. If there is no call, safety calls are made to verify your child's location. Daily attendance for all students in the school district is monitored. The cooperation of parents in not scheduling personal appointments during the day is requested whenever possible. *The District's Attendance Policy states that excused student absences require proper documentation. Parent phone calls for student illness will be marked as excused up to 4 times per trimester. Chronic absences may result in referral to truancy court by the School Resource Officer.* For further information, please [click here](#) to see the Scituate School Department Attendance Policy 8010.

### **BULLYING POLICY**

Harassment, intimidation, bullying, teen dating violence and sexual violence are prohibited in the public schools of the Scituate School Department in Rhode Island [R.I.G.L. 16-21-30]. The prevention of bullying, teen dating violence and sexual violence is part of the school safety plan [R.I.G.L. 16-21-24]. Bullying, dating violence and sexual violence will not be tolerated in the Scituate Schools.

Disciplinary sanctions for bullying, dating violence, or sexual violence may include loss of privilege to participate in extracurricular activities including athletics and school social events; loss of school bus transportation; assignment of additional school work or community service; and—depending on the extent of involvement in the prohibited activity—suspension from school. Please [click here](#) for the Statewide Bullying Policy and [click here](#) for the Scituate School Department district policy.

### **DRESS CODE**

Although Scituate elementary schools do not have a dress code for its students, we have prepared a few guidelines that should for a safe and appropriate learning environment. We suggest sneakers, loafers, shoes, or boots for the feet. Shoes with open toes, sandals, clogs, and flip-flops **are not safe** for the recess field, stairs and where objects could be dropped on children's feet. Athletic shoes are required for physical education class. Short shorts and

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very short skirts are not practical for children to work on the carpet, or at recess. Oversized tank tops, beach shirts, bare midriffs, items with loose or dangling fringe, clothing with unacceptable language, and oversized cut-out arm holes are not appropriate. Wallets, purses, and key holders worn with dangling chain or straps are a hazard on the stairs and on the playground.

### **FIELD TRIPS**

The Field Trip Policy is currently being reviewed by the School Committee Policy Subcommittee. It will be inserted and communicated to parents after its adoption.

### **MEDICATION POLICY**

In accord with General Laws 16-21-7, it is the policy of the Scituate School Committee that:

- Except in the case of an emergency situation, only certified nurse-teachers or parents are authorized to dispense medication to students.
- In no instance can a parent or legal guardian delegate to another person the authority to come into the school to administer medication.
- No elementary student is allowed to transport medication to and from school with the exception of emergency medications. All other medication must be transported to and from elementary schools by the parent or another adult.
- Prescription and non-prescription medication will be dispensed by the school/nurse teacher only when:
  - Received by the school nurse/teacher in the original labeled container from the pharmacy,
  - Is requested in writing by the attending physician, and
  - Is authorized in writing by the parent or legal guardian of the student.
- Inhalers and epinephrine auto injectors or other medications may be self-administered with written authorization from both parent and physician. These medications are to be stored in the office/health room unless written authorization from physician states otherwise.
- Regarding field trips, inhalers and epinephrine auto injectors should be carried by the teacher unless written authorization from a physician and parent states otherwise. Students may self-carry and/or self-administer other prescription medication on field trips only when it: a) is requested in writing by the attending physician, and b) is authorized in writing by the parent or legal guardian, and c) is in consultation with school nurse/teacher and administration.
- In an emergency life-threatening situation, all school personnel are authorized to administer medication.

### **NEGATIVE BALANCE POLICY**

In order to provide students and parents in the Scituate School District with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding student lunch account balances are effective as of the start of the 2019/2020 school year. [Click here](#) to view Policy 8300.



## **PHOTOGRAPHS/VIDEOS/SOCIAL MEDIA**

Photographs are taken in our buildings throughout the school year. Some of these photographs will be used in school or district publications or submitted to outside publications. Video recording, for district use and by news organizations, may also occur. Requests not to photograph or film specific students will be honored. Students are not allowed to bring cameras to school to photograph faculty, staff, or other students. Please be mindful that some families don't want photos or videos of their child taken during the school day and/or school event posted on social media. Additionally, permission to post school-related photos only authorizes school personnel to share school related photos or videos. **If you have concerns about having your child's picture or videos used in this manner, please let the principal know in a written communication.**

## **PREVENTION AND CRISIS INTERVENTION/PHYSICAL RESTRAINT FOR SAFETY PROMOTION**

In rare circumstances, to protect the safety of students and others, school personnel may need to use physical restraint in compliance with the District's physical restraint policy found on the District Website. Staff members in all buildings are trained in Nonviolent Crisis Intervention through the Crisis Prevention Institute, which requires de-escalation techniques. [Click here](#) for the full Policy #8061.

## **RESPONSIBLE USE OF TECHNOLOGY**

The Scituate Public Schools shall provide access for employees and students to technology resources, including access to external networks, for educational purposes. Educational purposes shall be defined as classroom activities, career and professional development activities of an educational nature. The purpose of our technology resources is to assist in preparing students for success in life and work by providing access to a wide range of information and ability to communicate with others. The technology resources will be used to increase communication (staff, parent and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The technology resources will also be utilized to provide information to the community, including parents, governmental agencies, and businesses. The use of the network is a privilege, not a right, which may be revoked at any time for abusive conduct, outlined, but not limited to, the terms within this policy. [Click here](#) for the full Policy #9100.

## **STATEMENT OF POLICY-TITLE IX**

It is the policy of the Scituate School Department, not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Ms. Colleen Hart, Assistant Principal of Scituate Middle/High School Scituate School Department, 94 Trimtown Road, Rhode Island 02857. [Click here](#) for the Policy #9000.

## **PARENT SIGNATURE PAGE**

***Please return to your school by Friday, September 13, 2019***

***In addition to the contents of this handbook, other pertinent rules and regulations for the safety and well-being of the students deemed necessary are in effect in each school. Scituate School Department Policy Manual is available for parents and staff to view at each elementary school.***

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**I acknowledge that I have received and understand the contents of the Scituate School Department Elementary Handbook.**

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Student Name

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Grade

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Signature of Parent or Legal Guardian

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Date