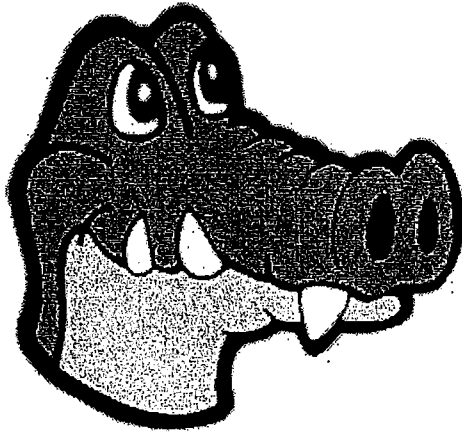


William S. Greene Elementary School



We are GATORS!

We are Safe, We are Respectful, We are Responsible

**2018-2019
School Handbook**

**Fall River Public Schools
Vision and Mission Statements**

Fall River Public School Vision Statement:

The Fall River School District shall be one where students are safe and prepared for college and/or careers, where individualization and personalization is strived for, where excellence for all is expected, and where collaboration and communication among all stakeholders is the norm.

Fall River Public School Mission Statement:

The mission of the Fall River Public Schools is to provide a quality education so that all students will attain their fullest potential and become responsible members of society. We are committed to providing quality teaching and learning in a respectful, safe, healthy, and supportive environment that links students, parents, and staff in a community of lifelong learners and capable problem solvers.

**William S. Greene Elementary School's
Vision and Mission Statements**

William S. Greene School Vision Statement:

The William S. Greene School strives to create a safe and responsive environment for our children to develop their academic skills, social-emotional well-being, meet their full potential, and be successful contributing members of society.

William S. Greene School Mission Statement:

The mission of the William S. Greene Elementary School is to provide a quality education in a safe and supportive learning environment so that all students will attain the level of academic proficiency necessary to succeed in middle school, high school and eventually to graduate college and career ready so that they may reach their fullest potential, and become responsible members of society. We are committed to providing quality teaching and learning in a safe, healthy, and supportive environment that links students, parents, staff and social service providers in a caring community of life-long learners and capable problem solvers.

Our mission is anchored on our core values and driven by the belief that all students can learn and can achieve at high academic levels if they are provided with the support and instructional interventions that meet their academic needs and capitalize on their learning styles. As a result, all students at the William S. Greene elementary school are individually supported and challenged to meet and exceed the Standards set by Massachusetts and the Common Core.

Shared Beliefs

At William S. Greene Elementary School, we believe:

- All students have the right to a challenging, standards-based curriculum
- All students deserve the proper instructional supports that will allow them to achieve grade-level standards
- Learning and teaching should be student-centered and focused upon the whole child
- In fostering a transparent and trusting learning and teaching environment
- In *teamwork*
- In honoring student and staff confidentiality at all times
- In the necessity of establishing and maintaining a data-driven culture to ensure high levels of student achievement
- All students and staff can persevere through all social and academic challenges and be successful

School Day Schedule

8:25am	Doors open and students report to their assigned area. (Teachers meet students in their assigned areas).
8:35am	Doors Close (**Doors open at 8:15 on inclement weather days).
8:35am	Start of the school day
10:25am-1:10pm	Recess and Lunch (45 minutes) per grade level
2:52pm	Dismissal bell
2:57pm	End of teachers' day

Early Release Day Schedule

8:35am	Start of the school day
9:45 - 11:45 am	Lunch (30 minutes per grade level)
12:30pm	Please ensure prompt pick-up on early release days.

2 Hour Delay Schedule

10:25	Doors open and students report to their assigned area. (Teachers meet students in their assigned areas).
10:35am	Doors Close

* Paid Day Care services are offered one hour before the start of school on regular and early release days. Services are not offered on inclement weather delay days.

Attendance and Arrival & Departure Procedures

Arrival Only:

- Students in grades K-2 enter through Grinnell Street to the gym.
- Students in grades 3-5 enter through Jackson Street to cafeteria.
- Any K-2 students who have older siblings enter via the Grinnell Street entrance with their siblings.

Early Arrival:

- Our school offers morning daycare as an option for parents who need to drop off their children to school before **8:25 AM**. Daycare is offered from 7:25 AM until **8:25 AM** at a modest cost of \$2.00 per day, per child, Monday-Friday. Drop-off is at the daycare door located in the large playground, (Grinnell Street). Please walk your student(s) to the first door on your left and make sure that they are handed off to a daycare staff.
- Students may enter the building at **8:25 AM**. At that time, teachers will be meeting their students in their assigned areas.
- For the safety of all our students, they should not be left alone outside the school before **8:25 AM**. Your cooperation in this matter is greatly appreciated.
- For the safety of all of our students, the playground is closed before school begins at **8:25 AM**.

Tardiness:

- Students arriving after 8:35 **MUST** report to the Main Office to receive a late slip.
- Any child who is tardy five times during a 45 day term will be referred to the Attendance Team to schedule a family meeting.

Importance of Regular Attendance:

- The education of children is of the utmost importance. Continual success in every grade can only be achieved through consistent attendance. While we understand that illness and unforeseen personal reasons do arise within every family, which result in a child's absence, **it is important for each child to be present in school to the greatest extent possible.** Absences become part of the student's permanent record and are reported to the Massachusetts Department of Education.

- ❑ Please notify the school on the morning of your child's absence when they will not be in school due to illness or emergency.
- ❑ **Chronic attendance issues will be reported to the Attendance Team.** As a support to families we may schedule family meetings, home visits, and may include court referrals in cases where improvements in attendance do not occur.
- ❑ The Fall River Public Schools Attendance Policy may be found at http://www.fallriverschools.org/2017_Attendance_Policy%20English%20Only.pdf

Parents Early Dismissal of Students:

- ❑ Please make every effort to schedule appointments for your children including medical ones, after school as early dismissals result in a loss of learning for children.
- ❑ **Parents or Guardians must notify the school in writing on the day your child will need to be dismissed early.** Students must be signed out in the office. Your child's teacher will be called and your child will be sent to the office. Parents may not go to any child's classroom.
- ❑ **No child will be dismissed after 2:15 PM.**
- ❑ **Due to safety concerns, only custodial parents/guardians can dismiss students.** Custodial parents/guardians must notify the school in writing about the dismissal and inform the school of the person who is dismissing the student(s). Students will not be dismissed to any adult who is not on the pick-up list or who does not have proper written documentation and identification.

Vacations Scheduled By Parents During School Time:

- ❑ Student absences, where the family is vacationing or has chosen for some other reason to have their child absent from school, create significant learning difficulties for the student. Classroom instruction, which is the most valuable part of the school experience, continues during the child's absence. Teachers cannot accurately project a student's learning needs when they are not in school.
- ❑ **A student's absence requested by a parent is noted in records as an UNEXCUSED ABSENCE and is reported as such to the state Department of Education.**

Departure Procedures

End of Day Dismissal

- ❑ **Students in grades 2 and 3 will exit by the large playground on Grinnell Street.** (Please keep students off the playground equipment and available for afternoon programs).

- Students in grades 4 and 5 will exit the school from the small playground on the corner of Grinnell Street and Lapham Street.
- Students in Kindergarten and Grade 1 will exit via the front door (main entrance) via Lapham Street and Cambridge Street.
- ALL siblings will be dismissed with the youngest sibling's teacher (see locations above).

*****Parents/caregivers must remain outside at dismissal times in designated waiting area.*****

General Information

Confidentiality of Student Records:

With a few exceptions, no individuals or organizations but the Parent, the Student, and School Personnel working directly with the Student are allowed to have access to school information in the student record without the specific, informed, written consent of the parent or the student.

Playground Expectations:

- Be safe, respectful and responsible.
- Play fair.
- Try your best.
- Be a good sport.
- Respect everyone's space.
- Wear sneakers or shoes at all times when playing on the playground equipment.
- Please skip, gallop, walk, and ensure caution when running.
- Please go down the slides feet first; do not climb up the slide or block the slide in any way.
- Keep your hands and feet to yourself. Play-fighting is forbidden because it has too often led to unexpected injuries and altercations.
- Use respectful verbal and physical behaviors.
- Let an adult know of any problems.
- Include others.

Toys:

- Students may not bring toys or valuables to school. The school is not responsible for breakage or loss of any of these items.
- Cards, action figures, video game systems, etc. are not allowed in school as they are a distraction to student learning.

Cell Phones:

- The use of cell phones in school is prohibited.
- Parents who wish to send their children with a cell phone to school must instruct them to leave their cell phones with their homeroom teachers. Children may pick up their cell phones from their homeroom teacher at the end of the day.
- In the event that a child is seen with a cell phone in school by any staff member, the cell phone will be turned in to the main office. It will be returned to a parent/guardian after a meeting.

School Pictures:

- Students will be given the opportunity to have school pictures taken in the fall and in the spring. Parents will be notified before the photographer is scheduled for each school. Make-up days are arranged for fall pictures for those students who were absent.
- For pictures, students may wear attire chosen by their parents as long as such attire does not violate the school dress code.

Profile Sheets:

- Teachers will send home profile sheets for parents to complete at the beginning of the school year. It is imperative that these are filled out accurately and returned to school as soon as possible during the first week of school.**
- Please notify the office whenever a phone number or address changes during the school year.*
- Please update any emergency contacts on the sheets as needed throughout the year.
- Updated information is necessary to notify families of inclement weather notices and other important information.
- Students will not be released to any adult who is not listed on the profile sheet.**
- Parents/Guardians must update their child's profile sheets, at any time throughout the school year, to notify the school about phone numbers, address, emergency contacts, and adults on the pick-up list.

Spirit Wear Guidelines

It is the policy of the William S. Greene Elementary School that all students in Kindergarten to grade 5 will wear School Spirit Wear. School Spirit Wear is limited to the required clothing, as adopted by the Fall River School Committee in 2009. Pants and shirts may be purchased at any retailer. The tees, polo shirts, and sweatshirts of the Spirit Wear attire must have the school logo. Iron-on transfers of the school logo are available at the school. **Spirit-Wear iron-on logos are on sale in the main office. Each patch will be sold for 50 cents or a sheet of 12 patches for \$5.00.*

SCHOOL ATTIRE:

Shirts

- Tees: Kelly green, navy blue, or light gray
- Oxford shirts and collared shirts
- Sweatshirts
- All shirts must have white or green logos on them

Pants

- Dockers, Dickies, or Chinos: Khaki, navy blue, or black
- NO jeans, jogging pants, skinny pants or stretch knit pants

* Students may wear jogging pants or athletic shorts/pants on Physical Education days

Skirts or Skorts

- No ultra short attire: Shorts and skorts must be longer than the length of the child's arm
- Skirts/Skorts: Khaki, navy blue, or black
- Skirts and Jumpers can be worn with navy blue or black leggings or tights

Shoes

- ❑ To ensure the safety of all of our students, open toe sandals or open back shoes (slip-on or flip flops) are not permitted. Rubber soled shoes are the safest choice for all children while at school. Sneakers are recommended.

Spirit Wear Guidelines (Continued)

Parental Responsibility

It is the responsibility of parents/guardians of the students in Kindergarten through 5th grade at the William S. Greene Elementary School to ensure that students dress in accordance with the School Spirit Wear. This will ensure an environment conducive to learning for all students as well as discourage competition of various styles and name brands. Uniformity for all students will cause fewer distractions, keep a focus on learning, and establish a safe environment at the Greene School.

Staff Responsibilities

School personnel, including substitute teachers, should serve as role models for proper attire in the educational setting. School personnel should ensure that all students adhere to the Fall River Public Schools dress code. Every teacher will observe students each morning to make sure students are in proper attire.

Exemptions for Designated Days or Events

The Principal may periodically designate specific days or events (Field Day, Spirit Week, etc...) during which deviations from the approved Spirit Wear clothing may be permitted.

Religious, Political, and Health Accommodations

Where religious or political beliefs or health needs of a student conflict with the School Attire Policy, the school will provide reasonable accommodations. The request must be made in writing to the Principal and a meeting will be set up to discuss this matter.

Clothing Assistance

It is the policy of the William S. Greene Elementary School that no student will be denied an education due to the bona fide financial inability to obtain clothing that complies with the School's Spirit Wear Attire Policy. Requests for assistance must be done in written form and

sent to the Principal specifying the clothing needs, along with a statement of financial need. The School Principal or his/her designees shall assist families in financial need to obtain clothing that complies with the School Attire Policy. In meeting request for assistance, the Principal or designee shall consider community resources, parent organization, and charitable organizations.

Transfer Students

Any student transferring to the William S. Greene Elementary School from another school during the course of the year will be allowed a grace period of 15 days to obtain clothing that meets the school Spirit Wear requirements. During the 15 day grace period, the student will be encouraged to comply with the policy but will not be disciplined for non-compliance. The student and his/her parent/guardian will be informed by the office staff on the day of their transfer of the School Attire Policy.

Fall River Public Schools Dress Code for "Dress Down Days"

The Fall River School Department recognizes that within certain limits each student's mode of dress and grooming is a manifestation of personal and individual preference. It therefore will not interfere with the ability of students and their parents to make decisions regarding their appearance except when their choices affect the educational program within the school or the health and safety of others.

For students, school is a time when they acquire skills that will eventually lead to their becoming productive citizens. As such, school is their "first job". It is important that students come to school dressed comfortably so as to be able to fully participate in all lessons and activities. It is equally important that students dress in a respectful fashion and come to school ready to learn.

Proper attire can influence behavior in a positive way and set the tone for order and a positive school experience. Conservative attire helps students focus on learning because their attention is not drawn away from the work at hand. Clothing should be sturdy and comfortable and be able to accommodate group work and other cooperative learning activities which may require the use of many different areas in the classroom.

According to the Educational Reform Act, individual School Councils have the authority to recommend to the School Committee changes in their codes of student conduct. As such, these Councils may decide to augment these guidelines according to the individual needs of their

school. Any manner of dress which presents a health or safety hazard to a student or others, is potentially damaging to school property, or distracting to the educational process is prohibited.

Students in violation of the dress code will receive the following sequential consequences

- Staff/Parent will attempt to find an informal resolution.
- Student may, at the Principal's discretion, be sent home to change into more appropriate clothing with parent's consent and notification.
- A parent conference may be called to discuss the issue.
- If the problem persists, appropriate disciplinary action will be taken as indicated in the Discipline Code.

Parental guidelines when determining your child's clothing. The following will be found in violation of the school dress code:

- Outdoor clothing during the usual course of the school day except when coming or going out of the building
- Clothing which advertises/alludes to drugs/alcohol/tobacco products
- Clothing depicting any words or symbols that could in any way be construed as sexual or obscene
- Clothing which is worn improperly so that it might be too revealing (tank tops which exposes the midriff, backless shirts, brief shorts or skirts, pants worn too low exposing the skin, etc.)
- Clothing or attire that is perceived as gang related (bandanas, etc.)
- Any accessories, devices, or objects which may cause or inflict bodily harm (jewelry that can be used as weapons, piercings, etc.)
- Apparel or other modes of appearance including tattoos which promote hatred regarding a person's race, color, sex, national origin, religion, or sexual orientation
- Footwear which poses hazard to the student or school such as jelly shoes, flip flops, spikes, etc.

**Fall River Public Schools
Inclement Weather Practices**

- ❑ The Fall River Public Schools will dismiss or cancel school in the event that an emergency situation exists which could affect the safety and welfare of our students.
- ❑ At the beginning of each school year, all parents/guardians will be informed of the School Department's policy as it relates to early dismissal for emergency reasons.
- ❑ It is the expectation by the Fall River Public Schools that each parent/guardian will make arrangements for their children to get home safely in the event school is dismissed early.
- ❑ The Fall River Public Schools will make every effort possible to provide the general public with at least one hour notification through the local media or School Messenger prior to the dismissal of students.
- ❑ All employees of the Fall River Public School will make every effort to assist in ensuring that children get home safely.
- ❑ The TV and radio stations listed will be contacted in the event that school will be dismissed or canceled during an emergency situation, or parents will be notified via School Messenger.

No School Announcements:

- ❑ On receipt of a severe weather alert, heavy snowfall, icy streets or when other hazards make streets unsafe, the school session will be cancelled. Parents are asked to use their own discretion in sending children to school when there is questionable weather and school is in session. Listen to the following named radio and television stations for school cancellations beginning at 5:30 AM for all schools, including evening schools. At 6:00 PM for evening school, if school is in session during the day.

Radio

WHTB (1400 AM)
 WSAR (1480 AM)
 WMYS (New Bedford)
 WJFD-FM (Portuguese Radio Station)
 FRED TV Channel 17

Television

TV Cable News 2
 TV Channel 6
 TV Channel 10
 TV Channel 12

Internet / Social Media

www.fallriverschools.org

Twitter - @frpsinfo

Telephone

All Call system

All parties are requested **NOT** to call school officials, Fire or Police Departments, or the radio stations, as this will tie up telephone lines and prevent important calls from being made.

***Please keep your student's profile sheet updated with current contact information to ensure you receive important notifications.**

Fall River Public Schools
K – 8 Bus Practices

All Students in the Fall River Public Schools who ride a bus to and from school are subject to regulations while riding the bus. Any misbehavior which distracts the driver is a **very serious hazard** to the safe operation of the vehicle and as such, jeopardizes the safety of all passengers.

Every school bus company has been provided with the following rules of conduct. Students will be cited for the following violations:

- Failing to remain seated
- Refusing to obey driver and/or staff
- Fighting
- Using profanity
- Lighting matches and/or smoking
- Throwing objects out of bus
- Hanging out windows
- Spitting
- Harassing others
- Vandalism

If a child is reported for any of the above violations, the Principal or his designee will take the following actions:

1. **First Offense:** A warning to the student with a report to the parents. It is expected that the parents will address the situation with their child
2. **Second Offense:** Detention ranging from one day to several days depending on the seriousness of the offense and a report to the parents
3. **Third Offense:** Automatic suspension of riding privileges. The length of time will depend on the seriousness of offense. This may range from one day to a permanent expulsion of riding privileges, as well as a report to the parents.

School Building Safety and Security Policy
Fall River Public Schools

The following procedures are to be followed in all schools:

1. When school is in session, all doors are to be kept locked. Doors may be opened during the school day for educational purposes (ex. Recess, physical education, deliveries, etc.) as long as there is adult supervision or monitoring during this time period.
2. In each school, entrances will be monitored. At the main entrance(s) in the middle school and high school, video surveillance cameras will be utilized for this purpose. In all other schools, visitors will be required to ring a buzzer to obtain entrance. **Parents and visitors entering the school must report to the office for a visitor pass.**
3. Appropriate signs must be placed at the entrance of each school to notify visitors and non-school personnel that they must report to the office prior to visiting any classrooms in the building. **No one will be allowed to wander through the school at any time without an appropriate staff member.**
4. No one will be allowed in the school building to pick up a child before school is dismissed unless there is an emergency. Parents are requested to provide the building Principal with **24 hours notice** whenever an early dismissal is requested.
5. Any suspicious individuals or activities that are observed in or around the school should be reported to the police department followed by notification to the Office of the Superintendent.
6. Any activity of a suspicious nature should be immediately reported to the Principal or other appropriate staff member.

William S. Greene Elementary School Conduct Code

Fall River Public Schools Code of Conduct:

<http://www.fallriverschools.org/Fall%20River%20Code%20of%20Conduct%20approved%205%208%2017.pdf>

Positive Behavior Interventions & Support (PBIS)

A term you will be hearing at William S. Greene Elementary School is Positive Behavior Interventions & Support or PBIS. PBIS is an approach in behavior management on a school-wide level, in a specific setting such as the playground, halls, cafeteria, bathrooms, the classroom, or with an individual student.

School-Wide Positive Behavioral Interventions & Supports (PBIS) is a proactive, team based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. The 15-20% of the students not responding to universal interventions will receive additional support through group and individual interventions.

The key components of an effective school-wide PBIS system involve:

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

The ultimate goal is to increase student academic performance, decrease problem behavior, increase safety, and establish positive school climates through research-based strategies and systems.

Behavior Expectation Matrix

	Be Responsible	Be Respectful	Be Safe
All Settings	<ul style="list-style-type: none"> • Stay on task • Help to keep the school clean • Be ready to learn • Be on time 	<ul style="list-style-type: none"> • Use good manners • Use an inside voice • Respect self, others, and property 	<ul style="list-style-type: none"> • Keeps hands, feet and objects to self • Follow directions the first time
Hallway and Stairs	<ul style="list-style-type: none"> • Face forward • One behind the other 	<ul style="list-style-type: none"> • Hands by your side • Voices off 	<ul style="list-style-type: none"> • Walking feet • One stair at a time
Bathroom	<ul style="list-style-type: none"> • Wash hands • Flush • Clean up after yourself • Be prompt 	<ul style="list-style-type: none"> • Respect others privacy • Respect school property 	<ul style="list-style-type: none"> • Wait your turn • Let an adult know if there any problems
Cafeteria	<ul style="list-style-type: none"> • Stay in your seat • Eat your own food • Clean up after yourself • Leave all food in the lunchroom 	<ul style="list-style-type: none"> • Use good table manners • Use an inside voice • Raise your hand if you need something • Be respectful to lunchroom staff 	<ul style="list-style-type: none"> • Sit by class • Bring what you need
Recess	<ul style="list-style-type: none"> • Use equipment properly • Circle up • Food stays off the playground 	<ul style="list-style-type: none"> • Include others • Play safely with others • Use respectful verbal and physical behaviors 	<ul style="list-style-type: none"> • Line up class • Dress for the weather • Wait in line quietly until you're dismissed

	<ul style="list-style-type: none"> • Let an adult know if there are in any problems 		
Classroom	<ul style="list-style-type: none"> • Give your best effort • Complete work on time • Take ownership for your action 	<ul style="list-style-type: none"> • Follow directions the first time • Speak when it is your turn • Use positive words, tone and actions 	<ul style="list-style-type: none"> • Focus your attention on teacher • Be ready to do your best

Grading Practices and Promotion

Explanation of Standards-Based Grading Criteria at the Elementary Level

Marking System – Standards Based

- 4- Exceeds the Standard:** The student, with relative ease grasps, applies, and extends key concepts, processes, and skills, that have been taught; the student often demonstrates ability beyond grade level
- 3- Meets the Standard:** The student regularly demonstrates ability in the grade level concepts, processes, and skills that have been taught.
- 2- Approaching the Standard:** The student is beginning to demonstrate ability in the grade level concepts, processes, and skills that have been taught.
- 1- Limited Progress Toward the Standard:** The student is having difficulty making progress towards meeting the current grade level expectations.

Non Promotion

- Retention by recommendation by teacher and Principal with parental input
- Parental input must be sought no later than the first week of June

Art and Music

- Grades are given in art/music for the same terms as other subjects
- Art/Music teachers determine grades in consultation with classroom teacher

Physical Education

- Physical education teacher submits grades to classroom teachers no later than the Friday preceding the end of the term. Classroom teachers records grades on report cards

End of trimesters:

Trimester 1 (61 days): Friday, November 30, 2018

Trimester 2 (61 days): Friday, March 15, 2019

Trimester 3 (58 days): Closing date: Thursday, June 13, 2019

Inclement weather closing date: Thursday, June 20, 2018