

Sowams School

2011-2012



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August 2011

Dear Sowams School Families:

Welcome to the 2011-2012 school year. Sowams School is committed to making sure our students are successful in all that they do. We take pride in working with each student to ensure they recognize the accomplishments they are making each day of the school year.

Our school's mission "is to provide each individual with a safe, challenging academic environment that develops personal and civic responsibility and encourages lifelong learning through varied teaching and learning experiences that meet the intellectual, creative, social, emotional and physical needs of a diverse learning community in partnership with family and community."

We will work to guarantee these beliefs are lived each day at Sowams. We can only do this with your help. It is important that you become an active member of our school community.

If at any time you have any questions, please do not hesitate to contact the teachers or me. You may contact me at callahanj@bpsmail.org. If you would like to contact others on our faculty and staff by email, each person's address is last name, first intial@bpsmail.org.

Sincerely,
James H. Callahan
Principal

Sowams School Information



School Hours

8:15 a.m. - 2:40 p.m.	Grades 1 - 3
8:15 a.m. - 11:05 a.m.	A.M. Kindergarten
11:50 a.m. - 2:40 p.m.	P.M. Kindergarten

Office Hours

7:30 a.m. - 3:00 p.m.

Office Staff

Mr. James H. Callahan	Principal
Mrs. Angela Fallgren	Secretary
Ms. Laurie Viall	Teacher Assistant

Sowams School Directory

Phone	401-247-3180
Fax	401-245-5003
Email	callahanj@bpsmail.org
Web Site	www.sowamsschool.org

Administration Office

245-5000

Dr. Robert McIntyre	Superintendent	Ext. 1
Mr. Michael Messori	Asst. Superintendent	Ext. 2
Mr. Ron Tarro	Director of Finance/Admin.	Ext. 5
Mrs. Susan Healy-Mills	Director of Pupil Personnel	Ext. 6
Mrs. Katie Miller	Director of Technology	Ext. 8

School Committee

245-5000

Patrick Guida	Chairperson
Robert Shea	Vice Chair-Clerk
Scott Fuller	
Kate Brody	
Christopher Ramsden	

Sowams Staff 2011-2012

Name	Position	Room
Mr. James H. Callahan	Principal	Office
Mrs. Angela Fallgren	Secretary	Office
Mrs. Elizabeth Thornton	Kindergarten	2
Mrs. Nancy Canestrari	Kindergarten	1
Mrs. Adela Felag	Grade 1	5
Mrs. Julie Piette	Grade 1	6
Mrs. Christina Squatrito	Grade 1	3
Mrs. Jessica McDonnell	Grade 2	14
Mrs. Martha Johnston	Grade 2	12
Mrs. Jacquelyn Pereira	Grade 2	10
Mrs. Stacey Meredith	Grade 3	7
Mrs. Kathryn Carey	Grade 3	9
Mrs. Jenny Gaynor	Grade 3	13
Ms. Katie Wilson	Grade 3	7
Mrs. Rebecca Silva	Grade 3	11
Ms. Lisa O'Connor	Special Education	21
Mrs. Doniell Remington	Special Education	8
Mrs. Diane Boleates	Special Education	8
Mrs. Patricia Ridlon	Reading Specialist	22
Mrs. Carroll Garland	Literacy Coach	4B
Mrs. Carroll Garland	Enrichment Specialist	4B
Mrs. Amy Gusetti	Art	4
Ms. Donna Cerio	Physical Education	Multipurpose
Mr. Mark Vadnais	Music	Multipurpose
Mrs. Clare Accardi	Speech/Language	25
Mrs. Elizabeth Alexander	ELL	24
Ms. Katherine Monahan	Librarian	Library
Mrs. Denise Flores	School Nurse-Teacher	Health Room
Dr. Karen DeSpirito	Psychologist	
Mrs. Carol Ward	Physical Therapist	16
Mrs. Maisie Morey	Occupational Therapist	16
Mrs. Barbara Rix	Technology Specialist	4B
Mrs. Patricia Beauchemin	Social Worker	33
Stephanie Bucci	Intern	
Mrs. Nicole Hall	Teacher Assistant	8

Mrs. Cheryl Palumbo	Teacher Assistant	8
Ms. Laurie Viall	Teacher Assistant	Office
Mrs. Rachel Lally	Teacher Assistant	8
Mrs. Kelly Crawford	Teacher Assistant	8
Mrs. Kathy Moody	Teacher Assistant	8
Mrs. Devon Egge	Teacher Assistant	8
Kristen Patterson	Teacher Assistant	8
Ms. Kathleen Riley	Nurse	8
Mr. Phil Kinnalley	Custodian	
Mr. Kevin Braga	Custodian	
Mr. Saul Soria	Custodian	



Sowams PTO Board 2011-2012

Executive Board

Co-Presidents	Leanne Berlinsky, Alisa Catani
Vice President	Chase Kazounis
Treasurer	Eileen Brady
Secretary	Nicole Jellinek
School Committee Reps.	

Event/Program Coordinators

Art Enrichment	
Babysitting	
Book Fair	Kari Keightley
Box Tops for Education	Matthew Conway
Chess	Alisa Catani
Courtyard/Grounds	Debbie MacGillivray
Directory	Kim Bates
Diversity	
Extended Day Program	Susan Kostas
Green Team	Time Faulkner, Kristen Materne
Family Math	Alice Ehrlich
Library Coordinator	Eileen Brady
Membership	Alisa Catani
Mid-Winter Party	Deb MacGillivray, Lisa Davis
October Festival and Silent Auction	Lisa Daft, Deborah Sheehan, Michelle Ouhrabka, Jill Ingham
Outdoor Day	Jennifer Clark
Pipeline	Amiee Keenan
Play	Darlene DeRosa
Playground	
Publishing Center	Adela Felag
Recess Volunteer Coordinator	Cindy Rosengard
Room Parents	Diane Turgeon, Kathy Amaral
School Store	Alisa Catani, Chase Kazounis
SEAC	Rose Murrin
Sowams Speedway	Brad Farnsworth
Teacher Appreciation	Alisa Catani, Leanne Berlinsky
Third Grade Reception	Lisa Daft, Kathy DeRiso, Colleen Bernier
Yearbook	Diane Ballou, Kim McDermott



Dates to Remember for 2011-2012

School Opening	August 29
No School	September 2
Labor Day	September 5 (No School)
PTO Meeting	September 12
Open House	September 14
Professional Day	September 29 (No School for Children)
PTO Meeting	October 3
School Photographs	October 6
Columbus Day	October 10 (No School)
October Festival	October 15
Parent Conferences	November 2 (No School for Children)
First Quarter Ends	November 4
PTO Meeting	November 7
Veterans' Day	November 11 (No School)
American Education Week	November 13-219
Thanksgiving Recess	November 24, 25 (No School)
PTO Meeting	December 5
School Vacation	December 26- January 2
PTO Meeting	January 9
Martin Luther King Day	January 16 (No School)
First Semester Ends	January 20
PTO Meeting	February 6



Dates to Remember for 2011-2012

Professional Day	February 8 (No School)
Winter Vacation	February 20-24
PTO Meeting	March 5
Professional Day	March 14 (No School)
Third quarter Ends	March 30
PTO Meeting	April 2
Parent Conferences	April 5 (No School for Children)
School Vacation	April 16-20
Spring Pictures	April 26
PTO Meeting	May 7
Memorial Day	May 28 (No School)
PTO Meeting	June 4
Outdoor Day	June 11
Third Grade Reception	June 12
Last Day of School	June 15 (or 180 th day)

Please note that in the future the starting and ending dates for school may fluctuate by as much as one (1) week.

Developing Habits for School Success



School Attendance

Parents are urged to support our attendance policy. All children are expected to be in attendance each day unless they are ill or a family emergency arises.

Absence from daily class work detracts from a child's academic progress at all grades including kindergarten. For this reason, we encourage you to try to schedule your child's appointments after school hours. Parents are also urged to plan vacations that coincide with school vacations. Extending a school vacation is also discouraged as it interferes with the learning process. This will ensure that students will not miss work planned as part of their comprehensive educational experience as classroom interaction cannot be recaptured.

If your child is absent from school or going to be tardy, please call the school office before 8:30 a.m. If your child is absent and the office does not receive a call by 8:30 a.m., the school will call you at home or at work to confirm the absence. A brief note stating the reason for your child's absence or tardiness and signed by a parent or guardian must accompany your child upon his return. Email notifications can not be accepted for absences and tardiness.

Tardiness and absences are significant problems that interfere with classroom instruction. The school office will monitor excessive absences and late arrivals.

Arrival Guidelines

It is our goal to ensure a safe transition to and from school each day. The following guidelines have been established in order to coordinate a smooth, efficient arrival and dismissal.

- Students may arrive at Sowams between 8:00 a.m. and 8:10 a.m.
- Children who arrive after 8:15 a.m. are late.

- **All students who are late must report to the office with a parent or guardian** where they will be given a tardy slip to class.

We encourage parents to make use of the bus transportation to avoid traffic problems at the school and assure a prompt arrival. Children arriving by bus will be dropped off in front of the school. Children arriving by car should be dropped off under the canopy in the front of the school **no earlier** than 8:00 a.m.

If you bring your child to school for the afternoon session of kindergarten, we would appreciate it if you would wait with your child outside the kindergarten doors.

Dismissal Guidelines

Dismissals occur throughout the school day at Sowams School since A.M. kindergartners are dismissed at 11:05 a.m. Afternoon dismissal for all grades takes place at 2:40 p.m.

- Plan to arrive no more than five (5) minutes prior to dismissal since this is ample time to ensure that you are present when your child is dismissed.
- **Parents of students in kindergarten must enter the school foyer for dismissal** five (5) minutes prior to dismissal so that the transition may be carefully supervised.
- On occasion, you may need to change your child's regular dismissal plan. In this instance a note must be sent to the school office in the morning. At times, plans may need to change during the school day. **You must notify the office of any change by 2:00 p.m.** Email notifications can not be accepted.
- Also, on some days you may need to pick up your child early. In this instance, a note must be sent to the school office in the morning. **When you arrive at school, you will need to report to the school office, present a photo ID to the school secretary, and sign out your child.** At this time, your child will be called to the office for early dismissal. Please do not go directly to the classroom because it will interrupt instruction.

School Conduct

The purpose of school rules is to foster a respectful environment that supports learning. Expectations at Sowams School are designed to be simple and positive so that they can be enforced consistently and kindly.

School expectations encourage responsible behavior in all areas of school life including the classrooms, playground, cafeteria, hallway, and bathrooms. In addition, specific behavior expectations and consequences are in place for the school bus (see pages 27 and 36).

Successful individual student behavior support is linked to host environments (schools) or school climates that are effective, reliable, efficient and durable. We strive to achieve a safe, respectful learning environment by reinforcing the following “STAR!” guidelines: Be a Sowams STAR:

- Solve problems
- Take care of the school
- Always try your best
- Respect everyone

Sowams School students are encouraged to use effective problem-solving strategies. Staff, including classroom teachers and the Duty Team, will work with students to understand the following steps of healthy problem solving when issues arise.

- Stop
- Relax
- Think
- Act

Consequences for not following expectations will be documented through “Office Referral Forms” (which are sent home) and may include informal talks, time out, loss of privileges and/or parental involvement. Parental support is both appreciated and needed to encourage respectful behavior and to ensure that all children observe school rules and procedures. Please reinforce at home the idea that each child is responsible for his/her own behavior.

Homework

Homework is an important part of your child's education at Sowams School. We believe that homework is truly an extension of the classroom, providing every student with the opportunity for enhanced learning. Homework assigned by the staff is related to the curriculum and consideration is given to the developmental needs of young children.

The staff considers reading daily to be a vital component of homework. The single most important activity essential for reading success cited by the International Reading Association (1998) appears to be reading **to** children, **with** children and **by** children. Parents are encouraged to support their children's literacy success by reading with their children and encouraging them to read on a daily basis. Therefore, even when there is no written homework assigned, it is our expectation that children will spend time each day reading.

Homework Guidelines

Your child can be expected to spend this approximate amount of time each evening doing homework.

Kindergarten: Parents are encouraged to read to children on a daily basis and to participate in an occasional family project. No additional regular homework is normally assigned at the kindergarten level.

Grade 1: An average of 15 – 20 minutes **plus daily reading**

Grade 2: An average of 20 – 30 minutes **plus daily reading**

Grade 3: An average of 30 – 45 minutes **plus daily reading**

If your child is ill, we suggest that you request homework after three (3) consecutive days of being absent.

Homework Procedure for Extended Absences

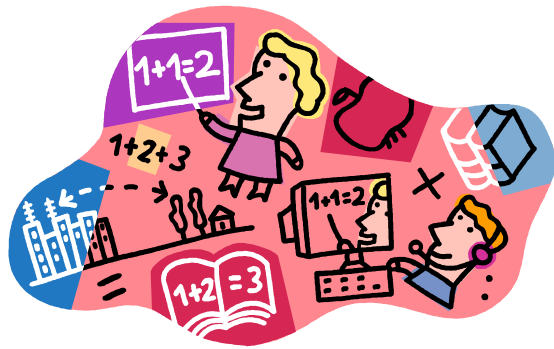
As stated on page 12 (Attendance), parents are urged to plan vacations that coincide with school vacations. Extending a school vacation is also discouraged as it interferes with the learning process. This will ensure that students will not miss work planned as part of their comprehensive educational experience as classroom interaction cannot be recaptured.

Schoolwork missed due to family vacations or extended vacations will be handled in the following manner:

- Parents/guardians should notify the office and classroom teacher of the dates that a child would be absent from school due to a family vacation or extended vacation. **Email notifications can not be accepted.**
- During the absence from school, teachers will save homework and, when appropriate, daily classroom work.
- Upon returning from a family vacation or extended vacation, the teacher will provide each child with a folder of make-up work to be completed. Schoolwork will not be provided prior to the family vacation or extended vacation.
- Completed classroom work and homework is due no later than one week after the child's return to school.
- While the activities in class cannot be replicated, maintaining a travel journal and daily reading are encouraged.



Teaching and Learning at Sowams School



Progress Reports

Communicating to parents about their child's educational progress is a priority for all staff at Sowams School. In order to make certain that clear, consistent information is discussed with families, we have established opportunities for teachers and parents to discuss their child's learning as well as opportunities during the school year for parents to receive written progress reports.

In kindergarten through grade three, parents attend Parent Conferences at the end of the first and third marking quarters and receive a written progress report at the end of the second and fourth quarters.

Parents may schedule conferences with their child's teacher at any time by contacting the teacher directly to determine a time mutually agreed upon by teacher and parent. The following hints are helpful in preparing for a conference:

1. Prepare a list to help the teacher understand your child better.
2. Make a list of questions for the teacher. You may wish to know about programs, schedules, grading, homework, etc.
3. Be sure to find out from the teacher what you can do at home to help your child.
4. Help create a climate of partnership with the teacher and school.

Glossary of Commonly Used Terms

In order to assist Sowams School parents in their understanding of the instructional materials that are used to support high quality teaching and learning, some of the more commonly used terms related to curriculum are highlighted below.



Balanced Literacy: A balanced literacy or balanced reading program contains key elements that support the development of reading, writing, speaking, and listening skills. According to the Rhode Island Reading Policy (February, 2000) these components include direct instruction in phonemic awareness; phonics; sequential program of word study; strategies to increase comprehension and fluency; writing experiences; daily adult reading of high-quality literature; and frequent classroom assessments tied to instruction.



Building Assistance Team (BAT): This team of teachers, specialists, and the building principal is designed to discuss students having learning and behavioral concerns. The team discusses strategies which can be used to assist the child in being successful in school. The classroom teacher, along with parental support, implements classroom interventions in order for the student to learn to the best of his/her ability.

Guided Reading: Guided reading is a strategy used to teach emergent readers. It is characterized by the use of specially designed literature

geared to each child's individual reading level. At Sowams School, guided reading is implemented along with writing, word study and self-selected reading as part of a balanced literacy program

KITES: The KITES (Kits in Teaching Elementary Science) Program is a hands-on inquiry-based science program used in all our K-3 classrooms. The East Bay Educational Collaborative provides materials and teacher professional development for these kits. The kits coincide with our science curriculum.

Personal Literacy Plan (PLP): A Personal Literacy Plan is a document with literacy learning goals for any student reading below grade level. This is one of the vehicles used at Sowams School to individualize instruction. A PLP specifically identifies ways that teachers, parents and students can work together toward improved student achievement.

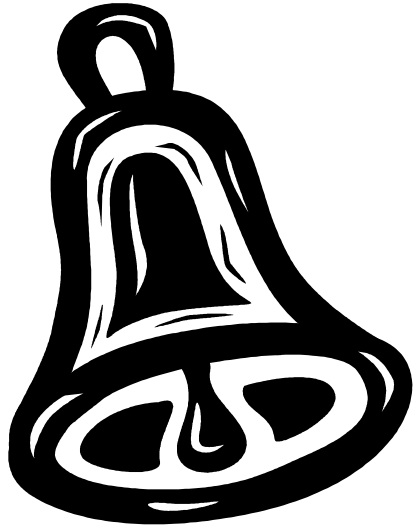
PTO: The Sowams School Parent Teacher Organization (PTO) is an active group of parents and teachers who plan and organize various student activities throughout the year. PTO meetings are held on the first Monday of every month at 7:00 p.m. in the cafeteria. All parents and teachers are encouraged to join and become active participants in the meetings and the many school functions sponsored by this organization. To assist with attendance, childcare is provided free of charge.

Performance Assessment: This is a general term used to describe any form of assessment in which students are asked to engage in performance activities. The assessment process always involves judging student performance products and presentations in relationship to a set of standards or scoring criteria presented to the students at the beginning of the activity.

Response to Intervention (RTI): The practice of providing high quality instruction and interventions matched to student needs, monitor progress frequently to make decisions about changes in instruction and applying data to important educational decisions. Members of our problem solving team (BAT) meet on a regular basis to determine interventions for students having difficulty academically and behaviorally,

monitor progress being made toward grade level expectations and determine next steps for individual students.

Schoolwide Enrichment: Our Schoolwide Enrichment program is designed to provide extensions and interest development in a variety of topics that support our curriculum. The focus at Sowams is the development of talents and interests in all of our students.



Frequently Asked Questions

What is “Backpack Express”?

Every Wednesday, the school sends home a packet of materials about current events at Sowams School. Parents are strongly encouraged to set aside time to review these materials on Wednesday evening. Backpack Express can be received through email or by hard copy.

How do I contact my child’s classroom teacher?

Parents and teachers should communicate often. If you need to reach your child’s teacher you can write a note and send it to school, call the office and leave a message, or email your child’s classroom teacher. After receiving the message or note, the teacher will determine the most effective means of responding.

Is it possible to have lunch with my child?

Sowams School encourages family-friendly procedures that ease the daily transition between home and school. You are welcome to have lunch with your child any day of the week from 12:00 p.m.-12:20 p.m. Simply arrive at school with your lunch just prior to noon and sign the visitor’s log in the school office. Then meet your child in the cafeteria and visit with him/her while you eat together. Your child will go out to recess from 12:20 p.m.-12:40 p.m.

Is there a “Lost and Found” at Sowams School?

Parents are requested to label children's belongings whenever possible. Articles found in and around the school should be turned into the office where owners may claim their property by identifying the item. At the end of each month, unclaimed items are donated to charity.

What do I do if I want to attend Town Meeting?

Town Meeting is a celebration of the accomplishments of students at Sowams School. Town Meetings are held on various Tuesdays throughout the school year. Students and classes present work they have recently completed; often there are skits or musical presentations by students. If you are interested in attending, simply arrive at school just before the start

of Town Meeting, sign in at the office, and join us in the cafeteria. The Town Meeting schedule is posted on our website.

Are visitors welcome at Sowams School?

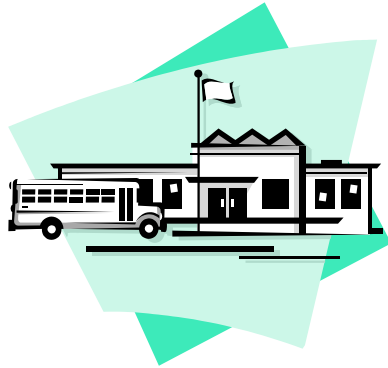
Visitors are always welcome at Sowams School. In order to assure student safety, all visitors must check in at the school office to sign in and pick up a visitor badge.

How do I arrange to volunteer in my child's classroom?

Sowams School welcomes the help of volunteers to support and enrich the curriculum. Parents and other community members are encouraged to share time with the school on a regular basis or to be on call as a resource offering a particular area of expertise. Please contact your child's classroom teacher or the volunteer office at 247-3148.

In the event that our family moves, how can we transfer records to our child's new school?

If you are moving and would like records sent to your new location, please come by the school a few days prior to the withdrawal date to sign the release of records form. This will allow time to complete the necessary paperwork and assure a smooth transition for your child.



Transportation at Sowams School



Transportation

It is our goal to ensure a safe transition to and from school each day. The following guidelines have been established in order to coordinate a smooth, efficient arrival and dismissal.

Walkers

At Sowams School, “walkers” is a general term used to describe all children being picked up by parents, walking home unsupervised, or being transported to a day care facility.

In order to coordinate a smooth, efficient dismissal process at the end of the school day, the following guidelines will be followed for the dismissal of walkers:

- Walkers will be dismissed at 2:40 p.m.
- All walkers will leave through the front door in order to help school personnel monitor dismissal.
- Children being picked up by a day care provider should report to the cafeteria.
- A note must be sent in advance if your child usually rides the bus, but on a particular day will be dismissed as a walker.
- After picking up your child, leave with extreme caution while other children are getting to their cars.

Bicycles

Although bicycle riding provides significant health benefits, the school recognizes a number of safety issues to be considered when determining if a child should use a bicycle as a form of transportation to and from school.

At Sowams School, students may ride to and from school with the written permission of a parent or guardian. The Rhode Island Department of Health Bicycle Safety Program, in conjunction with the Rhode Island Department of Education, recommends the following guidelines:

- Always wear a helmet. **Rhode Island law requires that everyone 15 years of age or under must wear a helmet while riding a bicycle.**
- Bicycles should be kept in a designated area, secured by a bicycle lock.

- Students who ride bikes should know the rules of safe bicycling.
- Obey all traffic signs, signals, and pavement markings.

Bus Transportation

All bus students are assigned to a bus transportation route and must ride the bus to which s/he is assigned. **Students are not allowed to switch buses except in emergency situations with permission from the school office.**

Parents must provide a note to the school and a copy furnished to the bus driver with the name of the adult (other than the parent) that the driver can release a child to at the normal bus stop. If the driver does not recognize the person, he/she should contact the terminal so that they can contact the school for verification.

In order to minimize delay to all, it is important that the buses be able to get into and out of the front circle with as little difficulty as possible. There is no parking allowed in the front circle because it is a fire lane.

Buses have the priority. Parents should be especially aware of the traffic law that prohibits the passing of a school bus that is stopped. Please watch for the flashing lights and never proceed when those lights are flashing.

Bus Safety Code

Safety and efficient transportation of students requires the maximum cooperation of parents, educators, and bus personnel. Any student action or demeanor which deviates from civil practices of boarding, riding or exiting buses must be reported, in writing, to the school administrator(s). The bus driver is in complete charge of the bus, with student safety being his/her primary concern.

Only eligible children may ride the bus. All children who are eligible must ride the bus unless a written note from a parent or guardian is received in the office. Students will be allowed off the bus only at school-designated bus stops. Kindergarten and grade one children must be picked up at the bus stop by a parent or designated adult. Kindergarten and grade one students not met by a parent or designated adult will be returned to Sowams.

As a matter of safety, video cameras may be used on all school buses. To receive a copy of the policy you may contact the Barrington Public Schools at 245-5000 or you may visit the district's web site at www.barringtonschools.org.

Types of inappropriate behavior are as follows:

- Fighting, roughhousing, and any other actions which are threats to safety.
- Inappropriate language.
- Littering or throwing objects out of the windows.
- Standing or climbing on seats.
- Smoking or using substances.

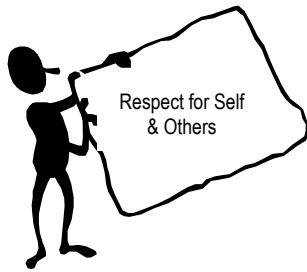
These behaviors are subject to disciplinary action. The sequence of disciplinary action is solely the responsibility and authority of the school administrator(s).

All riders must keep their hands, head, and arms inside the bus at all times. Students may be assigned seats, if necessary, following an infraction of the bus safety code. Violation or failure of students to obey this request will result in disciplinary action.

Sequence of Discipline:

1. **First Offense:** A warning
2. **Second Offense:** A three (3) day suspension off the school bus.
3. **Third Offense:** A five (5) day suspension off the school bus.
4. **Fourth Offense:** A ten (10) day suspension off the school bus.
5. **Fifth Offense:** Suspension from the school bus for the remainder of the semester.

Health and Emergency Information



Health Overview

The Barrington Public Schools provide a comprehensive, high quality health program for all students. According to R. I. General Laws: “No instruction in the characteristics, symptoms, and the treatment of disease shall be given to any child whose parent or guardian shall present a written statement signed by them stating such instruction should not be given such child because of religious beliefs.” Send requests to:

Assistant Superintendent
School Administration Office
283 County Road
Barrington, RI 02806

Medications

School health policy requires special permission for use of **any** medications by students. If your child has medications prescribed by a physician, arrangements must be made with the school nurse for dispensing during school time. You and your child’s physician will be required to sign a consent form. The school nurse will then make arrangements regarding the time the student will come to the office. **A parent or guardian must supply this medication in the original properly labeled pharmacy bottle.**

Effective 7/2000, Rhode Island State Rules and Regulations permit students to self-carry and self-administer a day’s supply of medication during an off-site school sponsored activity (e.g. field trip). In such instances, this medication must be supplied by the parent or guardian in the original properly labeled pharmacy bottle. For additional information please refer to the Health Policy Booklet or speak with the school nurse.

Sick Children

If your child becomes ill at school, he/she will be sent to the Health Room. The school nurse or office staff will check your child’s symptoms and record his/her temperature. If your child has a fever, or if the symptoms indicate it, the office staff will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember, we cannot keep seriously ill children at

school. **If your child is sick prior to coming to school, he/she should not be sent on that day.**

Emergency Information

Emergency Forms

It is crucial that student emergency forms be filled out completely and returned promptly to the office. We need to have up-to-date information about how to reach you at all times. Please call us at 247-3180 at any time during the year that there is a change in your emergency information to avoid issues at dismissal or in the event of an illness or injury.

In an emergency situation, please keep in mind that we will only dismiss your child to a parent or legal guardian unless you have identified other designated adults on the emergency form. In these instances, we will require photo identification before we will dismiss the child. **Emergency contacts can not pick students up on a daily basis without written permission from a parent or legal guardian.**

School Cancellations and Emergency Closings

In the event that a situation arises when students must be dismissed during the course of the day, the following plan will be put into effect:

1. The Superintendent of Schools or his designee will make the decision at least one hour before the action is taken. He will make this decision after checking with each of the following:
 - 1) Police Chief;
 - 2) Director of Public Works;
 - 3) Transportation Manager;
 - 4) Transportation Manager for Special Education; and
 - 5) A weather information source.
2. After the decision is made, the Superintendent and members of the central office staff will notify the principal of each building, informing him/her of the early dismissal time.
3. The Superintendent will then notify the following stations of the early dismissal time or school cancellation.

WPRO 630 AM	WSNE 93.3	92 PRO-FM
WLKW AM 790	LITE 105 FM	WHJJ 920
CHANNEL 6	CHANNEL 12	CHANNEL 10

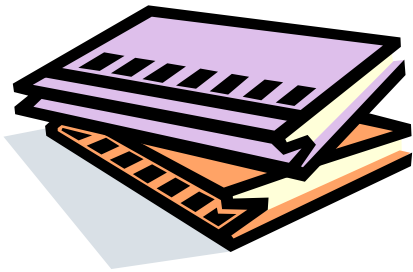
4. The Superintendent may choose to use the district's "Code Red" emergency phone system to notify parents of an early dismissal.
5. Walkers on all levels (elementary through high school) will be dismissed by the building principal at the announced early dismissal time.
6. If the decision for an early dismissal is made in the morning, an announcement regarding cancellation of afternoon kindergarten will be made on the media.
7. Schools will be dismissed in the following order:
 - A. Barrington High School
 - B. Barrington Middle School
 - C. K-3 Schools (Nayatt, Primrose Hill, Sowams)
 - D. Hampden Meadows School

Parents should make arrangements for an alternative destination for their children in the event of an early dismissal.

In the event of an early dismissal, a serious problem could be created for the child who is dismissed from school and has no other destination after arriving at an empty or locked home. In the event of a serious storm warning that has had widespread announcement, parents who choose to should feel free to pick up their children as early as possible.

Please take some time to discuss the possibility of an early dismissal with your children and the alternative arrangements you have made with friends or relatives.

District Policies



NON DISCRIMINATION

Barrington Public Schools does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, citizenship, or status as a disabled veteran, or Vietnam-era veteran with respect to access to, the provision of, or employment in its educational services, programs and activities, including admissions, athletics and other District programs. Any person aggrieved by a violation of this Policy may file a complaint with the Nondiscrimination Compliance Officer, Barrington Public Schools, 283 County Road, Barrington, RI 02806, 401.245.5000 or may also file a complaint with the following: The Rhode Island Commission for Human Rights, 180 Westminster Street, Providence, RI 02903; The Equal Employment Opportunity Commission, One Congress Street, Boston, Massachusetts 02114; Office of Civil Rights, U.S. Department of Education, 140 Federal Street, Boston, MA 02110. The full policy is available upon request.

SUBSTANCE ABUSE

The Barrington School Committee is obligated under law and committed in principle to providing a drug and alcohol free school and work environment. Learning is a thinking process, and drugs interfere with thinking, reduce academic achievement, and have serious health and life-threatening consequences. Therefore, it is the Committee's intention to send a clear message to the staff, students, parents, and citizens of Barrington that the following are strictly prohibited: possession, consumption, being under the influence of, and/or distribution, other than as prescribed by a physician for personal use, of controlled substances or drugs and/or other intoxicants at or during any school, school related or School Committee sponsored activity, whether held on school property or at locations off school property. Furthermore, the Committee encourages all staff to become actively involved in enforcing this policy and its regulations. The full policy is available upon request.

DRESS GUIDELINES

The Barrington Public Schools recognizes that individual student dress is primarily a parental responsibility. Student dress should reflect concern for health and safety of the student and others. When the dress of an individual student constitutes a health problem, seems to be unsuitable for school wear, is a physical danger to any person, or when the student's manner of dress or grooming causes a disruption or disturbance, administrators shall take appropriate action to correct the situation.

Inappropriate items for the school day include but are not exclusive of the following:

1. Clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocate or promote sexual activity, violence, death, suicide, or the use of alcohol or drugs, or demean, degrade, or intimidate another because of race, gender, sexual orientation, religious persuasions, national origin, disability, or signify gang membership.
2. Apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso and/or undergarments.
3. Any clothing of transparent material through which underwear or any type of undergarment may be seen.
4. Clothing which does not cover backs, clothing which exposes cleavage, halter tops, tank tops with open sides, spaghetti strap tops, and muscle/tank shirts.
5. Skirts, dresses and shorts which are excessively short (mid-thigh or longer is acceptable).

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

Individual building requirements are to be considered to be applicable and in addition to those found here in. Students and their parents should make

themselves aware of the requirements of each building which serves those students.

HARASSMENT, INTIMIDATION OR BULLYING

No student, school employee, volunteer or other member of the school community shall at school personally engage in, nor solicit and/or encourage any other individual to engage in, any action of harassing, intimidating and/or bullying any other student. The full policy is available upon request.

SEXUAL HARASSMENT

It is the policy of the Barrington School Department to maintain an educational and working environment free of sexual harassment in any form. Supervisors, administrators and all other employees, as well as students, are absolutely prohibited from engaging in sexual harassment of School Department employees, students and visitors. Any act or pattern of sexual harassment by a student(s) in the Barrington School Department is unacceptable and may be the basis for discipline up to and including expulsion. The full policy is available upon request.

WEAPONS/VIOLENCE

The purpose of this policy is to provide a school environment that is conducive to learning. The underlying belief of this policy is that all children have the right to be educated in a safe and nurturing environment. Therefore, each school shall enforce the following policy of zero tolerance for weapons and violence: Any student found to be in possession of a weapon, or involved in an assault, as defined herein, shall immediately be suspended in accordance with applicable due process provisions. During this suspension, the District shall take the necessary steps in determining any additional action, which may include long-term suspension. The full policy is available upon request.

BUS TRANSPORTATION

Safety and efficient transportation of students requires the maximum cooperation of parents, educators, and bus personnel. Any student action or demeanor which deviates from civil practices of boarding, riding or exiting buses must be reported, in writing, to the school administrator(s).

The bus driver is in complete charge of the bus, with student safety being his/her primary concern. Types of inappropriate behavior are as follows:

- Fighting, roughhousing, and any other actions, which are threats to safety.
- Inappropriate language.
- Littering or throwing objects out of the windows.
- Standing or climbing on seats.
- Smoking or using substances.

These behaviors are subject to disciplinary action. The sequence of disciplinary action is solely the responsibility and authority of the school administrator(s).

All riders must keep their hands, head, and arms inside the bus at all times. Students may be assigned seats, if necessary, following an infraction of the bus safety code. Violation or failure of students to obey this request will result in disciplinary action.

Sequence of Discipline:

1. **First Offense:** A warning
2. **Second Offense:** A three (3) day suspension off the school bus.
3. **Third Offense:** A five (5) day suspension off the school bus.
4. **Fourth Offense:** A ten (10) day suspension off the school bus.
5. **Fifth Offense:** Suspension from the school bus for the remainder of the semester

Parents must provide a note to the school and a copy furnished to the bus driver with the name of the adult (other than the parent) that the driver can release a child to at the normal bus stop. If the driver does not

recognize the person, he/she should contact the terminal so that they can contact the school for verification.

ACCESS TO STUDENT RECORDS

All requests to view student records must be submitted in writing to the school administrator(s) by authorized persons. A viewing date and time will be scheduled within ten days of the written request. A school district representative will be present during the viewing. Photocopying of documents may be arranged for a \$.15 per page fee. Documents may not leave the viewing room. The full policy is available upon request.

HIV

The Barrington School Department has adopted a policy on HIV infected students and employees from the Rhode Island Department of Elementary and Secondary Education. The policy is available through the school administrator(s) and/or school nurse teacher in each school building.

VIDEOTAPING ON SCHOOL BUSES

The School Committee, after having carefully weighed and balanced the rights of privacy of students and drivers/monitors with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles authorizes the use of video cameras on its transportation vehicles. The full policy is available upon request.

VIDEOTAPING AND PICTURES

To be more responsive to the community, the School District allows videotaping within the schools. Videotaping provides positive opportunities for the schools to enhance their communications with the community. In granting selected permission, the videotaping must contribute to the learning activity and not be disruptive to the school's educational climate. Parents who prefer that their child NOT be in any

pictures should notify the school administrator(s) in writing as soon as possible.

INTERNET USE

Students are responsible for their actions on school computer networks just as they are in the classrooms or in school hallways. The network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. Students are responsible for complying with district standards and honoring the agreements they have signed. *Parental permission is required for all students.* Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas will be treated like school lockers. Network administrators may review files, communications and sites visited to maintain system integrity and insure that users are using the system responsibly. *Users should not expect that files stored on district servers will be private.* The district will not be held liable for any lost, damaged or unavailable information due to technical or other difficulties. The full policy is available upon request.

STUDENT BEHAVIOR

The School Committee recognizes the complexity of problems which may be associated with student behavior. The foundation of this policy is based on respect. Respect derives from administration, staff and students making a concerted effort to conform to modes of acceptable behavior commonly deemed necessary for social order. The District's primary concern is for the well-being of every child at all times, while at the same time recognizing its obligation to the staff, parents, community, and student body as a whole to maintain a safe and orderly learning environment. As a part of such an obligation, it is, at times, necessary that various types of disciplinary action, including suspension and/or expulsion, be administered. It shall be the policy of the District to protect all constitutional and other legal rights in this process.

The Administration shall develop Codes of Behavior for purposes of identifying unacceptable student conduct and a Statement of Procedures for the handling of cases involving violations of such Codes of Behavior and Statements of Procedures. These Codes of Behavior and Statements of Procedures shall be distributed to all students at the beginning of each school year. Such Codes of Behavior shall address and deal with matters relating to, without limitation, student conduct during school, on school transportation, or while attending any school sponsored or related activity, whether held on or off school property. The full policy is available upon request.