

Tiverton Public Schools



Excellence in Education

Student Handbook 2020-2021 for Elementary Schools

TABLE OF CONTENTS

Section	Page #	Section	Page #
Introduction	3	Telephone Messages	15
Non-Discrimination Policy, Section 504, Title IX	4	Lost and Found	15
Student Records	5	Parent-Teacher Conferences	15
Elementary Schedules	5	Pupil Needs	16
Recess	5	Dress Code	16
Homework	5	Care of Books/Equipment	17
Code of Conduct	6	Absenteeism	17
Restorative Justice and Practices	8	Tardiness	15
Busing	13	School Closing Announcements	17
Dismissal	13	School Delay Opening Times	17
Walker Dismissal Procedures	14	Breakfast/Lunch Programs	18
Communication	14	Cafeteria Rules	18
Searches	14	Health-Related Issues	18
Prohibited Items	14	Special Education Referral Process	20
School Volunteers	15	Support Agencies	20
Student Insurance	15	Signature Page	21
School Field Trips	15		

INTRODUCTION

The purpose of this handbook is to provide students, parents and guardians with a convenient source of information about the Tiverton Elementary Schools. There are three elementary schools in Tiverton: Fort Barton Elementary School at 99 Lawton Avenue (Preschool through grade 4), Pocasset Elementary School at 242 Main Road (Preschool through grade 4), and Walter E. Ranger Elementary School at 278 North Brayton Road (Preschool through grade 4)

Central Office

- Superintendent: Peter Sanchioni, Ph.D 624-8475
- Assistant Superintendent : Amy Donnelly-Roche 624-8494
- Director of Finance & Administration: Amy Roderick 624-8475
- First Student Transportation: Sherry DelToro 625-5562

Fort Barton 624-6114 (phone) 624-2927(fax)

- _____, Principal Joy Frain, Nurse

Pocasset 624-6654 (phone) 624-7889 (fax)

- Suzette Wordell, Principal Denise Duarte, Nurse

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

- Manuel Cabral, Principal Carla Sweeney, Nurse

School Committee

Jerome Larkin, Chairperson jlarkin@tivertonschools.org

Diane Farnworth, Vice Chairperson dfarnworth@tivertonschools.org

Sally Black, sblack@tivertonschools.org

Deborah Pallasch dpallasch@tivertonschools.org

Elaine Pavao epavao@tivertonschools.org

Tiverton School Department Policy of Non-Discrimination

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

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

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

Tiverton High School

Christopher Ashley, Building Principal (401) 624-8494

Tiffany Buldoc, Assistant Principal (401) 624-8494

_____, Director of Guidance (401) 624-6621

Tiverton Middle School

Susan Craven, Building Principal (401) 624-6668

Robert Campion, Assistant Principal (401) 624-6668

Shana Roper and Katherine Brennan, Guidance Counselors (401-624-6669)

Elementary Schools

_____, Fort Barton School Principal (401) 624-6114

Manuel Cabral, Ranger School Principal (401) 624-8467

Suzette Wordell, Pocasset School Principal (401) 624-6654

Central Office

Peter Sanchioni, Ph.D. Superintendent (401) 624-8475

Amy Donnelly-Roche, Assistant Superintendent (401) 624-8494 ext. 216

STUDENT RECORDS

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

The following is a summary of the major parent and student rights regarding school records in the town of Tiverton. 1. Inspection of Record A parent, or a student who is 18 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within a reasonable time but no later than 45 days after the request. The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials. Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them. 2. Confidentiality of Record With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent of the student. 3. Amendment of Record The parent and student have the right to add relevant comments, information, or written materials to the student record. In addition, the parent and the student have a right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system 4. School Records normally include: Directory Information Health Card Attendance Record Standardized Test Scores Academic Record Academic Record 5. The above is only a summary of some of the more important provisions of the Regulations Pertaining to Student Records that relate to student and parent rights. If more detailed information is desired, contact the school principal.

ELEMENTARY SCHOOL SCHEDULES

Breakfast begins at 8:20

Doors open 8:30 AM

School begins 8:37 AM

School closes 3:10 PM

RECESS: At all schools students have a 25 minute extended recess either before or after lunch. Parents should check weather conditions and dress their children accordingly. Under severe conditions (or temperatures under 32 degree in accordance with RI State Law), children will have indoor recess.

HOMEWORK: Homework is and should be an important part of a child's educational development. The purpose of homework is to reinforce concepts learned in the classroom. It fosters good work habits and helps to teach the child responsibility. Homework is part of the student's grade. For homework to achieve an effective level, parental supervision is encouraged. Children in grades 1 through 4 are assigned schoolwork to be done at home. In the assignment of homework the following is used as a guide:

1. Homework should always be used as a reinforcement tool for lessons previously presented.
2. Homework should never reach a point where it becomes excessive.
3. Homework is progressive in amounts as a child moves through the grades.
4. All written homework is corrected and becomes part of the students' grade.
5. Time guide - the following are approximate maximum time limits and are used as a guide for both written and online (digital websites) homework: Grade 1 - 20 minutes; Grade 2 -30 minutes; Grade 3 - 40 minutes; Grade 4 -50 minutes.
6. In addition to the above it is recommended that children should be engaged in a reading activity at home for 15 minutes each day. For this activity to be successful: In the primary grades, students should read to or be read to by adults as appropriate. In the upper elementary grades, students should read independently. At provide a safe and nurturing school environment that is conducive to learning. The restorative code of conduct is also designed to promote respect for each student, the school community, and school property. The restorative code of conduct shall apply to any student in the school building, on school premises, on school buses, at school-related activities, or using school computers. The restorative code of conduct shall apply at any time that a student is subject to the authority of school personnel, including before, during, and after school hours.

The Restorative Code Of Conduct Goals

1. Build healthy relationships between educators and students
2. Reduce, prevent and improve harmful behavior
3. Providing an opportunity for equitable dialogue and participatory decision-making
4. Involving all relevant stakeholders
5. Address and discuss the needs of the school community
6. Repair harm and restore positive relationships
7. Resolve conflict, hold individuals and groups accountable for their actions

LEVELS OF RESTORATIVE INTERVENTIONS AND DISCIPLINARY RESPONSES

There are 3 Levels of Restorative Interventions and Disciplinary Responses.

Level 1: This level is the primary level for most behaviors or infractions in elementary schools. This level incorporates universal school-wide and classroom practices that promote the development and practice of prosocial behaviors, self-discipline, habit learning, health, and well-being. Through observation and immediate responses, beginning with redirection, teachers aim to prevent minor discipline problems from becoming major disciplinary incidents.

Level 1 Behavior Concerns	Level 1 Behavior Concerns
<p>1. Non-compliance/Insubordination</p> <ul style="list-style-type: none"> - Does not comply with classroom rules, norms, and procedures - Refuses to respond to school staff directives, questions, or requests <p>2. Non-completion/Insubordination</p> <ul style="list-style-type: none"> - Does not attempt or complete assigned work - Does not participate in learning activities <p>3. Difficulties with Social Interactions/Harassment (verbal)/Verbal Altercations</p> <ul style="list-style-type: none"> - Demonstrates difficulty getting along with others - Does not work cooperatively in small and large groups - Engages in teasing, taunting, name calling - Initiates or joins in “side bar” conversations, interrupting, blurting out, talking out of turn <p>4. Minor Hallway and Public Space Misconduct</p> <ul style="list-style-type: none"> - Makes excessive, distracting, or disruptive movements or noises - Seeks attention inappropriately - Uses inappropriate language and shouting <p>5. Difficulties with Problem Solving</p> <ul style="list-style-type: none"> - Demonstrates difficulty resolving problems - Does not make transitions or adjust to new situations effectively <p>6. Difficulties with Self-Regulation/Disruption of Education</p> <ul style="list-style-type: none"> - Does not work independently without bothering others - Makes excessive, distracting movements or noises - Seeks attention inappropriately - Takes things without permission (nominal value) - Throws objects without physical injury to others <p>7. Difficulties Communicating and Managing Needs, Thoughts, and Emotions</p>	<ul style="list-style-type: none"> - Active Listening. - Alternate Seating. - Breaks to refocus. - Classroom Energizers. - Classroom management system. - Collaborative Restorative Circles (lead by Social-Emotional Staff or Teacher). - Communication especially with home. - Interactive Modeling. - Logical Consequences for actions. - Nonverbal clues. - Proximity to students. - Random Positive Attention. - Teaching Conflict Resolution Strategies. - Visual schedules

<ul style="list-style-type: none"> - Demonstrates difficulty empathizing with other points of view - Does not accept feedback or correction calmly - Engages in confrontations, arguing, or back talk - Expresses needs and emotions inappropriately - Misinterprets instructional and social cues <p>8. Occasional Unexcused Absences/Tardiness</p>	
---	--

Level 2: Increased School Support - This involves targeted interventions and assigned consequences when a student's behavior violation warrants a more focused behavioral response beyond the immediate situation (or incident) in the classroom or other location. People learn best when they feel safe and understood. When providing discipline, adults intervene in a way that models and teaches the positive behavior desired of all people in the school building. Thus, adults demonstrate care, support, and in the well-being of the student, as consequences, used to ensure that the discipline is educational, are put into place.

Level 2 Behavioral Concerns	Level 2 Restorative Behavioral Supports and Response Strategies
<ol style="list-style-type: none"> 1. Academic dishonesty (copying another's work), cheating, altering records. 2. Aggressive arguing, refusal, back talk 3. Emotional outburst (may include refusal to leave classroom, repeated profanities, screaming, or tantrums). 4. Excessive absences, truancy, tardiness. 5. Harassment: single incident - to determine bullying. 6. Horseplay, rough-housing, minor physical aggression: offensive touch, poking, pushing, shoving, physical intimidation, verbal threats, persistent teasing, taunting, name-calling. 7. Intentional damage to personal property. 8. Leaving classroom or school without permission. 9. Non-authorized or inappropriate misuse of school equipment, materials, and electronic devices. 10. Persistent Level 1 Behavior: Insubordination, showing disrespect to a staff member, failure to abide by school rules. 11. Theft of less than \$50. 	<ul style="list-style-type: none"> - Consistent home communication (at least weekly). - Informal consultation between teacher and social emotional staff that may include a classroom observation of student behavior. - Referral and coordination as appropriate with community-based supports and agencies - Restorative conference with all people affected by the incident. - Teacher-facilitated interventions (refer to Level 1) including conference within 48 hours when a student returns to class after being removed. - Teacher-student conference and plan facilitated by administrator.

Level 2 Potential Consequences:

- Conference with Principal and/or teacher, student, and parent.
- Incident investigation.
- Parent notification via phone, email, text message, or letter by Principal or staff member.
- Removal from classroom, or other location, with behavior referral, for no more than 30 minutes.
- Restorative conference.
- Submission of behavioral referral with no removal from classroom.
- Possible 1 or 2 day school suspension.

Level 3: Intensive School Support: This level involves violent or dangerous behavior violations that seriously jeopardize school and classroom safety and order. Students who exhibit these behaviors are assigned to more intense and individualized interventions.

Level 3 Behavioral Concerns	Level 2 Restorative Behavioral Supports and Response Strategies
<ol style="list-style-type: none"> 1. Alcohol, drugs, inhalants, tobacco: possession, under the influence, distribution, and sales. 2. Arson/fire-related offense. 3. Attack on fellow student: hitting, kicking, or punching another student. 4. Bomb threat. 5. Bullying: persistent and repeated incidents targeted at the same person or group. 6. Electronic bullying/harassment: used to threaten or emotionally harm another person. 7. Extortion (the practice of obtaining something through force or threats). 8. False activation of fire alarm. 9. Fighting: all students engaged in hitting, kicking, or punching the other persons involved; and when serious disruption to the operation of the school occurs. 10. Intentional physical contact/attack on school personnel. 11. Persistent verbal aggression against school personnel. 12. Sexual Offense INCLUDING assault and sexual harassment. 13. Theft of more than \$50. 	<ul style="list-style-type: none"> - Intensive intervention for pervasive behavior that is seriously impeding a student's success at school. - Parents of students who have engaged in highly aggressive or dangerous behaviors are expected to be directly involved in the intervention plan created to support their child's success. - Referral and coordination as appropriate with community-based supports and agencies. - Restorative conference with all people affected by incident. - Teacher-facilitated interventions (see Level 1) including conference within 48 hours when a student returns to class after being removed. - Teacher-student conference and reentry plan facilitated by administration.

<p>14. Verbal or written threat against school personnel.</p> <p>15. Weapons, firearms, explosives: possession, use, or threat of use.</p>	
--	--

<p>Level 3 Potential Consequences:</p>
<ul style="list-style-type: none"> - Immediate removal from classroom; - Incident investigation; - Parent notification and conference with Principal, parent, and student; - Assignment to in-school suspension for interventions that match student’s needs; - One to five day possible out-of-school suspension with communication to Superintendent; - Contact with Department for Youth, Children, and Families (DCYF) as required by state law; - Contact with Tiverton Police Department as required by state law and district policies.

BUSING

All Tiverton Public Schools Busing is provided by First Student Bus Company, Tiverton. The direct phone number for First Student Busing is (401) 625-5562. Please feel free to contact them directly with any issues regarding bus riding, the timing of school buses, or any discipline issues regarding the bus.

CODE OF CONDUCT ON OUR SCHOOL BUSES (as provided by First Student Bus Company):

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

10. Cooperate with the driver and monitor - no talking to the driver while the bus is in motion. However, report any emergency to the driver.
11. Remain in your seat until the vehicle has come to a complete stop.
12. Exit the bus at your designated stop. Cross in front of the bus when crossing the street and at least 10 feet in front of the bus, listen to the bus monitor.
13. The school bus is a classroom on wheels. Act in a school bus as you would in the classroom.
14. Respect and be courteous to your school bus driver and monitor. They have a very important job to do and they need your help.
15. Avoid unnecessary disturbing noises; do not shout at passing persons or vehicles.
16. Profane or vulgar language is unacceptable.
17. SMOKING ON SCHOOL BUSES IS NOT PERMITTED BY ANYONE AT ANY TIME, including when students are not present. In the interest of safety, all parents are requested to cooperate with the school department in the implementation of this safety code.

BUS CODE OF CONDUCT PROCEDURE:

Verbal warnings are communicated to parents and/or building principals prior to the issuance of written notices except in serious instances that need to be addressed formally. Ex. Significant or serious destruction of property. Principals will work in conjunction with the Bus Company, families, and Social-Emotional Staff for all bus discipline issues. Written notices, when sent home, are to be signed by families.

DISMISSAL: For everyone's safety, all persons entering or leaving the building must report to the school office, sign-in with the school secretary, and wear a visitor's pass. Parents wishing to have their children dismissed prior to the close of school are requested to inform the school office in writing. Permission will be granted for legitimate reasons, such as doctor visits or emergencies. Students need to be signed out by a parent or guardian. Students will only be released to persons registered as authorized by parents on registration forms. Parents are requested to report to the school office when picking up children before dismissal and sign the release book. Parents changing bus or walker assignments are to send in a note to school on that day in accordance with the district's bussing policy. Parents meeting walkers are asked to meet their child outside.

WALKER DISMISSAL PROCEDURES: Students who are "Walkers" or Non-Bus Riders will be dismissed in the following fashion:

1. Parents/Guardians of students in grades 1 and Kindergarten will continue to present their child's School Identification Card and personal picture ID or photo license to the teacher/administrator on duty in order to pick up their child.

2. Parents/Guardians of students in grades 2-4 will present valid photo identification at the door to the teacher/administrator on duty, who will cross-reference the identification with your child's emergency release contacts (information is taken from your child's Elementary Biological Data form).

3. We will continue to have parents send in students with "Walker Dismissal" notes on the day they will not be riding the bus home.

4. If a person arrives to pick up a student without proper identification, the student will not be released. Rather, the student will be escorted to the Main Office.

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

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

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

Examples in which a search may be conducted are possible possession of a dangerous weapon or illegal drugs. In addition, school officials may contact the Tiverton School Resource Officer or the Tiverton Police Department.

PROHIBITED ITEMS: The learning atmosphere can be interrupted by the indiscriminate non-academic use of electronic devices. Only school-issued technology may be used in any elementary school by students. All cell phones, radios, cameras, digital devices, ipods, and electronic games are to be left at home. Parents should contact the building principal in instances of extenuating circumstances.

SCHOOL VOLUNTEERS: Parents and interested persons can volunteer in the Tiverton Public Schools once RI BCI paperwork is obtained and shared with the school's Main Office. This is in accordance with RI State Law. In addition, all volunteers are required to complete a confidentiality form for the protection of all students.

STUDENT INSURANCE: The Tiverton School Department does not carry student accident insurance. An insurance plan for students at a nominal fee is made available to all children who attend the Tiverton Schools. Parents who do not have their children covered under their own accident policy are encouraged to take advantage of school insurance. Plan 1 - This plan protects the student on a 24 hour basis. Plan 2 - This

plan protects the student while attending school, traveling to and from school, and while participating in a sponsored activity. Insurance forms are available at each school and will be distributed to all students in September.

SCHOOL FIELD TRIPS: Whenever there is a school approved trip in which students are to be away for any period of time, it is necessary that the pupils turn in the provided permission slip that has been signed by their parents or guardians. The Tiverton School Department will allow all behaviorally eligible students, regardless of any financial situation, to attend school-sponsored field trips.

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

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

PARENT- TEACHER CONFERENCES: Each year we Tiverton Public Schools host two parent-teacher conferences during the school year - one in November and one in February. Exact dates and times will be sent home electronically to families. At other times, parents may schedule individual conferences with any of our teaching staff as the need arises. Please call in advance for an appointment.

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

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

- Students shall keep their clothes, bodies, and hair clean.
- Students shall wear shoes or sandals held securely on the feet for protection and safety while on the school grounds or aboard school transportation. Flip flops, clogs, sneakers / shoes with wheels also known as "Wheelies," and no-back shoes are prohibited.
- Students shall not wear hats or head coverings inside school buildings unless previously approved by the principal.
- Students shall not wear decorations, symbols, mottoes, or designs on the body or clothing showing unacceptable products (tobacco, alcohol, drugs), inappropriate clubs or groups, or inappropriate pictures or words.
- Students shall not wear spandex and /or beach-type clothing to school.
- Students shall not wear very short shorts or miniskirts, see-through clothing, or revealing tops that leave the

stomach showing. Shoulder straps on all shirts should be at least two fingers wide.

- Students should wear clothing that lets them move and play safely (examples: sneakers, shorts, t- shirts) when physical education is scheduled.
- Students' clothing shall be worn appropriately as designed. For example, pants are to be worn securely at the waist.
- Jewelry shall be worn in a way that does not present a safety or health hazard or cause a major distraction to the educational process.
- Wallet chains shall not be permitted.
- Coats may not be worn inside the building.

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

CARE OF BOOKS AND EQUIPMENT: Any property damage caused by a student must be repaired or replaced at the expense of the student at fault. If a book or electronic device, such as a laptop, is lost or ruined by a student, the replacement price will depend on the condition of the book when it was issued to the student, or the condition of the equipment at the time it was damaged.

ABSENTEEISM: Daily attendance at school is important and children are expected to attend school on a daily basis. Daily student attendance is submitted to the RI Department of Education. Students who are ill should not be sent to school. If a child becomes ill at school, the school will notify a parent or designated guardian. When children are absent the following attendance procedures apply:

- Absent one day: The parents should notify the school office before 9:00 am on the day their child will be out of school. If a parent does not call, the school personnel will make every effort to contact the parent to determine the reason for the child's absence.
- Absent five (5) consecutive days – The Principal will direct the nurse to request a medical statement.
- Absent a total of eight (8) days – The Principal will direct the nurse to intervene.
- Absent a total of ten (10) days – The Principal will send a letter to notify parents of their child's absences in order to promote regular attendance. All state/federal regulations regarding student attendance will be upheld.
- Chronically Absent, or absent more than 10% of the school year: The Principal will send home a Nudge letter, either via email, paper copy, or text, through the RI Department of Education Absenteeism Tool. In addition, to assist students who are chronically absent, the Principal and Elementary SEL team will work with families to set up support if needed.

Good attendance is essential for success in school. **Please note:** Students absent from school will not be permitted to participate in any during, after school, or evening activities on the day of absence (including PTO-sponsored activities and field trips).

TARDINESS: We expect all students to be in the building ready to learn by 8:37 am. We hope that all of

our students will develop a lifelong habit of punctuality. Children who arrive after 8:37 am must report to the office. A reasonable excuse, detailing the exact cause of the tardiness, will be accepted from a parent/guardian. Some examples of valid reasons for tardiness are personal illness, family emergency, religious holiday, doctor's appointment, or inclement weather. Some examples of invalid reasons for being late to school are oversleeping, studying for a test, malfunctioning alarm clocks, missing the school bus, conducting errands, getting hair cuts, etc.

SCHOOL CLOSING ANNOUNCEMENTS: In cases of emergencies or inclement weather, you will be notified by phone through the automated Tiverton School District voice, email, and/or text notification if school is cancelled or delayed. It is imperative that you notify the school in the event your phone number changes to insure notification. The following will be notified of cancellations and delays:

- TV: WJAR Channel 10 TV – Providence WSAR Fall River (1480 on your AM radio dial)
- Radio: WHTB Fall River (1400) WPRO Providence (630) after 6:00 AM
- Website: turntoten.com or www.tivertonschools.org
- Social Media: Facebook - Tiverton Public Schools; Twitter - @tivertonschools

If no announcement is made, school meets as usual. **Please do not call the school.**

SCHOOL DELAY OPENING TIMES: School typically begins with morning drop-off at 8:30 am and instruction begins at 8:37 am. There may be times when school is delayed due to inclement weather. If that occurs, the Elementary School Delay times are:

1 Hour Delay: Morning Drop-Off 9:30 am and Instruction Begins 9:37 am.

2 Hour Delay: Morning Drop-Off 10:30 am and Instruction Begins 10:37 am.

Please DO NOT drop-off your child earlier than those times for student and traffic safety. We want to ensure that all driving surfaces and walkways are cleared for a safe school entry.

BREAKFAST/LUNCH PROGRAM: Each Elementary School has cafeteria facilities. Nutritiously balanced meals are offered for our children. Menus are published monthly by the food vendor, **Chartwells**, and posted on the district website. There are 3 daily choices available daily and each includes milk and fruit. Milk, breakfast and/or lunch may be purchased daily, weekly or monthly. Checks are accepted made out to the Tiverton Lunch Program. **NOTE:** Children participating in the breakfast program should enter the building at ~~8:30~~ 8:20 AM. Breakfast students are expected to be in their homeroom by ~~8:50~~ 8:37 AM.

RULES AND REGULATIONS OF THE CAFETERIA:

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

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

HEALTH-RELATED ISSUES:

- **IN CASE OF ILLNESS:** Please do not send your child to school with a fever (temperature of 100 or more) or with signs of a contagious disease, such as nausea, vomiting, diarrhea, rash, sore throat, frequent cough or inflamed eye. If your child becomes sick at school, you will be contacted. We will need your current telephone number where you can be reached and the numbers of relatives or friends to contact in case of illness or injury. It is imperative that you notify the school in the event your phone number changes to insure notification. Should you have any questions or concerns regarding your child's health, please do not hesitate to call the school nurse at your child's school.
- **Vision:** Students receive a vision examination at least upon entrance to school and in the first, second and third grades. This screening includes distance visual acuity, near visual acuity, ocular alignment and color vision. Parents of children who are found to have possible vision problems are notified so that they may seek professional advice.
- **Hearing:** Hearing screenings are performed annually by the State of Rhode Island Hearing Center. This screening includes puretone testing and tympanometry. Parents of children who are found to have a possible hearing problem are notified so that they may seek professional advice.
- **Dental:** Students entering kindergarten are required to have a dental examination prior to entrance. Thereafter, every student shall be given an annual screening. Students who are screened by private dentists/dental hygienists and provide written documentation of the screening shall be exempt from school screenings. The dental screening includes examination of soft tissue, gross orthodontics and dentition. When a school's dental screening has revealed that a dental problem may exist, the parent will be notified so that a dental visit may be arranged.
- **Speech / Language Screening:** Each student entering kindergarten will receive a screening of their speech and language skills. The screening will be conducted by a certified Speech and Language Pathologist. If a problem is noted, parents will be notified and further testing may be warranted.
- **Physical:** Physical examinations are required for all students entering kindergarten and for any other students entering school in Rhode Island for the first time. Examination forms will be given to parents when they register their child for school.
- **MEDICATION PROCEDURE:** Parents/guardians are advised to give medication at home on a schedule other than during school hours. If it is necessary for the student to receive medication during school hours, adherence to school regulations is required. This medication procedure has been developed per Rules and Regulations for School Health Programs (RI6-21-SCHO).
 1. All medications shall be stored in their original prescription-labeled containers.
 2. A licensed health care prescriber's written order shall be provided for all prescriptions and over-the-counter medications. **Note:** Annual Standing Orders are written that allow nurses to administer certain medications such as Advil, Orajel, Benadryl, etc. The current school year's listing of Standing Orders will be sent home during the first week of school.
 3. A parent authorization shall be obtained and verified by the certified school nurse-teacher.
 4. For the safety of all students, it is recommended that all medication be transported to school by a parent/guardian. In special circumstances it may be necessary for the parent/guardian to contact the school nurse-teacher to plan an alternate medication transport procedure.

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

Special Education Referral Process: In each of the Tiverton Elementary Schools a Response to Intervention Team exists which is generally the first step in a referral process. The team consists of the Principal, Social-Emotional Learning Staff (including school social worker, nurse, school psychologist, and possibly guidance counselor), and Building Teachers. The team meets as needed to review student progress and teacher concerns regarding student progress. If the Response to Intervention Team recommendations cannot address the student's needs, the student is reviewed at a Tier 3 Response to Intervention meeting, which includes the parents, educators, and special education staff, which may include a school social worker, school psychologist, physical therapist, speech and language therapist, occupational therapist, or a resource teacher. This team will again review the child's educational progress and decide on the appropriate action to be taken.

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

TIVERTON ELEMENTARY SCHOOLS HANDBOOK

This is to verify that I have reviewed the Tiverton Elementary School Student Handbook which includes school rules and regulations with my child. I am aware that violation of procedures will result in restorative justice practices or possible disciplinary action.

NAME OF STUDENT _____ TEACHER _____

(please print)

SIGNATURE OF PARENT OR GUARDIAN _____ DATE _____

The Tiverton School District is proud of the excellence in academic learning within our five schools. Our schools will use social media outlets and traditional media outlets to inform the public of our hard work both inside and outside of the classroom. Your child could appear in various media press releases and public posts. Please select your preference specific to your child's appearance within these publications. Please discuss your choice with your child if you choose not to allow your child to participate.

- I give permission to be use my child's picture in school publications
- I do not give permission to use my child's picture in school publications

Parent or Guardian Signature _____ Date _____

INTERNET ACCESS AGREEMENT Tiverton Public Schools

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

Parent or Guardian Signature (if User is a Student) _____

User Signature: _____ Date: _____

Child's Name (please print): _____

SIGNED FORM MUST BE RETURNED TO SCHOOL