

Rockwell Elementary School  
Student Handbook  
2024-2025



1225 Hope Street  
Bristol, RI 02809  
(401)254-5930

## **Rockwell Pledge of Respect**



**I pledge to show my respect  
By listening to others  
Using my hands for helping  
Caring about others feelings and  
Being responsible for what I say and do.**

**Mrs. Tara McAuliffe, Principal**

**Welcome to Rockwell School! This handbook is meant to serve as a useful guide for any questions parents may have in regards to their child's school day and education at Rockwell School. If you have an additional question about school policies, please contact the school office for assistance.**

**Important Phone Numbers**



Office		401-254-5930
Principal	Mrs. McAuliffe	Ext. 1026
Secretary	Mrs. Surkont	Ext. 1026
Nurse	Mrs. McCormack	Ext. 1024
Fax Number		401- 247-3746

# Rockwell School Staff List 2024-2025

Mrs. Tara McAuliffe	Principal	<a href="mailto:tara.mcauliffe@bwrdsd.org">tara.mcauliffe@bwrdsd.org</a>
Mrs. Alissa Surkont	Secretary	<a href="mailto:alissa.surkont@bwrdsd.org">alissa.surkont@bwrdsd.org</a>
Mrs. Kim McCormack	Nurse	<a href="mailto:kim.mccormack@bwrdsd.org">kim.mccormack@bwrdsd.org</a>
Miss Caroline Anderson	Kindergarten	<a href="mailto:caroline.anderson@bwrdsd.org">caroline.anderson@bwrdsd.org</a>
Mrs. Kimberlie Peecher	Kindergarten	<a href="mailto:kimberlie.peecher@bwrdsd.org">kimberlie.peecher@bwrdsd.org</a>
Mrs. Traci Clays	1st Grade	<a href="mailto:traciayn.clays@bwrdsd.org">traciayn.clays@bwrdsd.org</a>
Mrs. Michelle Cordeiro	1st Grade	<a href="mailto:michelle.cordeiro@bwrdsd.org">michelle.cordeiro@bwrdsd.org</a>
Mrs. Kelly Brum	2nd Grade	<a href="mailto:kelly.brum@bwrdsd.org">kelly.brum@bwrdsd.org</a>
Mrs. Amanada Lawlor	2nd Grade	<a href="mailto:amanda.lawlor@bwrdsd.org">amanda.lawlor@bwrdsd.org</a>
Mr. Joseph Gallo	3rd Grade	<a href="mailto:joseph.gallo@bwrdsd.org">joseph.gallo@bwrdsd.org</a>
Ms. Jennifer McDonald	3rd Grade	<a href="mailto:jennifer.mcdonald@bwrdsd.org">jennifer.mcdonald@bwrdsd.org</a>
Mrs. Marie Puzzo	4th Grade	<a href="mailto:marie.puzzo@bwrdsd.org">marie.puzzo@bwrdsd.org</a>
Ms. Jessica King	4th Grade	<a href="mailto:jessica.king@bwrdsd.org">jessica.king@bwrdsd.org</a>
Mrs. Amanda Mentzer	5th Grade	<a href="mailto:amanda.mentzer@bwrdsd.org">amanda.mentzer@bwrdsd.org</a>
Mrs. Kristina Tomkinson	5th Grade	<a href="mailto:kristina.tomkinson@bwrdsd.org">kristina.tomkinson@bwrdsd.org</a>
Ms. Samantha Golden	Special Education	<a href="mailto:samantha.golden@bwrdsd.org">samantha.golden@bwrdsd.org</a>
Mrs. Erica Peters	Special Education	<a href="mailto:erica.peters@bwrdsd.org">erica.peters@bwrdsd.org</a>
Mr. Mike DiRuzzo	Social Worker	<a href="mailto:michael.diruzzo@bwrdsd.org">michael.diruzzo@bwrdsd.org</a>
Ms. Laurie Heyden	Psychologist	<a href="mailto:laurie.heyden@bwrdsd.org">laurie.heyden@bwrdsd.org</a>
Ms. Kristen Burke	Speech	<a href="mailto:kristen.burke@bwrdsd.org">kristen.burke@bwrdsd.org</a>
Mrs. Carol Carroll	Reading Spec.	<a href="mailto:carol.carole@bwrdsd.org">carol.carole@bwrdsd.org</a>
Mr. Greg Conti	Physical Education	<a href="mailto:gregory.conti@bwrdsd.org">gregory.conti@bwrdsd.org</a>
Mrs. Pamela Collins	Librarian	<a href="mailto:pamela.collins@bwrdsd.org">pamela.collins@bwrdsd.org</a>
Mr. Nicholas Kirby	Music/Chorus	<a href="mailto:nicholas.kirby@bwrdsd.org">nicholas.kirby@bwrdsd.org</a>
Mrs. Sarah Jacobs	Art	<a href="mailto:sarah.jacobs@bwrdsd.org">sarah.jacobs@bwrdsd.org</a>
Mrs. Melissa White	Tchr. Asst.	<a href="mailto:melissa.white@bwrdsd.org">melissa.white@bwrdsd.org</a>
Ms. Erin DeMedeiros	Tchr. Asst.	<a href="mailto:erin.demedeiros@bwrdsd.org">erin.demedeiros@bwrdsd.org</a>
Ms. Shawn Hollands	Tchr. Asst.	<a href="mailto:shawn.hollands@bwrdsd.org">shawn.hollands@bwrdsd.org</a>
Mrs. Erin DeMedeiros	Tchr. Asst	<a href="mailto:erin.demedeiros@bwrdsd.org">erin.demedeiros@bwrdsd.org</a>
Mr. Mike Ramos	Custodian	<a href="mailto:michael.ramos@bwrdsd.org">michael.ramos@bwrdsd.org</a>
Mr. Manuel Galego	Custodian	<a href="mailto:Manuel.galego@bwrdsd.org">Manuel.galego@bwrdsd.org</a>

# Daily Schedule

Instruction starts at 8:55. Students may be dropped off at their assigned door no earlier than 8:45am. **There is no student supervision before 8:45 a.m.** All students should walk directly to their classroom entrance, and go directly into their assigned classroom.

Entrances/Exits	Door 2 Grade 4 and 5
	Door 3 (Playground) Grades 2 and 3
	Door 4 Grade 1
	Door 11 Kindergarten

**Any student who arrives at school after 8:55 should come directly to the office entrance and will receive a late slip. All other entrances will be locked at that time.**

8:45 a.m. Students can report to the classroom

8:55 am Academic program begins

9:00 a.m. Morning Announcements and Pledge

9:15 a.m. Academic Program begins.

11:05-11:25 Recess for K & 1

11:25-11:45 Lunch for K & 1  
Recess for 2 & 3

11:45-12:05 Lunch for 2 & 3  
Recess for 4 & 5

12:05-12:25 Lunch for 4 & 5

3:15 Dismissal for Walkers and Pick-ups

3:20 Dismissal for Busses



## **Drop-Off/Pick-Up/Walker/Dismissal Procedures**

### **Morning Drop Off**

Rockwell students who are transported to school by car can be dropped off in the long driveway in front of the school. No student should be dropped off before 8:45 AM. Students will not be able to enter the building before 8:45 AM, due to lack of supervision.

All morning car traffic should enter the school driveway from the north side (Jefferson Ln) of the straight away in front of the school and exit on the south side (Meadow Ln.) **Cars must pull all the way down to the end of the lane in order to accommodate traffic flow.** School personnel will be assisting students to ensure safe entry into the building. Students should exit their vehicles onto the curb walkway and proceed on the walkway to the main school entrance. **Cars should not drive down either side street (Meadow Lane or Jefferson) to drop students closer to assigned doors. This creates an unsafe traffic condition on these side streets.**

Bus Students will be dropped off at the bus circle by the office entrance to the building. Students will walk directly to their assigned grade level doors.

### **Afternoon Dismissal**

Each grade will be dismissed at 3:15 from their assigned doors.

<b>Entrances/Exits</b>	<b>Door 2</b>	<b>Grade 4 and 5</b>
	<b>Door 3</b>	<b>(Playground) Grades 2 and 3</b>
	<b>Door 4</b>	<b>Grade 1</b>
	<b>Door 11</b>	<b>Kindergarten</b>

***Parents and guardians must come to the entrance and physically take custody of their child/children and safely walk them to the car.*** Cars may only park in a **double lane** in the straight away in front of the building. This parking is intended to be brief so the spaces can be turned over quickly. Students will remain in their classrooms until called.

Bus Students will be escorted at approximately 3:25 from their classrooms to the front of the building by bus number.

**If someone other than the primary guardian is to pick up your child, please notify the school by email directed to both the classroom teacher and school secretary.** Otherwise, we will not allow the child to leave with anyone other than a parent/guardian. **Picture ID will be required.** Even if the person is named in your child's emergency contacts that does not permit them to pick up without notification from the parent on any given day.

# **School Absences and Tardiness**

## **Absences from School**

Students are expected to come to school everyday, except in the cases of sickness or emergencies. **It is the parent's responsibility to contact the 24 hour attendance line at 254-5930 if your child is going to be absent or tardy.** Please contact the school no later than 9:00 A.M. on the day of the absence, providing the date, child's name, child's teacher and/or grade, and the reason for the absence. In the event the school is not informed, the office will attempt to contact the parent. This is for the safety of your child. Attendance and punctuality are mandatory according to RI State Law. Should absenteeism or tardiness become a recurring issue, the attendance/truancy officer will be notified. (BWRSD Policy JED)

## **Tardies and Early Dismissals**

Prompt arrival in class is important. Students arriving at school after 8:55 am will be marked tardy. The one exception will be if the bus arrives late. Upon arrival at school, tardy students must report to the office for a late pass prior to going to their classrooms. If a student has excessive tardies within a trimester, parents will be notified. Early dismissal from school is also considered tardy for record keeping purposes. Continued tardiness following parent notification will result in a conference with the Principal or referral to the District Truancy Officer.

## **Absences Due To Parental Vacation**

Since students receive only one-hundred and eighty days of instruction as part of the regular school year, we strongly discourage the scheduling of family vacations during those days.

If you do choose to take your child from school for a vacation, the following policy will be in place:

1. Teachers will not be required to provide school assignments prior to the vacation.
2. Teachers will provide work when the student returns.
3. Students will have one day for each day on vacation in which to make up work.

However, although work may be made up, parents and students should understand that the completion of assignments does not take the place of classroom instruction. Potentially, students will miss lessons and learning that can only occur in class with the teacher and other students present.

Please remember that absences due to vacation are considered unexcused and are subject to school-based interventions.

## **Security**

All doors to the school will be locked during the school day. Parents that need to pick a child up outside of normal dismissal times should report to the window at the school office and your child will meet you there. If you need to drop off or pick up any school related materials there is a table at the office entrance for this purpose. Visitors employed within the BWRSD must check in with the office and wear a BWRSD ID badge while within the school facility.

## **Approved Volunteers- BCI Clearance**

In compliance with RI General Law 16-2-18.4, all volunteers in the Bristol Warren Regional School District must undergo a state criminal background check. In addition, a School Volunteer Confidentiality Agreement must be completed by all volunteers.

For the protection of our students, all persons wishing to volunteer at any of the BWRSD Schools must undergo a BCI check (valid for 2 years) in accordance with State law (see below). BWRSD updates their volunteer rosters only two times a year - September and January.

In the BWRSD Elementary Schools, family members may attend community assemblies, musical or dramatic performances that are open to guests, special classroom presentations such as museums or exhibitions, Parent Conferences, PTO meetings, Open House or be a guest reader (supervised by the classroom teacher) without a BCI clearance. **Any event where the volunteer is working and interacting directly with students other than their own child, would require the BCI check.** These events would include but not be limited to; lunchroom helper, assisting reading or math groups in classrooms, assisting with any after school club, play, lessons or PTO event, participating as a helper in the classroom for a holiday craft or event, field day helper or field trip chaperone.

## **Requests for Information/Completion of Forms**

Persons requesting information and/or the completion of forms regarding students must channel their request through the Principal's Office. No Staff member will give out information unless the request has come to the Principal's Office. All requests from outside agencies or service providers will be sent directly to said provider.

## **Parent/Guardianship/Custody**

If there is a guardianship issue concerning your child, the school must be notified in writing with specific instructions as to how you would like us to handle the situation. Please provide the school with any ***legal documentation such as: custody agreements, restraining orders, etc.; the school will comply with any and all legal documentation.***



## **Change of Address/Phone/Emergency Contacts**

It is very important for the safety of your child that the school is able to immediately contact a parent or guardian at all times in the event of an emergency. You can make changes to your child's emergency documentation through the Parent Portal - *one time per school year*. Please be sure to notify the office of any changes in address, phone numbers, emails or emergency contacts.

## **Student Valuables**

Students are asked not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, cell phones or collectibles are tempting targets for theft. The school cannot be responsible for the safekeeping of personal items and will not be liable for loss or damage to personal valuables.

## **Fire Drills, Evacuations and Lockdowns**

Students are to assume that all fire alarms indicate an actual fire unless told otherwise by the administration. Students are to file out of the building quickly and quietly, following all instructions which might be given. The law requires fire drills, lockdown drills and evacuation drills take place each year. At the beginning of the school year teachers will review with students all procedures and protocols for fire, lockdown and evacuation drill. Safety procedures have been modified this year due to Covid-19 safety recommendations

## **Computer Technology and Networks**

The policy is intended to provide general guidelines and examples of prohibited uses but does not attempt to state all required or prohibited activities by users. Failure to comply with District Technology Use policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action. Student use of the school's computers beyond classroom use, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be distributed at the beginning of each school year.

# Health and Wellness

## Allergies

All snack breaks take place in the classroom. Allergies will be communicated by classroom. Classroom doors will list any known allergies of students within the class. Students will eat lunch in the cafeteria.

Some of our students have severe food allergies to peanut butter and nuts. There will be one area of the cafeteria that is a designated **peanut free zone**. Students with a known peanut/tree-nut allergy will sit at the designated table. In order to ensure no peanut/tree-nut products are consumed at the peanut/tree-nut free table, only students who are consuming a school lunch may be invited to sit at the table with these classmates.

Students may bring nut products for lunch **but** they can only be taken out of a student's lunch box in the cafeteria in the appropriate area of the room. If there are no students at a particular grade level that have a tree nut allergy the classroom restriction may be lifted. If you have any questions or concerns, please contact your child's classroom teacher or our school nurse.

## Injury/Illness at School

If a student is injured at school and the injury needs further assessment by another medical professional, the school nurse will contact the parent. If a student is exhibiting dizziness, vomiting or sign of shock secondary to the injury, emergency services may be called. The school nurse will call parents if a child becomes ill at school and must go home. Parents must have accurate phone numbers filled out on their emergency cards in the main office so the school nurse is able to contact you.

A student should be excluded from school if he/she has experienced any of the following symptoms over the PAST 24 HOURS:

1. Vomiting and/or diarrhea
2. Temperature greater than 100.4 degrees
3. Has an unexplained rash
4. Has severe, persistent pain anywhere
5. Has severe cold symptoms or persistent cough not evaluated by a physician
6. Has a communicable disease/problem that has been treated per the acceptable guidelines as per the American Academy of the Pediatrics. Students may return to school only when cleared by their Primary Care Physician with a doctor's note.

The school nurse will call parents if any of the above is observed in school. Parents must have accurate phone numbers filled out on their emergency cards in the main office so the school nurse is able to contact you.

## **Medications at School**

If a student takes medication at school, has an Epi-Pen or an inhaler, a **Medication Authorization** form must be filled out and signed by the pediatrician and parent. Only a certified School Nurse-Teacher shall administer medication to students within the school setting with the exception of Epi-Pen administration and self-carry provisions (i.e. Epi-Pens, inhalers).

## **Excuses from PE Class**

A student is excused from physical education for a long term medical condition only if he/she has a physician's note. The physician's note must be given to the school nurse and be clear on how long the student will be out of activities.

## **Accident Insurance-Student**

Insurance is available at a minimal cost and all parents are encouraged to take advantage of this offer. ~Available on the BWRSD website. [www.bwrtd.org](http://www.bwrtd.org)

## **Snacks**

Each child is encouraged to have a small snack to eat at the appropriate, short break time designated by the classroom teacher. A healthy snack (i.e. fruit, vegetables, cheese) is encouraged at all grade levels. We ask that classroom snacks be peanut free.

## **Celebrations**

We ask that parents **do not** send in food items for birthdays or other celebrations. Any celebration in the classroom must adhere to the Bristol Warren Regional School District wellness policy. Unauthorized food or candy items will be sent home with the student.

## **Birthday Party Invitations**

Students/Teachers will not be allowed to hand out invitations at school. Teachers or School Personnel are not able to distribute class names or addresses to parents.

## **Breakfast Program**

Breakfast is offered each morning. The full cost is \$1.10 and the reduced cost is .30¢ per day. Students who are approved for free lunches are eligible for free breakfast; students approved for reduced lunch may purchase breakfast at a reduced cost. Payments may be made on a daily, weekly, or monthly basis.

## **School Lunch**

School lunch is offered daily at a cost of \$2.85. A student may purchase milk only as well for \$.55. Students should not bring either food or drinks in glass containers. Parents are encouraged to make weekly or monthly payments to their student's lunch account. Per the BWRSD policy, students may not carry a lunch balance of more than \$20.00. My School Bucks app is available on the BWRSD website. [www.bwrdsd.org](http://www.bwrdsd.org) This application allows you to manage your child's lunch account

## **Latex Safe School**

BWRSD is a latex-free learning environment. Latex allergies have become a serious problem for a growing number of people with symptoms ranging from hives, sneezing, asthma or even life threatening anaphylactic shock. Creating awareness through education is an important part in preventing latex exposure and protecting sensitized individuals. No latex balloons are allowed in the building during school or non-school sponsored events (i.e. Girl Scouts and other community organizations that may use the building). Mylar balloons are an acceptable alternative.

## **Student Conduct**

**All children have the right to be educated in a safe and caring environment. We follow the Bristol Warren School Committee policies that no bullying, weapons or violence will be tolerated.** (BWRSD Policy JFC and JG)

Our students are taught behavior expectations to ensure safety, responsibility and respect in all aspects of our school. If students have difficulty demonstrating safe, responsible, respectful behavior, their behavior will be addressed by the teachers, staff members, and School Administrators.

## **Expected School-Wide Behaviors**

Clearly defined behavioral expectations are defined and posted in all areas of every school. Students are taught and encouraged to practice our core values and beliefs. We teach expectations and appropriate behaviors utilizing the same practices as used to teach academics, including direct instruction, modeling, guided practice, progress monitoring, and acknowledgement of positive behaviors.

## **Relationship-Building and Problem-Solving Practices**

Practices that proactively build healthy relationships and a sense of community which can prevent and address conflict and wrongdoing. Conflict resolution practices can improve relationships between students, between students and educators, and even between educators, whose behavior often serves as a role model for students. They allow each member of the school community to develop and implement a school's adopted core values. These practices allow individuals who may have committed harm to take full responsibility for their behavior by addressing the individual(s) affected by the behavior. Taking responsibility requires understanding how the behavior affected others, acknowledging that the behavior was harmful to others, taking action to repair the harm, and making changes necessary to avoid such behavior in the future. Relationship-building and problem-solving practices also represent a mindset that can help guide adult and youth behavior and relationship management in schools. These conversations often include questions such as:

- What happened?
- What were you thinking about at the time?
- Who do you think was affected/impacted by your actions? In what way were they affected?
- What have your thoughts been since the incident?
- How did it make you feel? ● What can you do now to make things right? ● What will keep things right? ● How can others support you?

## **Social-Emotional Screenings & Supports**

Students in each of our District Schools have access to mental health personnel. The District's mental health staff have knowledge and training related to social-emotional well-being and work within the frameworks set forth by the Rhode Island Department of Education for social-emotional development.

## **Bullying**

**Bullying** is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance; the behavior is repeated over time.

We follow the Bristol Warren School Committee policy that no bullying, harassment, weapons or violence will be tolerated. Please refer to the (BWRSD Policy JFCK)

## **Cafeteria Behavior**

Students will sit at assigned tables and may socialize in a quiet way with those students directly around them while eating their lunch. Students are expected to clean up after themselves. In order to create an atmosphere that is enjoyable to eat in, all students will be allowed to leave their seats only with permission and will refrain from yelling and mishandling food. Students are not allowed to trade, share or touch another student's lunch for safety reasons.

## **Dress Code**

Parents are expected to see that their children are clean, neat and appropriately dressed for school. Children participating in physical education need to wear sneakers. **Flip Flops or Crocs** are not allowed. During “boot season”, the children need to bring shoes to wear in school. Shoes and footwear need to be appropriate for children’s health and safety. Students will not be allowed to wear hats, bandanas, sunglasses or other assorted headgear in school. Clothing that is inappropriate or distracting is unacceptable; this includes, but may not be limited to; low-riding pants, underwear as outerwear, dangerous jewelry, articles of clothing that promote the use of tobacco, alcohol and other drugs, contain inappropriate language or sexual innuendo, depicts inappropriate graphics or apparel which is otherwise disruptive to the learning environment. Students may be asked to change their clothes if the administration deems it necessary. (BWRSD Policy JFCA)

## **Conduct on School Buses**

Buses carrying school children will be considered extensions of the school. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his right to school bus transportation suspended for such a period of time as the superintendent or his designee deems appropriate. Students will conduct themselves in an orderly manner at all times while boarding, riding, or leaving a school bus. They will observe rules of safety and will not cause commotions which might distract the attention of the driver from the control of the vehicle. Violations of order will be considered the same as if committed in a classroom. The bus company or his/her designee may put a student off the bus in extreme situations when the continued presence of the student on the bus clearly jeopardizes the safety of other passengers. An immediate report of the case will be made to the office of the superintendent. Normally, offenders will be advised by drivers that they will be reported to the appropriate principal or to the superintendent. Parents will be advised immediately if school authorities deem suspension of bus privileges to be the appropriate disciplinary action to be taken. (BWRSD Policy JFCC)

### **Code of Conduct for School Buses**

- On roadways where there are no sidewalks, walk facing traffic.
  - While waiting for the school bus, do not run around.
  - Be on time at the designated pick up points.
  - Approach the bus only when it has stopped.
  - Proceed to the assigned seat and stay there until the bus arrives at your stop.
  - Place no books or materials in the aisle.
  - Always keep your seat on the bus – NO STANDING.
  - Always keep hands, arms, etc. in the bus.
  - No eating of food on the school bus.
  - Cooperate with the driver.
  - Remain in your seat until the bus has come to a complete stop.
  - Leave the bus at your designated stop.
  - The school bus is an extension of the school. Act on the school bus as you would in your classroom.
  - Respect and be courteous to your school bus driver and monitor. They have a very important job to do and they need your help.
- (BWRSD Policy JFCC-R)

### **Disciplinary Procedures**

- First offense: A discipline letter will be administered by the bus company and a warning letter sent to parents by the school.
- Second offense: The student will not be allowed to ride the bus for up to one (1) week with a parent conference
- Third offense: The student will not be allowed to ride the bus for up to two (2)

### **Toys**

**Toys should not be brought from home** unless the Teacher requests an item for a special school related activity. If this is the case, the items should remain in the backpack other than at the prescribed activity time. This includes all types of trading cards, electronics and Legos.

## **Academic Programs**

### **Rhode Island Common Core State Standards**

The Common Core Standards provide a consistent, clear understanding of what knowledge, skills and practices students would have and learn at each grade level. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers (CCSS Mission Statement retrieved <http://www.corestandards.org/> August, 2013). The Bristol Warren Regional School District has adopted the Rhode Island Core State Standards. Over the past several years, the District has been revising our reading, written/oral communication and mathematics curricula to the rigor set forth in these standards.

### **iReady**

iREADY is a computerized math program that personalizes math and reading instruction to the student's instructional level and needs. Iready is used as a diagnostic tool to benchmark student scores throughout the academic year.

### **Multi Tiered Systems of Support (MTSS)**

MTSS is a multi-tier approach to the early identification and support of students with learning/and or SE needs. The Bristol Warren Regional School District MTSS Framework assumes all students receive high quality instruction by qualified personnel, with a guaranteed and viable curriculum, a comprehensive assessment system, intervention and support as well as enrichment opportunities. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored by the RTI team.

### **Assessment**

The purpose of assessment is to provide teachers, students, and parents with information about student acquisition of grade level skills. Students are assessed in third, fourth, and fifth grade with the Rhode Island Comprehensive Assessment System (RICAS) in English Language Arts and Mathematics. Fifth Graders are also assessed in Science.

Reading and Math skills are assessed through the IReady program three times per year. Students in Kindergarten, first, and second grade are also assessed through the DIBELS/mClass in Reading.

### **Report Cards**

Report cards are issued three times during the school year. Parents should always feel free to call, email, or write a note to your child's teacher if you have any questions regarding your



child's progress. In Kindergarten through Grade 5, the report cards are designed to reflect a student's academic progress and performance based on the Rhode Island Core Standards. Report cards will be issued online through the BWRSD Parent Portal.

## **Parent Conferences**

Parent Conferences are scheduled for all parents/guardians in November, before the end of the first marking period to provide an opportunity to discuss your child's progress. Parents and/or teachers may request additional conferences at any time during the school year. All conferences and parent meetings in the 22/23 school year will be virtual.

## **Non-Promotion**

If the circumstances warrant, a child will be retained in a grade for a second year. Retention will be considered when a child is experiencing difficulty developmentally and/or academically which might hinder his/her success in completing the skills required to meet the objectives of the curriculum. If retention is being considered, the parents will be notified and the retention procedures will be followed.

## **Homework Policy**

The following is a helpful guideline for class homework and does not include daily reading:

Grade K, up to 10 minutes  
Grade 1 & 2, up to 20 minutes  
Grade 3, up to 30 minutes  
Grade 4 & 5, up to 50 minutes

## **SC Homework policy**

[https://www.bwrtd.org/site/handlers/filedownload.ashx?moduleinstanceid=4441&dataid=3924&FileName=IKB-R\\_HOMEWORK.pdf](https://www.bwrtd.org/site/handlers/filedownload.ashx?moduleinstanceid=4441&dataid=3924&FileName=IKB-R_HOMEWORK.pdf)

## **Academic Awards**

The Presidential Award for Outstanding Academic Excellence is awarded to fifth graders based on school reports, standardized testing results as well as effort and behavior. The following criteria is used:

Criteria for the Presidential Award:

- RICAS- levels 3 (Met) and 4 (Exceed) Expectations
- Grades 4 & 5 Report Cards – all 3's and 4's
  - Grades 4 & 5 - all "Successful Learner Behaviors" are C
  - Grades 4 & 5 Co-Curriculars - all C's

## **Bus Transportation**

Elementary students will be eligible for transportation to and from home and school by bus pursuant to Bristol Warren School District Policy. Information regarding bus schedules will be placed in the local newspaper prior to the opening of school and on the BW website. Parents who have questions regarding bus routes and schedules are requested to direct their inquiries to *First Student Bus Company 245-1100*.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students may not ride unassigned buses for any reasons other than an emergency, except as approved by the director of transportation. Students who ride the bus will ride the bus home every day, unless a written note signed by the parent is received in the office. Students may not take any bus to another location.

Students should be on time at their bus stops, but should not arrive unreasonably early. Children should wait until the bus comes to a complete stop before attempting to board the bus. The bus monitor and driver will supervise all loading of buses. Students should form a line and board the bus one at a time. While on the bus, students should keep heads, hands, and feet inside the bus at all times. Students should remain in their seats at all times.

## **Bicycles**

Students in Grades 3 - 5 are permitted to ride bikes independently to school, as long as there is a permission slip signed by a parent/guardian on file in the office. They must wear a helmet at all times, and always ride in a safe manner (i.e., no speeding, weaving, double riding, etc.).

Students in grades K-2 must be accompanied by an adult to ride their bikes to school.

Students must walk their bike when on school property and lock their bike on one of the bike racks to prevent theft. The school accepts no responsibility for damaged or stolen bikes. No bicycles may be brought into the school building. Bicycle helmets must be worn. Children coming to school without a helmet will not be allowed to ride their bicycle home without a helmet. If a student is not in compliance with all of the rules, he or she will not be allowed to ride his/her bike to school. Please contact the office or download the permission slip for riding a bike to school from our website.

## Field Trips

Whenever a field trip is planned, special notification will be sent to parents. Students attending classroom field trips must have a permission slip signed by a parent/guardian or they will be unable to attend. Without a signed field trip form, students will stay behind at school and have work assigned for the day. We are unable to accept permission given over the phone. If you do not wish your child to participate, please notify your child's teacher or the Principal. If a field trip is canceled due to inclement weather, students must still bring a bag lunch to school, as the lunchroom staff will not have planned for these students. Frequently parents are asked to act as chaperones for field trips. In the best interests of the field trip experience, parents may not bring other siblings on the field trip. Each chaperone should expect to receive: written or verbal expectations for supervision, an itinerary, and a list of students for whom he or she is responsible. **All chaperones must be on our approved district volunteer list.**

### Field Trip Chaperone Selection and Expectations

School sponsored field trips are a valuable part of the classroom experience for students. Chaperones provide additional adult supervision to ensure a safe and enjoyable experience when students are off campus. Below are the guidelines we use to select and guide chaperones participating in out of school experiences.

### Chaperone Requirements

All Chaperones must be currently on the BWRSD BCI approved list of Volunteers.

All Chaperones must be over 18 years of age.

### Chaperone Selection Process

- The number of Chaperones needed will be determined by student age, activity, location, students' needs and available space. The Teacher in consultation with the Principal will decide on the appropriate number.
- Volunteers will not be chosen for more than one field trip in any given academic year *unless* 1) they are needed to meet the medical/behavioral needs of a particular student or 2) there is a lack of sufficient number of volunteers.
- Parents/Guardians will be given first choice over grandparents or other family members (unless Guardians.)
- After a pool of volunteers has been established that meets all requirements and components of the selection process, a lottery will be held to fill Chaperone slots.
- **Parents who have not been chosen to serve as a chaperone cannot attend the field trip or in any way be attached to the school group.**

## **Chaperone Expectations**

- **Chaperones are not permitted to bring or meet siblings, family members or friends at the field trip location.**
- Chaperones are not permitted to photograph students other than their own child.
- Chaperones are not permitted to provide food, snacks, candy, drinks, money or purchase souvenirs without permission of the classroom teacher.
- Chaperones must not leave students alone or unescorted at any time throughout the trip.
- Chaperones should report all incidents of student misconduct to the classroom teacher.
- Chaperones will maintain student and adult confidentiality.

**Reference: BWRSD Field Trips and Excursions Policy IICA**

## **Student Expectations for Field Trip/Out of School Events**

1. Conduct on the school bus is expected to be safe and orderly. Students will remain seated while the bus is in motion and voices should be kept at a low volume.
2. No cell phones or electronics are allowed on the bus or the trip unless otherwise authorized by the classroom teacher for a particular situation. Cameras (not cellphones) are allowed.
3. No food or drinks on the bus.
4. Students are expected to pick up after themselves and dispose of any trash.
5. Students need to keep track of their own belongings . The school is not responsible for any misplaced or lost items during the trip /event.
6. Students need to demonstrate respectful, courteous and responsible behavior in all settings of the trip/event.
7. Students must stay with their teacher or designated chaperone at all times.

# **Home School Communication**

## **Messages to Teachers**

If you need to contact your child's teacher, please email the teacher. A message may be taken at any time for a teacher, but the easiest way is to email a teacher first thing in the morning. Unless there is an emergency, teachers will not be interrupted during the school day. \*Every Teacher has a Bristol/Warren email address (located in the front of this book). Please do not call within the last half hour of the day to change a child's transportation home. It may not be possible to reach us and for the school to communicate the change in a timely manner. Please plan ahead and communicate your plans for the day with your child(ren) before school.

## **Cell Phone / Smart Watch Use by Students**

There is to be absolutely no cell phone or smart watch (or any watch that has communication capabilities) used by students at school. We ask that students do not have phones or watches visible at any point in the school day. If your child has a device for after school use, it must remain silent in their backpack. Students who violate this by bringing the phone/watch out during the school day will have the device sent to the office for a parent to pick up.

## **School Office Phone Use**

The office will make calls home for a student in the event that we need to verify a dismissal process. If a student forgets their lunch we will order them a school lunch which can be paid for the following day. (We will call home if there are dietary restrictions that we can not accommodate in that day's lunch choice.) We will not call home for forgotten assignments, chromebooks or water bottles. We can provide loaner chromebooks and access to water for the day.

## **School Communication Regarding Dismissal Changes**

Because of the liability imposed upon the school for the safety of your child, email communication to both the teacher and school secretary shall be required for the following:

1. When a child is to be dismissed early.
2. When a child leaves at the end of the day in other than the usual manner. (i.e. being picked up or walking when he/she usually rides a bus; changing bus routes or stop; etc.)
3. When a child is temporarily in the care of someone other than the parent/guardian (i.e. when a parent/guardian is out of town or on vacation, etc.)

## **EMAIL**

Please notify the office if your email address changes over the course of the school year. Emails are used to disseminate school notices, flyers and announcements. Parents can change their email address or other contact info through the Aspen Parent Portal.

## Connect Ed

Connect Ed is a system through which families receive automated telephone messages from the school district and/or school. These messages are a valuable source of information. Connect Ed system will be used as part of the Bristol Warren Regional School District's Emergency Dismissal Plan. It is critically important that the school has current phone numbers for the system to contact you for any changes in the school schedule. Please contact the school secretary with any changes that occur throughout the year.

## School Cancellation

In cases of severely inclement weather, there may be no school. School cancellation announcements are made on local radio and television stations;

WLNE –TV/ Channel 6  
WHJJ 920 AM  
B101.5 FM  
WJAR-TV/ Channel 10  
WSNE 93.3 FM  
WCTK 98.1 FM  
WPRI-TV/ Channel 12  
WHJY 94.1 FM  
Full Channel TV

The school office telephones are severely taxed during inclement weather. Please listen to the radio or TV rather than try to get through to the school.

In the event that schools must be closed during the course of the school day, the Superintendent will notify the Principal and the major radio and TV stations listed above one hour before early dismissal. Parents should make arrangements for an alternate destination for their children and indicate this on the emergency cards. Please discuss this with your children to prevent anxiety.

## Lost and Found

A lost and found area is maintained in each school. Please remind your child to check immediately for any lost articles. **We encourage parents to clearly mark all clothing, footwear, lunch boxes, etc. so that items may be returned.** Unclaimed items will be given to charity several times throughout the school year.

## Loss or Damages to Materials / School Property

Parents shall be responsible for the cost of replacing lost or damaged books and school materials. Willful or malicious damage to any school property must be reimbursed by the persons responsible, or, in the case of minors, by the parents/guardians.

**The school is not responsible for damage or loss of personal property belonging to the student.**

## **Backpacks**

It is preferred that students use backpacks that do not have built in wheels. If your child already has a wheel backpack, we ask that he/she does not use the wheel option in the school setting for safety reasons.

## **Related Services**

### **School Psychologist**

The School Psychologist provides evaluations of students, consults with teachers and parents, designs academic and behavioral interventions, works with students individually and at the classroom level and implements school-wide preventive programming.

### **School Social Worker**

The School Social Worker will work with students, parents, and school staff to help promote social and emotional development in the elementary school child. They work with children individually and in small groups, as well as with whole classes. They are always happy to talk with parents about any concerns or questions the parent might have regarding their child's behavior and/or development.

### **Community Agencies**

The School Nurse, Social Worker and School Psychologist are available to connect parents to support services and resources within the community.

### **COZ (Child Opportunity Zone) Program**

The Extended Day Program is designed to offer greater flexibility for parents when balancing work and childcare responsibilities. This is a childcare program, and is available at the Hugh Cole Elementary School for students in grades kindergarten through fifth. Program hours are from 7:00 a.m. before the beginning of school, and from the close of school until 6:00 p.m. For more information on COZ (Child Opportunity Zone), please contact them at 245-1460 ext. 8076.