

WAKEFIELD SCHOOL HANDBOOK 2017-2018

Wakefield Wizards R.O.C.!
Respect Ourselves, Others & our Community
“We don’t stand by, we stand up and “defend a friend!”



ALL KIDS, EVERYDAY
WHATEVER IT TAKES

MISSION STATEMENT

The mission of the South Kingstown School Department, in partnership with families and the entire educational community, is to educate and engage ALL of our students in the knowledge and skills necessary to ensure readiness and success in college and career.

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Dear Families,

Welcome to **Wakefield Elementary School**, home of the **Wakefield Wizards!**

In this handbook, you will find important information that will be useful to you throughout the school year. The Wakefield School Handbook and the South Kingstown School Department Handbook both provide you with guidelines, communication options, schedules and clear expectations promoting a positive and safe learning experience for all. Please read this document carefully and retain it for use throughout the school year. You may also access school department policies on the South Kingstown School Department's website at [.www.skschools.net](http://www.skschools.net). See School Committee.

Wakefield School continues to be a Positive Behavioral Interventions and Supports (PBIS) school. **PBIS** provides a framework for positive, preventative, predictable and effective behavioral supports which produce a school environment that is (a) safer, healthier and more caring ; (b) has enhanced learning and teaching outcomes; and (c) can provide a continuum of behavior supports for all students. Please be sure to see the enclosed **Wakefield Wizards R.O.C. (Respect Ourselves, Others and Community)** matrix which provides clear behavioral expectations that are taught and celebrated throughout the school year. In addition to PBIS, our school community has also embedded the **OLWEUS Bully Prevention Program (OBPP)** into our curriculum. The goal of OBPP is to change the norms around bullying behavior and to restructure the school setting so that bullying is less likely to occur or be rewarded. We look forward to continuing our teaching opportunities in this area in addition to working closely with families and the community to make this work part of the fabric of Wakefield School. Please refer to these websites for more information ... www.PBIS.org and www.hazelden.org/web/go/olweus.

Family engagement is a continuous goal for all of us at Wakefield School. We are here to develop and foster partnerships with you as your children grow and learn. Research shows that the right kinds of school-family connections—those built on relationships, listening, welcoming and shared decision making—can produce multiple benefits for students, including higher test scores, better attendance, better social skills, and improved behavior at home and at school. I look forward to an amazing year of learning with you and your children.

Sincerely,

Lynn Dougherty, Principal



Wakefield Elementary School
101 High Street
Wakefield, RI 02879

PHONE: 360-1400 FAX: 360-1401
www.skschools.net/wa.skschools.net

Lynn Dougherty, Principal
360-1402
Regina DeSalvo, Administrative Specialist
Caroline Nikitas, Office Clerk

THE SCHOOL DAY

8:35
8:35
8:53

Children may begin to arrive
Breakfast program begins
Instructional day begins! Please be on time! (Students who arrive after this time will be marked tardy.)

11:30-12:20
12:30-1:20
3:13

Lunch & Recess for K, 1 and 2
Lunch and Recess for 3 and 4
Dismissal

TEACHER ASSISTANTS:

Anne Cashman
Tacy Hackey
Ilse Hill
Anne Meeker
Susan Thomas
Holly Washburn
Patricia Chicoine-Allamby

CUSTODIANS:

George Gardiner Head Custodian
Mike Knox

Position	Name	Email	Direct Line
Principal	Mrs. Lynn Dougherty	ldougherty@sksd-ri.net	360-1402
Administrative Specialist	Ms. Regina DeSalvo	rdesalvo@sksd-ri.net	360-1414
Clerk I	Caroline Nikitas	cnikitas@sksd-ri.net	360-1404
Kindergarten	Mrs. Cynthia Hagerty	chagerty@sksd-ri.net	360-1408
Grade 1	Mrs. Jeanne Congdon	jcongdon@sksd-ri.net	360-1413
Grade 1	Mrs. Rebecca Wolstencroft (Duff)	rduff@sksd-ri.net	360-1410
Grade 2	Ms. Katherine McKenzie	kmckenzie@sksd-ri.net	360-1441
Grade 2	Mrs. Bridget Reed	breed@skscd-ri.net	360-1254
Grade 3	Ms. Melissa Borgia	mborgia@sksd-ri.net	360-1417
Grade 3	Mrs. Laura Iverson	liveron@sksd-ri.net	360-1435
Grade 3	Mrs. Lorraine Simmons	lsimmons@sksd-ri.net	360-1422
Grade 4	Mrs. Audrey Shaw	ashaw@sksd-ri.net	360-1411
Grade 4	Mrs. Colleen Boisclair	cboisclair@sksd-ri.net	360-1672
Nurse/Teacher	Mrs. Kate Brady Walker	kbradywalker@sksd-ri.net	360-1406

Special Education	Ms. Bridget Gonsalves	bgonsalves@sksd-ri.net	360-1418
Special Education	Ms. Michaeline Lilley	mlilley@sksd-ri.net	360-1423
Math Interventionist/Coach	Mrs. Allison Rosen	arosen@sksd-ri.net	360-1180
Literacy Coach	Ms. Kelly Burdge	kburdge@sksd-ri.net	360-1237
Literacy Coach	Mrs. Sherril Whaley	swhaley@sksd-ri.net	360-1181
Reading Specialist	Mrs. Danielle Speights	dspeights@sksd-ri.net	360-1412
Speech/Language	Miss Lauren Carey	lcarey@sksd-ri.net	360-1436
Psychologist	Ms. Susan Casey-Torrey	scasey@sksd-ri.net	360-1339
School Social Worker	Ms. Julie Merolla	jmerolla@sksd-ri.net	360-1618
Occupational Therapist	Mrs. Andrea Brandon	abrandon@sksd-ri.net	360-1247
Library Media Specialist	Mrs. Martha Badigian	mbadigian@sksd-ri.net	360-1660
Phys. Ed	Mr. James Champion	jchampion@sksd-ri.net	360-1402
General Music/Strings/Chorus	Mr. Paul Colombino	pcolombino@sksd-ri.net	360-1245
Art	Mrs. Sarah Mayoh	smayoh@sksd-ri.net	360-1142

WAKEFIELD SCHOOL PTO

The Wakefield Parent Teacher Organization consists of an energetic group of volunteers who work tirelessly to create an enriching environment for all who enter the school. As a parent or guardian of Wakefield Elementary School, please consider yourself a member of the PTO. Watch for news asking for volunteers and information on upcoming events. Our Fun Learning After School Hours (FLASH) programs are wonderful enrichment programs that the PTO organizes for our students. We encourage you to participate in any way you feel you can throughout the school year.

PTO Officers

Emily Cummisky
Jacy Northup

Co chair
Co chair
Secretary
Treasurer
Steering Committee

emilychuck@verizon.net
Jacy2000@aol.com

Christine Palmieri
Kendyl Ji
Michaeline Lilley
Rebecca Duff

Teacher Liaison
Teacher Liaison

christinepalm@msn.com
KendylJi8@outlook.com
mlilley@sksd-ri.net
rduff@sksd-ri.net



Many hands make light work!



ARRIVING AT SCHOOL IN THE MORNING

In the interest of safety and security, all school doors are locked at all times. The front door entrance will be unlocked at 8:35. Please do not send your child to school before 8:35 a.m. Teaching Assistant coverage begins at this time thus there is no supervision before 8:35. It is our practice during the first week of school to allow kindergarten parents the ability to escort their kindergarten child(ren) to the classroom. After the first week of school, all parents who transport their students to school will drop students off at the front door and make your goodbyes there. Only parents who need to stop in the office or have an appointment should enter the building in the morning. We appreciate your support on this important procedure.

Children who enter after the start of school (8:53 a.m.), must be accompanied by a parent or guardian into the office and signed in as tardy. Please call the school by 8:35 a.m. if you know that your child will be late to school and will be ordering school lunch (360-1400, ext. 2). Students who arrive after the lunch order is called in (9:15 a.m.) may not be able to get their 1st choice of lunch.

Students being dropped off by car: Please make it a regular routine to drop your student(s) off at the crosswalk in the upper part of the parking lot in the crosswalk where a teacher assistant will greet and assist in walking students safely into school. In the event that you must park in the lot, use only legitimate parking spots and be aware that cones are placed strategically to ensure your child's and staff members' safety. Do not pull up to the FRONT OF THE BUILDING to drop off your child/ren, as this is the BUS LANE ONLY.

There may be opportunity for students to begin their day outside on the playground. All students must enter the school before being released onto the playground. Please know that if students and supervisory personnel are assigned to the morning drop-off on the playground, then community members, parents, and younger children will need to vacate the playground as of 8:35 in order to ensure the safety and security of our students.

All students will enter the school and then will be released to the playground in the morning by our staff. Please do not send your students directly onto the playground in the morning.

DISMISSAL

Parents must notify their child's teacher of each student's regular dismissal routine on the first day of school. Any changes to the regular routine should be sent in using the "Notice of Change in Student Dismissal Routine" form (yellow forms provided by school on the first day-notify teacher if you need more). Please be sure to include your child's first and last name, grade and teacher. Also be sure to sign and include the telephone number where you can be reached in a timely manner in case there is a question regarding the change. There will be no changes in a student's regular home routine without written notification from the parent or guardian.

"Call in" dismissal changes are STRONGLY discouraged for the safety of all children.

**Only in the event of an UNEXPECTED change, should a call be made to the office. Please avoid calling the office after 2:45pm.

♦ **Bus Students:** Bus students must ride the bus to the stop which they are assigned and are required to disembark at their assigned bus stop only. Any changes require the approval of the principal and bus company upon **written** request from a parent. **BUS COMPANY:** Ocean State Transit PHONE: 284-3920 FAX: 284-3929

♦ **Walkers:** Walking students are dismissed at 3:13 p.m. through the assigned exit (walker door) at the rear/corner of the building. All children who leave school as a walker are expected to go directly home or to a designated residence. If your child expects to meet an adult at the walker door and no one is there, please explain to your walker that we expect them to come back into the office immediately so we can help facilitate their safe transition home. Only children who are being **carefully supervised by their parent or guardian** may remain after school to play on the playground. There is no school supervision at this time, and we are concerned for the safety of all of our children. Children are expected to follow the same playground rules that apply during the day. Your support of this policy is critical and appreciated.

♦ **Students dismissed to their parents:** Doors will be unlocked at 3:05 p.m. Parents/Adults who pick up their children at the end of the day must be on file in our office and be prepared to show identification. Students will be waiting for you in the cafeteria once you have cleared the check-in procedure. Children will not be released to a person who is not listed as an emergency contact on the Student Information Sheet. Please enter and exit the cafeteria through designated doors. Thank you for your cooperation in every aspect of this dismissal procedure.

♦ **YMCA Daycare:** The YMCA provides before and after school care at Peace Dale School. Registration is handled through the YMCA, however our office **must be made aware of any changes in this routine** as well as the YMCA in order to be sure students are where they need to be at the end of the day. Students are transported to and from Wakefield School by the YMCA. **Please contact the YMCA for more information (783-3900).**

ATTENDANCE/TRUANCY POLICY (School Committee Policy 8415)

“ Be on time! Be on Task! Every day! Every class! ”

School Begins at 8:53am and ends at 3:13pm

School Absences:

Please call the school (360-1400, Ext. 2) and leave a message on the absence line if your child will be absent from school.

Please do not email the teacher about your child's absence. If you do not call the absence line, a school official will contact you to be certain the child is at home or with a designee. If you desire homework for your child, please call the school by 9:30 a.m. It may be sent home with another child or picked up at the main office at the end of the day. Also, do not send a child to school if s/he is sick. You will be called to pick up any child deemed sick by the school nurse. A doctor's note is required after three consecutive absences in order for your child to be admitted back into school.

Excused Absence: Excused absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, family emergencies to be approved by an administrator, doctor excused illness or injury (a note from a doctor or medical professional excuse must be submitted within 3 days of the absence), or funerals. If a student is absent for a medical reason 3 or more days, a doctor's note **MUST** be provided to the principal or school nurse when re-entering.

Unexcused Absence: Every absence is considered "unexcused" even when a phone call by the parent/guardian has been received stating the specific reason for the absence by the attendance office. For an absence that is 1 or more days in length to be considered excused, a note from a doctor or medical professional must be received within 3 days of the absence. Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. The number of days missed will be counted as unexcused absences.

Truancy: A student is considered truant when he/she purposely stays away from school without parent/guardian permission and or is consistently late or dismissed early. Students who do miss school with parent/guardian permission, however, can be considered truant at the discretion of the administration.

Tardy/Early Dismissal: By Rhode Island State law, dismissals from school for any reason are considered part of a student's attendance record and are counted as an absence. Students who arrive late and leave early miss out on valuable instructional time and causes a distraction to the teaching and learning going on in the classroom. Please make every effort to help your child be in school on time every day and stay in school for the entire day.

Vacations During School Calendar:

We discourage families from scheduling vacations outside of the regular school vacations, holidays, and summer break, as quality learning time will have been lost. Teachers are not responsible for preparing school work that a student will miss during a vacation that is not scheduled during school vacation periods. Vacations are not excused absences and will affect truancy.

Your student's attendance information can be found on South Kingstown's Student Information Management System, Skyward/Family Access component on the South Kingstown School's web page www.skschools.net under the Parent heading. (Ex: Username(parent): smithj PW: southkingstown*)

Consistent student attendance is essential to productive learning.

LUNCH AND RECESS (Policy 3500)

Please be advised that students are not permitted to share food at anytime during the school day.

Chartwells School Dining Services runs our school's breakfast and lunch program. Each month a menu will be sent home with the lunch selections on the front and breakfast selections the the back. You can pre-pay for your student's meals by visiting [www.skschools.net/parents/food service information](http://www.skschools.net/parents/food%20service%20information) to pay for school breakfast and lunch. Parents/guardians are strongly encouraged to submit free/reduced meal application forms yearly. Applications can be submitted at any time and are available on the school department website. Chartwells will mail and/or email letters to parent guardian of students with negative balances of \$10.00 or more. School administrators will work with District Social Workers to reach out to parents regarding unpaid balances. Chartwells School Dining Service PHONE: 360-1055 FAX: 360-1059

Recess is part of the daily routine for all children, it is important to their social and physical development. All children are expected to participate unless there is written notice from a parent. Recess will be held outdoors unless the determination is made by the school nurse teacher that the health and welfare of students is at risk. All schools will use the Child Care Weather Watch chart for guidance in making the decision for inside/outside recess. **Students are also expected to be dressed properly for the weather. Snow boots, snow pants, coats, hats, mittens, should be worn or at the very least stored in the backpack during the cold months because we go outside year-round. We also strongly urge you to write your child's name in all clothing so that we can return it as soon as we find it.**

LOST AND FOUND




Please put your child's name on every item brought to school. We will donate unclaimed, unmarked items to a charity such as The Jonnycake Center. Check the Lost and Found frequently for any items lost. Sometimes the items do not appear in the Lost and Found immediately, but surface later.

SCHOOL EXPECTATIONS AND RULES

Through **PBIS** (Positive Behavior Intervention and Support) and our **OLWEUS BULLY PREVENTION PROGRAM (OBPP)**, our focus is on recognizing and reinforcing positive behaviors, however we must also have structures for addressing behaviors that disrupt learning or may result in harm to others. Our school's expectations are to **Respect Ourselves, Others and our Community (ROC!)**. We also have 4 Anti-bullying rules that are explicitly taught throughout the school year through class meetings using the OLWEUS curriculum. They are; 1. We will not bully others. 2. We will try to help students who are bullied. 3. We will try to include students who are left out. 4. If we know that somebody is being bullied we will tell an adult at school and an adult at home. The matrix below outlines the expectations in all areas of the school.

Students are expected to demonstrate good citizenship and appropriate social behavior at all times. Behavior is never to infringe upon the rights of other students or adults, thereby disrupting the learning process or school environment. A teacher or supervisory adult may remove a student from the classroom or playground area when the student deliberately caused a discipline offense that violates the safety or civil respect of others. At that time our PBIS structures are used to reteach the expected behavior and to communicate with families as necessary. Please do not hesitate to contact your child's teacher directly at any time if you feel there is an issue that needs to be brought to our attention.

Wakefield Wizards R.O.C.! - Respect Ourselves/Others and Community

Behavioral Expectations & Beliefs	Classroom & All Settings	Hallway	Play-Ground	Cafeteria	Bath-room	PE	Assemblies	Bus	Art	Music	Library
<p>RESPECT OURSELVES</p>  <p>We will not bully others.</p>	<p>Be responsible for my work.</p> <p>Do my best.</p> <p>Ask for help.</p> <p>Know I can succeed.</p> <p>Be prepared.</p> <p>Stay on task.</p>	<p>Walk at all times but get to my destination quickly.</p>	<p>Enjoy the fresh air.</p> <p>Choose a game or activity that I want to play.</p>	<p>Make healthy food choices.</p> <p>Chew slowly with my mouth closed.</p> <p>Finish my meal.</p>	<p>Wash my hands after I go.</p> <p>Return to class quickly.</p>	<p>Wear proper clothing and sneakers</p> <p>TRY my best</p>	<p>Learn from the experience.</p> <p>Listen to the speaker.</p>	<p>Enter and leave bus quietly and safely.</p> <p>Wait until bus stops before getting up.</p> <p>Choose a good seat.</p>	<p>Be creative and productive.</p> <p>Practice art skills.</p>	<p>Sing and play my best at all times.</p> <p>Be proud of my abilities.</p>	<p>Select resources suitable to your level and interests.</p> <p>Return shared resources.</p>
<p>RESPECT OTHERS</p>  <p>We will try to help students who are bullied.</p> <p>We will try to include students who are left out.</p>	<p>Help peers.</p> <p>Cooperate during group work.</p> <p>Raise my hand.</p> <p>Use appropriate language.</p> <p>Listen</p> <p>Follow the directions.</p>	<p>Walk to the right.</p> <p>Speak softly.</p> <p>Help others if they need it.</p> <p>Politely greet people you see.</p>	<p>Include others.</p> <p>Play fair.</p> <p>Know and follow the rules.</p> <p>Take turns.</p>	<p>Use polite manners.</p> <p>Speak quietly.</p> <p>Raise my hand if I need help.</p> <p>Follow the directions.</p> <p>Only take the food that you ordered.</p>	<p>Wait my turn quietly.</p> <p>Respect privacy of others.</p> <p>Sit on the toilet.</p> <p>FLUSH!</p>	<p>Play by the rules.</p> <p>Always show good sports-man ship</p>	<p>Sit on my bottom.</p> <p>Clap at appropriate times.</p> <p>Be a good listener.</p> <p>Participate</p>	<p>Stay seated and ask the driver if you need to move.</p> <p>Use a quiet voice and always use kind words.</p> <p>Keep hands & feet to myself.</p> <p>Follow the bus driver's directions.</p>	<p>Listen to others when they are sharing their artwork</p> <p>Share art materials</p>	<p>Be a good listener when others perform.</p> <p>Share instruments and take turns.</p> <p>Encourage others.</p> <p>Use your best effort when working in groups.</p>	<p>Listen when others speak</p> <p>Raise hand to contribute.</p> <p>Share ideas.</p> <p>Respect others' opinions, interests and levels.</p>
<p>RESPECT COMMUNITY</p>  <p>If we know that somebody is being bullied, we will tell an adult at school and at home.</p>	<p>Clean up after myself.</p> <p>Take care of materials.</p> <p>Contribute to a calm atmosphere.</p> <p>Recycle.</p>	<p>Pick up litter.</p> <p>Keep hands at your sides and feet on the floor.</p>	<p>Bring in all balls, etc.</p> <p>Use playground equipment properly.</p> <p>Pick up your litter.</p>	<p>Clean the table and floor where you sit.</p> <p>Wait quietly to be dismissed.</p>	<p>Put paper towels in trash can.</p> <p>Leave bathroom, walls and floor clean for others.</p>	<p>Take care of equipment, field, and gym.</p>	<p>Show appreciation.</p> <p>Be a role model.</p>	<p>Clean up after myself.</p> <p>Leave the bus seats and floor clean for others.</p> <p>All food (gum) stays in backpack.</p>	<p>Use art tools safely.</p> <p>Put away materials</p> <p>Work quietly.</p>	<p>Use musical equipment properly.</p> <p>Move chairs and instruments quickly and quietly.</p>	<p>Care for resources.</p> <p>Put away materials.</p> <p>Use inside voices.</p>

DISCIPLINE PROCEDURES (School Committee Policies Section 8000 /8310, 8315, 8320, 8325)

BUS DISCIPLINE (School Committee Policy 8325)

Behavioral expectations for a safe bus ride are explicitly taught during the first few days of school and reviewed throughout the year. The bus rules are clearly explained by school staff and the bus driver. Bus riders must see that their bodies are safely in the seat and that books and personal belongings are kept out of the aisles. Special permission must be granted by school authorities and the bus company to transport large items. Band instruments that cannot be kept on the student's lap may not be permitted on the bus. School projects which cannot be kept on the student's lap are not permitted. Students must ride their assigned buses, getting on and off at their assigned stop unless a yellow, Change in Student Dismissal form is sent into the school, written by a parent/guardian granting permission to ride a different bus or get off at a different stop. This would be a change in the child's REGULAR HOME ROUTINE.

The policy governing suspension of bus privileges is below.

First Offense:	Verbal reprimand, letter to parents
Second Offense:	Warning letter to parents
Third Offense:	Five (5) school-day bus suspension and conference with parent, bus driver, student, and principal
Fourth Offense:	Bus suspension for remainder of year

SUSPENSION AND EXPULSION (School Committee Policy 8305)

Suspension means an exclusion of a student from attendance at school, school property, and all school sponsored activities for disciplinary reasons, it may not be given for more than ten consecutive days, provided such suspension shall not extend beyond the end of the school year in which it is imposed. Suspension is determined by an authorized member of the administrative staff. Listed are some examples of breaches of conduct that may lead to suspension/expulsion:

- Threats
- Striking or assaulting a student or member of the staff
- Use of obscene or profane language
- Deliberate refusal to obey a member of the school staff
- Possession of a weapon or alcohol, or dangerous drugs or narcotics
- Destruction of school property
- Disruption of school day by bomb threat or false alarms

BCI PROCEDURES FOR FIELD TRIPS AND VOLUNTEERING

If you are interested in being a school volunteer, mentor or chaperone for a field trip, please contact CARES at www.skcares.org or 360-1304. Please note that a YEARLY BCI (background check) is required to volunteer in school and on field trips.

All BCI's must be on file with the South Kingstown School Department at the School Administration building - 307 Curtis Corner Rd., Wakefield, RI. in order to participate in any school field trip and to volunteer at school.

Field Trips: To comply with the field trip policy, you must have a cleared and current BCI on file. The BCI must be dated within 12 months of the trip. Please take note that many chaperones apply for their BCI during field trip "season" and that is also when they expire so please plan accordingly.

Volunteers/Mentors: If you hope to volunteer in a classroom or become a mentor for a South Kingstown student, you must have a current BCI **AND** receive training from SK CARES - see the CARES website for information on becoming CARES trained.

FIELD TRIP POLICY (School Committee Policy 7120)

All chaperones must be at least 21 years of age and have an annual background check (BCI) that meets the satisfaction of the school department and state requirements. All information is found on the skschools.net website and through the CARES organization. **Medical Guidelines:** If any student has a serious medical condition, be sure that his/her doctor writes a letter indicating the child may safely attend and participate in trip activities. For students possibly needing prescribed medical care while on the field trip, there must be an exchange of information between the school nurse teacher and the teachers on the field trip regarding care of the student. Students requiring specialized medical care must be chaperoned by a school nurse or medically trained equivalent. Parents may attend or designate another adult to attend in their place in order to relieve the necessity of a licensed nurse to attend in order to dispense medication or perform specialized procedures. No student shall be denied access to a field trip or other activity solely on the basis of disability or medical condition.

Access to a field trip can be denied for behavior only if the behavior is not related to a student's disability and this standard is equally applied to all students.

***Please note: All field trips begin and end at the school. No one can drop off or take a student home from the place of the field trip.**

CLASS PLACEMENT (School Committee Policy 8135)

Elementary age students are placed heterogeneously (classrooms with mixed ability levels.) The professionals who work with the students make placement decisions. Grade level teachers, special education teachers, and the principal will make placement decisions based upon information gathered throughout the course of the year. To make balanced classes, student placement decisions will take into consideration the child's gender, developmental level, cognitive abilities, academic level, learning style, work habits, individual needs, and school behaviors. Other factors will be class size, social composition, and peer relationships. All parents will have the opportunity to inform the school of their child's special learning needs through the use of the Student Information Form (available in the office in April and due by May 1st). The staff values your insight and will take this information into account in our placement decisions. Please remember that parent input is only one of the many criteria we use when we consider class placement. Notification of a student's placement for the upcoming year will be placed on the last report card of the current school year. Unanticipated personnel and enrollment changes, which occur during the summer, may affect and change a child's assignment. Parents and students will be notified as soon as changes are confirmed.

THE A, B, C's OF IMPORTANT INFORMATION

APPOINTMENTS for DISCUSSION OF SCHOOL ISSUES

One time per year formal Parent/Teacher conferences will be scheduled by the district. There will be no school that day and you will be notified in advance. At any time during the school year, if you need to speak to your child's teacher or the principal, please leave a message on voice-mail, send an email or a note. We will reply as soon as possible.

BOOKS

Throughout the year, your child will be bringing home hundreds of practice reading books as part of their daily reading workshop. These books need to be returned to the school the VERY NEXT day so that your child's classmates can use them the next night. **They may be small books and seemingly insignificant, but they are precious to us.** Please ensure that your child reads them, then, puts them back in their book bags/backpack each night. Books not returned in a timely manner will be charged as a cost to your family because we will need to replace the book and put it back into the classroom's reading library.

CELEBRATIONS (School Committee Policy 7751)

Due to the many food allergies, including those that are life-threatening, we do not allow treats to be brought to school for distribution to the whole class. An alternative option to honor a birthday might be to purchase a book for the class or school library with a bookplate honoring your child. Stickers or pencils are also options to consider. If teachers request food, they will be specific about the allergies of concern. All food brought to the class must include ingredients and be approved by the school nurse. Please be very careful. We allow invitations to be distributed in the classroom **only if ALL classmates are invited.**

DRESS CODE

Children should dress appropriately for school and the weather. Clothing should conform to reasonable standards of modesty and cleanliness. "The bottom of the tops should touch the top of the bottoms." Tee shirts and other clothing with messages should be appropriate for elementary school children. Children should wear suitable clothing and footwear on the days they have physical education. No hats are to be worn inside the school building or classrooms. Labeling clothing helps us to keep the number of lost and found items at a minimum.

EMERGENCY PROCEDURES

The General Assembly of Rhode Island enacted a law entitled "Health and Safety of Pupils," which requires school districts to have comprehensive safety plans. We routinely practice Fire Drills, Lockdown and Emergency Evacuation drills. In the event of an emergency, the principal will determine if students and staff should be evacuated outside of the building, or to a nearby relocation site. Crisis Team Members will coordinate the orderly transfer of students to the evacuation center. Each school has a designated primary relocation site and parents will be notified by the district automated telephone system with important information regarding reunification. Please be sure to update your telephone contact information throughout the year. State law requires 15 fire and emergency drills per year. Students are expected to leave the building in an orderly, quiet manner. The teacher will take attendance to assure accountability for all children. It is imperative that all classroom volunteers sign in and out consistently so that everyone is counted accurately.

FORGOTTEN ITEMS

Forgotten items from home including homework, lunches, band instruments, etc., may be left at the office for delivery at a time which will not disrupt classroom routine. Unless the item is absolutely necessary for the day, we suggest helping your child become responsible by allowing her/him to experience consequences for forgetting the item(s). This will help develop a sense of responsibility and self-reliance.

HEALTH AND WELLNESS

MEDICATIONS (School Committee Policy 5141)

Parents/guardians are requested, whenever possible, to schedule administration of medication outside of the normal school day. Parents of students needing medication during the school day are required to bring the medication to the school nurse with an authorization form signed by your physician. **Both prescription and nonprescription medications require licensed health care provider's written order and a written parent authorization.** All medication must be in a pharmacy labeled and/or prescription container and/or manufacturer's container. At the time the prescription is filled, the parent/guardian shall have the pharmacist dispense an extra labeled container for use at school. No student shall have in his/her possession any medication while on school property. **All medication shall be dispensed by a School Nurse -Teacher. No medication shall be dispensed without following this procedure. Never send your child to school with medication.**

COMMUNICABLE DISEASES

Please notify the school if your child has any communicable conditions such as Strep Throat, Lice, Chicken Pox, Fifth disease, etc... This is a responsibility that must be practiced by all families.

PEANUT FREE/NUT FREE CLASSROOMS

By law, several classrooms and cafeteria areas are designated as "nut free" due to severe food allergies of students in our schools. You will be notified if your child is in a "nut free" classroom. They will not be allowed to eat any food containing nuts in the classroom at any time. However, food containing nuts may be eaten in the lunchroom.

SCHOOL INSURANCE

School insurance is available at the beginning of the year. You are not obligated to purchase this insurance. If your child is not covered by health insurance, it is strongly recommended that you purchase the insurance in the unfortunate possibility of your child being injured at school. Brochures and applications are online at www.skschools.net. For any questions, call Maria Parrillo at 360-1306.

HOMEWORK POLICY (School Committee Policy 7125)

Suggested Total Times for Daily Homework (10 minutes per grade level)

Kindergarten	may read or be read to for 10 minutes per day
Grades 1-2	10-20 minutes per night
Grades 3-4	30-40 minutes per night

Role of the Student:

- Understand the homework assignment before leaving school;
- Take home all necessary materials to complete the assignment;
- Schedule time for homework that is compatible with family and/or after-school activities;
- Do their best on homework assignments with a minimum of parental help;
- Complete and return homework on time.

LEGAL CUSTODY (School Committee Policy 8410)

Anyone (parent, relative, friend) having a court order granting custody of a child must file a copy of said order with the principal of any school which the child attends. Changes in said documentation must also be submitted to the principal. Permission to release children to others must be in writing to the building principal and signed by the person having custody. No child may be released without this written permission.

OPEN HOUSE/REPORT NIGHT

During our Fall Open House, Wakefield Elementary will conduct a report to the community about our school's most recent summative test data including state assessments. Please watch for our Open House date to be publicized.

PERSONAL PROPERTY

Children are not to bring toys to school. **We do not allow children to buy or trade personal items with other children** and we will not mediate differences of opinion about ownership of items brought to school that are not labeled with a child's name. **Electronic devices are not to be used during school or recess unless they are part of the academic program. If devices are confiscated, parents will be notified to pick up item from the principal.** (They sometimes help children who have long bus rides. The use of these devices is between the parent/guardian and the bus driver.)

PUBLICATION CONSENT

There may be times when the school may wish to release for publication, photos for newspapers, videotaping, pictures on the school web page, Facebook, Twitter etc... If you DO NOT want your child/ren to participate, you may opt out by writing a letter to our office stating so.

REPORT CARDS

Report cards are distributed quarterly in November, February, May, and June. Parents are encouraged to request an appointment with their child's teacher when there is a concern about their child's academic or social progress.

REPORTING CHILD ABUSE (School Committee Policy 4205)

School Committee Policy requires that parents of all children be informed of the following requirement concerning child abuse or neglect: **In compliance with Chapter 11 of Title 40 of the General Laws of the State of Rhode Island, employees of the school department are required to report any knowledge or suspicion of child abuse or neglect to the Rhode Island Department of Children and their Families no later than 24 hours after such knowledge is learned or suspicion is raised.**

RESPECT FOR PROPERTY

We expect that proper care and attention be given to school materials. Lost or destroyed textbooks, library books, supplies, and materials must be replaced by the student or parent.

SCHOOL CANCELLATION ANNOUNCEMENTS

The superintendent will make the decision to close schools. A district-wide automated phone message will be sent to the telephone number listed on student's' Emergency Information form. Cancellation, delay or dismissal information can also be found on local television and radio stations. If school is dismissed early due to inclement weather or emergency circumstances, any activity planned in the school that evening is canceled. When an after-school program is canceled due to inclement weather or other factors, the sponsoring organization is responsible for notifying parents of the cancellation.

SCHOOL COMMUNICATION

We use several resources to distribute important news and information (Home-School Communication Folder, web page, list-serv, school messenger, Facebook and Twitter). Currently we post information on the Wakefield School website (wa.skschools.net), on Facebook at Wakefield Elementary School and on Twitter @Wakefieldwiz. You can also download the school district app by searching South Kingstown School District App.

SCHOOL IMPROVEMENT TEAM (WESIT)

Wakefield Elementary School is a professional learning community. Educators and families recognize that they must work together to achieve a collective purpose of learning for all. Therefore, we create structures to promote a collaborative culture. Wakefield Elementary School's School Improvement Plan is closely linked with the district's strategic plan is updated yearly through self-study activities which direct school improvement efforts, assist in determining how certain revenues will be expended, plan professional development related to student learning, reflect the needs of all students in decision making, and organize to meet those needs.

STATE TESTING

RICAS (Rhode Island Comprehensive Assessment System)

The goals of the comprehensive assessment system is to increase student learning by producing actionable data, evaluate the effectiveness of programs and ensure that all students are making progress towards achieving learning goals. The RICAS assessment will be administered in grade 3 and 4 in the spring. Please encourage your child to do their best and be well rested during the assessment window RICAS assessment For more information, visit the RIDE website at www.enide.ni.gov.

STUDENT PLANNERS

Students in grades three and four will be issued a student planner at the start of the school year. If lost or destroyed, it will be the responsibility of the student to replace. Another planner may be purchased at the school office.

UNITED ARTS

All students in grades Kindergarten through four have Art, Music, and Library once a week and Physical Education twice a week. The teachers will provide a schedule to students the first week of school. Students in grade four may participate in the school Chorus. Also, students in grade four may participate in "Strings." Instruction is available in school at no cost to students. The "Strings" teacher will send home announcements in early September notifying students and parents of their options. **Reminder: According to bus transportation regulations, instruments that cannot be accommodated on a child's lap may not be brought on the bus.**

VISITORS

Parents and community are welcome to visit our school upon prior notification and approval; however, for the safety of students and staff, **all visitors must stop at the office to sign in to obtain a VISITOR BADGE.** Children should **not** be escorted to their classroom door by their parent, including parent volunteers, unless special permission is granted by the principal. *(Please refer to policy #1250 for additional information.)*



Smoking is not permitted in any school building or on immediate school grounds.