



**State Street School Handbook**  
**2016-2017**

35 State Street  
Westerly, RI 02891  
(401) 348-2340  
Principal, Audrey Faubert

*State Street School inspires lifelong learners and productive citizens by working collaboratively with families and the community. We are committed to academic excellence while fostering social development in a safe learning environment*

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## **Important Phone Numbers**

State Street School	348-2340 348-2345 (Fax)
State Street School Nurse's Office	348-2344
Superintendent's Office	315-1517
Director of Pupil Personnel	315-1531
Transportation Office	348-9430
Community Relations & Building Operations	348-2790
Early Childhood District Coordinator	315-1538
Aramark (School Lunch Program)	348-9240 ext. 1682

## **Central Administration**

Superintendent of Schools	Dr. Roy Seitsinger
Assistant Superintendent	Ms. Alicia Storey
Director of Finance & Administration	Mrs. Deb Bridgham
Director of Pupil Personnel	Mrs. Melissa Denton
Coordinator of Transportation	Mr. Peter Denomme
Director of Buildings & Grounds	Mr. Michael Needleman

**State Street School**  
**Faculty List**

**Principal** Audrey Faubert  
**Elementary Curriculum Leader** Stephanie Blackburn  
**Local Education-Special Education Coordinator** Anne Caron  
**Executive Assistant** Jeanne Ellis  
**Receptionist/ Building Assistant** – Donna Morrone

**Kindergarten**

Marcy Bunte	11
Katelyn Cooney	15
Rebecca Kaiser	14
Stephanie Troupe	10
Joy Kenyon- Teacher Assistant	
Roberta Callahan- Teacher Assistant	

**Grade 1**

Alyssa Bonner	19
Chaltiere Costa	20
Kristen Federico	21
Alissa Richmond	18

**Grade 2**

Ashley Fusaro	17
Ann MacAndrew	23
Jillian Olson	16

**Grade 3**

Linda Alicchio	5
Anna Dufresne	9
Laurie Dunn	4
Gina Fiore	8

**Grade 4**

Melissa Paquin Evans	1
Alexandra Gibbons	3
Karen Underhill	2

**Special Needs Resource Teachers**

Debra LaChance	F
Jennifer Parker	E

**Special Needs Educators**

Kathryn Leach	22
Jennifer Flamand	22

**Special Needs Teacher Assistants**

Pam Burrows	Luisa Siciliano
Jen Cugini	Debbie Timlin
Lisa Hale	Becky Visciglia
Kathy Higgins	Deb Washburn
Tammy Perkins	

**Literacy Assistant**

Margaret Donlon	6
Sarah Baker	6

**Reading Specialist**

Alisha Whatmough	6
Carolyn Gencarelli	6

**Social Worker**

Valerie Zuercher	Room D
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**School Nurse/Teacher**

Katie Ziegelmayr	Clinic
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**Lunch/Recess Staff**

Jenni Gencarelli	Jodi Luzzi
Susan Giorno	Paula Miller
Anne Ianella	Sarah Pangelinan

**Specialists**

**Art** – Christine Lonergan

**Librarian** – Tammy Grant

**Music** – Steve Johnson

**Foreign Language Early Start Spanish** – Caitlin Connell

**Physical Education** – Angelo Luzzi  
Eric Collins

<b>School Psychologist</b> – Richard Pendola	Room D
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<b>Speech</b> - Christie Johnson	Room A
Tori Seites-Rundlett	Room C

<b>Parent Liaison</b> – Mary Kay Patten	Room B
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**Custodians** – Betsy Alger - Day  
Alex Stillman - Night

## The School Day

### ***Web Page/Facebook***

State Street School maintains a current web page at [www.westerly.k12.ri.us](http://www.westerly.k12.ri.us). Click on the “Schools” drop down menu and click on “State Street School.” Important information is updated regularly. Also, you can follow us on Facebook.

### ***School Hours***

Regular School Day 8:45a.m.-3:15p.m.

Should weather conditions or other problems necessitate the closing or late opening of school, information is available on our district website:

[www.westerly.k12.ri.us](http://www.westerly.k12.ri.us)

or by calling 348-2747. In addition, cancellation announcements are made on local television stations: WLNE-6, WJAR-10, and WPRI-12; and radio stations: WHJJ-920 AM, Q105 FM, WBLQ-88.1 FM, WCTD-1620 AM and WSNE-93.3 FM.

When school is dismissed early due to inclement weather or other emergencies, *an announcement is made over local radio and television stations as soon as possible. Our web-based Blackboard Connect calling system will also automatically call those phone numbers on file with our school.* Early dismissals will also be added to the district website. Middle and high school students are bused home first. All students will be expected to follow their usual routines when an early dismissal occurs (bus students on buses, walkers walk, etc). If an early dismissal requires a change of the normal routine, parents/guardians must inform the school of the change in advance so the school can assist when an early dismissal arises; without such a plan, the normal dismissal routine will be followed by school personnel.

### ***Arranging for Alternate Dismissal Time***

It is important that students remain in school until it closes each day. When unavoidable circumstances arise, a parent may need to request early dismissal. This is done by sending a WRITTEN REQUEST with the child that states the dismissal time and the name of the person who will pick up the student. Parents picking up students must come into the office and sign their child out. *No child can be released otherwise.* If anyone other than a parent is to pick up a child, they should be prepared to show identification. **Early Dismissals will count towards truancy.**

### ***Student Arrival***

We are fully staffed and ready to receive all children at 8:25. Buses are scheduled to arrive between 8:25 and 8:45. Students should not arrive before **8:25 a.m.**, as there is no supervision until that time.

### ***Visitors***

Westerly Public Schools have implemented the RAPTOR Visitor Management System at all schools. Upon checking in at the main office you will be asked to provide a photo ID such as a driver’s license, state issued identification card, or passport. The identification is then scanned into the system where the information is checked against sex offender databases in all 50 states. RAPTOR prints a visitors badge with photo, location, and date. The visitor is logged into the building. Prior to exiting the building visitors must check out and return their badge to the main office.

A component of our work as a learning community is to establish a safe, consistent learning environment for all students and staff. There are appropriate times and places where volunteers, guests, and observers are welcome to be present. With administrator approval parents may have lunch with their student. They may also be given permission to observe recess. The observer should not interact with students or make judgements or comments about other students or staff. The parent is only there to observe their child. In the end the administrator has final say based on a rational assessment of how the observer/visitor may enhance or disrupt the learning environment.

## HEALTH ISSUES

### *Attendance*

In order to provide children with the best education possible, school personnel expect students to attend school on a regular basis and arrive at school at the designated time. A formal attendance policy has been established by Westerly Public Schools. All student attendance records are monitored for unexcused absences, unacceptable levels of excused absences, and lateness. An absence is excused if it is supported by a note from the doctor.

When absences/tardies reach ten during the year, the school is required to pursue action with the parents. Research shows that children who are in school regularly do better academically. Studies also indicate that children who are frequently absent or absent for non-illness related reasons, are not as academically successful. Parents are requested to refrain from planning family vacations when school is in session. While a student can make up an assignment, the nature of teaching/learning relies more on discussions, questions, explanations and the visible thinking that makes learning come alive. Being late for school also impedes your child's learning success. A student who is 10 minutes late each day will miss more than 30 hours of instruction during the year.

Suggestions for improving your child's school attendance:

- \*talk with your child about the importance of attending school regularly
- \*avoid scheduling family trips or doctor appointments during school hours
- \*make sure your child stays healthy by eating nutritious food and getting enough sleep and exercise
- \*don't accept excuses for why your child "must" miss or be late for school
- \*discuss with your child what happened at school each day – search for the positive learning experiences
- \*show your child why education is important – provide specific examples of how education helps people succeed
- \*lead by example

### *Absences and Tardiness*

Parents are asked to call the school attendance line, 348-2341, before 8:30 a.m. when your child is going to be absent. If we have not received a call in the morning, you will receive one from the school, inquiring why your child is not present. Messages may be left on your phone answering system. In that case, we ask that you *please call the school about the absence*. In cases where telephone contact cannot be made, the Attendance Officer may be sent to the student's home. **It is imperative that parents forward new/changing phone numbers to our office as soon as changes occur.** Parents are still expected to call school when your child is going to be absent.

Students should miss school only for illness or serious personal responsibilities which cannot be rescheduled. Even though a student may be able to do written make-up work, the classroom learning environment cannot be duplicated and often the student's skill development is negatively impacted.

All tardy students must enter the school *with an adult* and report directly to the office to obtain a late slip. He/she will then be able to proceed to his/her classroom.

### ***Emergency Information***

All parents must provide emergency information for their children by updating emergency contact information each school year. It is very important that the school has access to CURRENT information. A form will be sent home at the start of the school year that shows your current information as it appears in our database. Parents can make changes to emergency contacts and phone numbers at that time, sign, and return to the school as soon as possible. Your contact information will be updated *by the school*. **Please** be sure to contact the school office if you make any changes to your phone numbers during the school year. If you have a **change of address**, however, you are *required* to notify our Central Registration Office at 348-2792. A new residency affidavit will have to be completed and notarized, and then they will update that information in our database. It is critical that parents/guardians have up-to-date emergency illness forms on file at State Street School at all times, so that we can contact you in the event of an emergency.

### ***School Nurse***

Our school nurse is here to attend to illnesses and accidents that occur at school. Parents are contacted when a student becomes ill or injured during the day. The nurse may refer concerns to you that need a doctor's attention. She also conducts vision screenings for grades K through 4 and assists the Rhode Island Hearing Center in audio screening of Kindergarten through Grade 3 students.

Management of head lice should not disrupt the educational process. No child should be excluded or allowed to miss school because of head lice or nits. Treatment is available at local drug stores/Walmart without prescription and can be done effectively in one day. Multiple days out of school for a lice occurrence is discouraged.

Parent contact will be made when children have been found to have lice and/or nits. Students with live head lice (multiple) will be sent home if lice are found during school hours. Children with nits can go home at the end of the day. The nurse will communicate with the parent. Students can take the bus. These children should be sent home with an educational pamphlet on lice and nits for the parent, and detailed instructions on how to care for its/lice (Lice 101 information from NASN).

Children may return to school as soon as the first lice treatment is completed. It may be in the same day. The School Nurse should check the child for evidence of treatment and provide parental feedback when appropriate.

During the course of the school year, children will be brought to the attention of the school nurse as suspected cases of head lice from a variety of sources. The nurse will use his/her discretion on how to handle each case in a confidential manner.

If a child does have live lice on his/her head, there is scientific evidence that the possibility of transmission to others has already been present for at least a month before any symptoms or detection was possible. To immediately exclude that child, sends a negative message to the child.

This procedure is based upon recommendation from the American Academy of Pediatrics and the National Association of School Nurses.

### ***Medication***

School personnel are bound by strict guidelines in the administration of any and all medication. *A written authorization from a doctor is always required.* Please see the WPS Student Expectation Handbook for information and the form to be completed. Students are not permitted to possess any medication at any time (including over the counter medications). Feel free to call the school nurse for a complete explanation of medication policies.

### ***Excuses from Physical Education***

A child may be excused from P.E. for one day upon written request of a parent/guardian and/or recommendation from the school nurse. A written authorization from a doctor is required if it is necessary for a P.E. excuse to extend beyond one day.

## **GETTING TO AND FROM SCHOOL**

### ***Bussing***

All children riding buses to and from school are expected to observe the rules and regulations set forth in the WPS Handbook regarding bus behavior, designed to ensure safe and comfortable transportation for all. Students should arrive at their designated bus stop no more than 5 minutes before bus pickup. Once on the bus, all students must: remain seated at all times; keep their voices down; refrain from the use of bad language; keep their hands off other students and their property; and otherwise maintain orderly behavior. They are expected to follow instructions given by the bus driver. Parents are responsible for their child's behavior and safety to and from school and at the bus stop.

Parents, please remember that at the start of the school year bus schedules are constantly being updated and times of pick up and drop off may vary for the first month of school. Your patience and cooperation during this adjustment period is greatly appreciated!

Your child will be allowed to ride a different bus home provided the following conditions are met:

1. *The bus has space available.*
2. *We receive a note from a parent/guardian requesting the bus change for that day.* If the bus ride involves accompanying another student home, a note verifying the plan is necessary from **both** parents involved.

After checking with Transportation, the office will sign the note and return it to the student. The student will give the note to the bus driver before boarding the bus at the end of the school day.

### ***Bicycles***

Students may ride their bikes to school with written parental permission. The written permission will stay in the student's file for the remainder of the school year. Students are reminded to ride safely on the side of the roads. RI Law requires that helmets be worn when riding a bicycle.

### ***Walkers***

Students who walk to school are encouraged to use good safety sense going to and from State Street School. All walkers are dismissed out the front doors.

Bus students may not elect to walk home unless *written permission* has been received from their parents. **For safety reasons, we encourage all eligible students to use bus services.**

### ***Parent Drop Off and Pick Up***

All children are designated by WPS as a bus student or walker. If your child is to be a parent pick up, a note **MUST** be received noting this change.

When dropping off your child at school:

- Drop off is in the **BACK** of the school. Children can enter the back door between 8:25-8:45. There is school staff to supervise children. Drops offs are **NOT** allowed in the front of the school on the road.
- Do not enter the bus loop in front of the school.
- Do not walk between standing school buses. It is dangerous.

When picking up your child at school:

- Please send in a note that your child will be a pick-up, otherwise they must go home their normal route.
- Park your car in the back parking lot and enter through side cafeteria door where you will be asked to sign out your child. Please be sure to have a photo ID. Please tell others picking up your child to do the same.

Walkers:

- You may write a note requesting that your child be a walker. Walkers are dismissed out the front doors. If your child needs to cross State Street, a crossing guard will do so. Be sure to review with your child what he/she should do if you are not waiting for them.

Do not wait or bring pets onto school grounds with you when picking up or dropping off your child.

*\*\*Please remember when driving, it is illegal to pass a standing school bus with flashing lights.*

## **ABOUT OUR PROGRAMS**

### ***Breakfast/Lunch Program (Aramark 348-9240 ext. 1682)***

Breakfast and lunch are sold in the cafeteria each day. The cost of breakfast is \$1.50; milk is \$.50. Breakfast includes: one serving of fruit or juice, two servings of bread and/or cereal and one cup of milk. We provide hot and cold, nutritious breakfasts, however, cereal is available every day. Reduced breakfast for those who qualify is \$.30.

The lunch program offers balanced meals that appeal to children. Hot lunch costs \$2.45; milk is \$.50. The menu for these is distributed on a monthly basis and posted on our website under the Students Tab/Breakfasts and Lunch menus. Alternate lunches consisting of a sandwich and vegetable sticks or salad are also available. Reduced lunch for those who qualify is \$.40.

### **Lunch Schedule:**

Grade 1	12:30-12:50
Grade 2	11:30-11:50
Grade 3	12:10-12:30
Grade 4	11:50-12:10
Kindergarten	12:50-1:10

Should a child forget lunch or money, the lunch program will provide a lunch, however, re-payment is expected the next day. Please consider the pre-payment of lunches for your child (ren) through MySchoolBucks. This system allows you to purchase several lunches in advance and draw down from the prepaid amount. This eliminates the need for daily lunch money and speeds up the process for your child in the cafeteria as well. You can access it through our website under Parents/School Information and Student Registration/Online Payment for Meals.

Families who qualify may receive free or reduced lunches for their children. Guidelines and applications are available in the office. New applications for each child in a family must be filled out *annually*.

### ***Field Trips***

Field trips afford each child the opportunity to be exposed to authentic activities. Each grade plans and participates in field trips which are integrated with the curriculum for that grade level. Permission slips, signed by parents/guardian, allow students to accompany the class on the trip. Students may not attend a field trip without a signed permission slip. Parents are

encouraged to volunteer as chaperones for field trips, however, in order to do so you will need to obtain a background check (BCI) or be sure to renew your current BCI. BCI's need to be renewed yearly. Contact Mary Kay Patten at 348-2398. Please begin this process in the fall. Once a BCI check or renewal has been completed, arrangements can be made with the teacher to chaperone.

### ***Special Needs***

State Street School maintains and provides education for all students with special needs as mandated by state statutes. These services include speech and language, occupational and physical therapy, specialized programming, psychologist support and school social worker intervention.

### ***Library***

Our library is located in the front of our building. In addition to borrowing books for personal reading, children are encouraged to use the many resources of the library for school and personal investigations. Care must be taken with all materials borrowed from the library. Parents will receive notice when a book or material has been lost.

## **CONNECTING WITH HOME**

### ***Remind***

Please sign up for REMIND, a free text messaging app that helps teachers, students, and parents succeed together. Many teachers use it to communicate often.

### ***Facebook***

Follow us on Facebook for all the latest schoolwide information. You can find us under State Street School.

### ***Web Based Blackboard Connect***

We believe that it our responsibility to our community to maintain consistent communication with our parents. Through the use of web based *Blackboard Connect*, we are able to keep our parents informed and involved in school events. You will receive an automated recorded message about attendance, upcoming school events, and/or a weather-related decision. It is imperative that family phone numbers be updated with our school office.

### ***School-Parent Contract***

Parents, our school staff and students share responsibility for improving student learning. By acknowledging our School-Parent-Student/Community Contract, parents recognize their role. The Contract is located in the WPS Student Expectation Handbook.

### ***Parent-Teacher Conferences***

Parent-Teacher conference sessions are formally scheduled in November by appointment. We also encourage you to arrange additional meetings with your child's teacher whenever needed.

### ***Open House and Curriculum Overview***

Open House (October 6, 2016) gives parents an opportunity to gather information about the coming school year, to meet their child's teacher, and to visit the classrooms. Children are invited to attend with their parents. Families will also be given an overview of instruction that occurs at each grade level.

### ***SSS - A Feinsein School***

Alan Shawn Feinsein is founder of the Feinsein Foundation, a charitable organization dedicated to helping the needy and empowering students of all ages to help better their

communities. Our children, Feinstein Jr. Scholars, are provided with opportunities to learn about being of service to their communities by collecting canned goods, visiting the elderly, and many other good deeds. As a Feinstein Leadership School, we are committed to teaching our students to be caring of others.

### ***Family Engagement Committee***

Family Engagement is a major part of our school culture. The Family Engagement Committee, consists of staff who volunteer many hours to facilitate parent workshops, family nights, community events, and curriculum nights. These functions help provide parents and other family members the opportunity to connect with the school and your children's education. Look for a schedule of upcoming events!

### ***Music Programs***

The music program at SSS allows for one music class per week for grades K-4. As children progress through the grades, they develop an appreciation for music through singing, listening, moving, and playing musical instruments.

### ***Art Program***

SSS artists meet for art once a week for 40 minutes. They will learn new techniques, artists, and art history.

### ***Physical Education***

Physical Education class at SSS meets twice per week for grades K-4. The program provides students with developmentally appropriate movement activities to meet national and state curriculum standards. It strives to accommodate the individual motor, cognitive, and social /emotional needs of all students. Activities provide success-oriented experiences through participation in educational games, sports, and fitness activities.

The PE staff at SSS encourages students to enjoy themselves, be safe, and demonstrate best effort. There is also focus on displaying good sportsmanship, self-discipline, and respect for others. The PE teachers hope that by having students acquire some of the knowledge and skills needed to be fit for a lifetime...the goal of Physical Education...they will develop an enthusiasm and see a purpose for physical activity that will last for many years to come.

### ***Newsletter***

A monthly newsletter is published and sent home to announce forthcoming events and detail various happenings at SSS. Be sure to read it carefully as it contains notices of events and happenings that you'll need to know about.

### ***Homework***

Please see the Homework Policy developed by the SSS School Improvement Team (consisting of parents, teachers, and administrators) found in Appendix A.

### ***Report Cards***

Report cards are aligned to the Common Core State Standards and are issued four times each year; November, February, April, and June. Their purpose is to provide you with a frame of reference upon which to track your child's school growth. You may also receive interim notices from your child's teacher indicating concerns or successes.

### ***Volunteers***

Parent volunteers contribute significantly to our school. Their many phases of support include such things as clerical work, library help, and instructional support in the classroom. (A State Street School Handbook, v. 3, 03/27/2017

parent volunteer form will invite you to join us in the education of our children.) We encourage our parents to be active participants, supporting their child's learning.

As per School Committee policy, all volunteers are to complete a Background Check which includes fingerprinting. **RI BCI's need to be renewed yearly.** In addition, we conduct an orientation session for all volunteers in the fall. Please contact Mary Kay Patten, Parent Liaison, at 348-2398 for more information.

### ***Accommodations***

SSS makes every effort to accommodate family and friends of our students at school activities. If you require special accommodations, we ask that you notify the school office five days prior to the activity so that arrangements can be made.

### ***Parent Teacher Organization***

SSS has an active PTO. The PTO represents parents in partnership with teachers. Its purpose is to foster communication between school and home. The PTO supports State Street's educational program by providing informational meetings for parents, as well as financial assistance for field trips, cultural enrichment activities, and other purchases which supplement the curriculum. Fundraisers are held during the year to help fund activities.

The PTO sponsors special events for students and their families during the school year. Activity opportunities may vary from year to year based on changing needs and interests, funding, and the number of active PTO members.

**All parents and teachers are encouraged to participate in the PTO** and attend meetings regularly to exchange ideas and discuss projects and plans for upcoming events. There is no cost for joining.

### ***School Improvement Team (SIT)***

The School Improvement Team is a group of people dedicated to making State Street School the best possible elementary school that it can be.

The SIT membership includes the building principal, staff members, parents, teachers, and representation from the community. The team meets once a month for one and one half hours. We encourage you to become a regular member on SIT. Please contact Audrey Faubert, Principal, if you are interested.

### ***State Street's Culture***

While it is the responsibility of educators to teach students to achieve academically, it is also necessary for us to address the social and emotional needs of our students at the same time. At State Street, we recognize that we must address the social and emotional needs with the same commitment and emphasis on practices as we do academically. Staff has been trained in the *PBIS (Positive Behavior Intervention and Support)* approach in promoting social and emotional learning. This approach fosters safe, challenging, and effective classrooms and schools. It was developed by classroom teachers and consists of practical strategies for bringing together social and academic learning throughout the day. The underlying belief of the *PBIS model* is that it is important to know children individually, culturally, and developmentally. When this occurs, teachers can make better decisions about curriculum, classroom management, and discipline that allow children to reach their academic potential. Additionally, *PBIS* fosters the belief that academic learning happens best within a positive social context and therefore, much attention is paid to helping children develop positive social skills.

We are the SSS SHARK's: **S**afe, **H**onest, **A**ssertive, **R**esponsible, **K**ind. Students are recognized by any adult in the building for showing these qualities. Students earn a SHARK card which they place in a jar for a prize drawing of a pencil. Students who earn four SHARK cards in one area, for example being Responsible, earn a Spirit Stick. The goal is that every student will earn at least one Spirit Stick and strive to earn all 5. Students who earn 5 SHARK Spirit Sticks

get their picture on the lobby TV as well as an email of the photo home to the family. (See Appendix B for addressing minor and major behavior offenses)

## **KEEPING STATE STREET A SAFE, HAPPY, AND ORDERLY PLACE TO LEARN AND GROW**

### ***Response to Intervention***

Response to Intervention is how we determine if each child is progressing on the targets set for him/her. Each child is assessed in reading and mathematics. Each child is then given a rigorous yet attainable goal to be sure at least one year's growth is made in reading and mathematics. Teachers and administration monitor the progress of each child every four to six weeks. If a child is making appropriate progress we continue instruction. If the child is exceeding his/her progress then we would differentiate instruction and offer enrichment. If the child isn't making adequate progress then the family is notified and an intervention is offered. Interventions are research based and given in addition to the core curriculum. Students are again assessed in four to six weeks and progress is monitored. If instruction still isn't meeting the student's needs then the intervention is changed or intensified. Finally, if a child continues to not make the rate of progress then a child is referred to special education. The special education process involves the parent, school psychologist, social worker, local education liaison, teacher and special educator coming together to determine what more information may be needed to educate the child properly. Students who struggle with social, emotional, or behavioral needs are addressed at Behavior Intervention Team. The team, which includes parents, teacher, principal, social worker and psychologist, make a plan to mitigate and address behaviors that inhibit a child from taking on learning to his/her full potential.

### ***Westerly Public Schools Student Nutrition and Physical Activity Policy***

The Westerly Public Schools has adopted a Nutrition Policy. Our goal is to support and promote proper dietary habits contributing to students' health status and academic performance. The policy states, "All foods available on school grounds and at school-sponsored activities during the school day should meet or exceed the district nutritional standards." Nutrient dense foods include whole grains, fresh fruits, vegetables, and dairy products. This does NOT include cupcakes to honor a child's birthday or other special occasion. We suggest a book be donated to the school to honor the student. Inside the book you can write a personal message, your child's name, and the date. They can be donated to the class library or the SSS library! This is a great, more nutritious way to honor your child!

### ***Birthdays and Holiday Treats***

Please do not send any food item into school to share with the class that violates the Nutrition Policy (see previous paragraph). Please consider donating a book to the library in your child's name.

Birthday invitations can only be sent into school if every child in the class is invited, otherwise please refer to the Buzz Book for family contacts.

### ***Cafeteria***

1. It is important for students to develop eating habits that are healthy and courteous.
2. Students must remain seated in the cafeteria unless they have been directed or given permission to get up
3. Students may not take or touch other students' food.
4. Students should not trade or share food.
5. Good table manners (eating with utensils, not talking while chewing, etc.) are always in order.
6. Talking should be kept to conversation level.

7. Students must clear their own places of all trash.

**Nut Free** – classrooms and tables in the cafeteria may be designated as nut-free depending on student/staff health needs.

### ***Playground***

In addition to the general rules that apply (language, hitting, etc.), there are several other rules that apply on the playground.

1. Equipment must be used the way it was intended to be used.
2. Students must stay in the designated play area. In wet conditions, this is the blacktop only.
3. Students should dress appropriately for the weather.
4. Students must follow instructions given by those supervising the playground.

### ***Recess***

Children have two recess periods per day; one at the start of the school day, 8:25-8:45, and one before lunch. Recess is held outdoors unless there is precipitation or a temperature below 19 degrees F. Please be sure to have children dressed appropriately for the weather.

Occasionally, parents request that their children not go outdoors. Unless there are specific instructions from a doctor, there is no reason to exclude children from outdoor recess.

## **OTHER ITEMS TO NOTE**

### ***Insurance***

The Westerly Public Schools make accident insurance available through a private carrier. Please consider this carefully. The school DOES NOT have accident coverage for children. Should your child be injured, your personal policies would need to cover the medical costs.

### ***School Pictures***

Arrangements are made to have an outside photographer take school pictures. The pictures of the children are offered for sale in terms set by the photographer. Fall and Spring photos will be taken and a notice will go out to parents as a reminder before picture day.

### ***Personal Belongings***

Outerwear, backpacks and lunch boxes should all be labeled with a child's name. If a child loses an item and no name is found, it will go into our lost and found area located in the cafeteria.

### ***Cell Phones***

A student may possess an electronic communication device (ECD; including but not limited to cellular phones) in school provided that during school hours the device remains turned off. The only exception to this policy is when a teacher asks students to use ECDs for instructional purposes. Students may not use an ECD on school property or at a school sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school or take part in any activity prohibited by the District's Acceptable Use Policy (AUP) WPS Policy 2300.

### ***Transferring From State Street***

If you are planning to move from the State Street School neighborhood, notification of your child's last day of attendance is recommended in advance. Ample time is needed to prepare records for transfer.

### ***Neighborhood Schools***

The Westerly School Committee determines the boundaries for attendance districts. We cannot allow any students who do not live within the State Street district to attend our school unless written authorization from the Superintendent of schools is on file in our office. If you wish to request a waiver of district residency, you must contact the Superintendent in writing. Waivers are sometimes granted for students who have moved, allowing them to finish the school year in our school.

### ***PARCC (Partnership for Assessment of Readiness for College and Careers)/ NECAP Science***

Rhode Island is administering PARCC to measure whether students are on track to be successful in college and careers. These high quality, computer-based tests will be given in grades three and four in Mathematics and English Language Arts/Literacy in the spring. The PARCC is aligned with the Common Core State Standards. Results are sent home to families in the fall. For more information search PARCC.

Fourth graders also complete a NECAP (New England Common Assessment Program) Science test in May. The test consists of multiple choice questions and a scientific inquiry task to be completed by the student. Results are sent home to families in the fall.

# State Street Elementary School Homework Policy

## APPENDIX A

### THE PURPOSE OF HOMEWORK

Homework is one of the many learning activities in which students engage; its purposes are to:

- Develop initiative, responsibility, self-direction, and organizational skills.
- Extend learning and/or provide practice in applying concepts initially presented in the classroom.
- Provide opportunities for independent work and/or study.
- Strengthen concept attainment, skill development and reinforcement.

### TEACHER RESPONSIBILITIES

- Students will understand when the assignment is due.
- Homework will be checked for its quality and completion
- Homework will be included as a learning skill and will be marked as such on the student's report card.
- Teachers will communicate to parents about missing or incomplete assignments as needed.
- No assignment will be given that has not been clearly explained in the classroom.

### TIME ALLOTMENTS & Frequency

**All grades** -15 minutes of reading or being read to **plus:**  
**Kindergarten** - up to 10 minutes per night  
**Grade 1**- up to 15 minutes/night of written work  
**Grade 2**- up to 20 minutes/night of written work  
**Grade 3**- up to 30 minutes/night of written work  
**Grade 4**- up to 45 minutes/ night of written work

These times are approximate. Individual student's pace may need to be taken into consideration. We ask that problems or concerns be communicated directly to the classroom teacher.

### PARENT RESPONSIBILITIES

While the student should assume the major responsibility for completing homework assignments, parents are encouraged to take an active interest in the student's homework by doing the following:

- Monitor the child's daily and/or weekly assignment sheets/books and long-range assignments.
- Encourage the child to complete homework on their own as much as possible and assist only as needed.
- Mistakes are okay, your guidance is encouraged and teachers are responsible for re-teaching missed concepts.
- Provide a study area that is comfortable and free from major disturbances.
- Provide a routine time for study or other home activities.
- Arrange with the school to secure assignments during a period of absence. Please allow us 24 hours to gather appropriate work.

### STUDENT RESPONSIBILITIES

- Understand your homework assignment and ask the teacher if you have any questions about it.
- Do homework nightly.
- Turn homework in on time.
- Do your best work and finish all homework.

# State Street School

Appendix B

