

# **Colt Andrews Elementary School Student Handbook 2024- 2025**



**570-574 Hope Street  
Bristol, RI 02809  
401-254-5987**

# Colt Andrews School Pledge



As a proud member of Colt Andrews School,  
I pledge to be respectful and responsible in every way.  
I promise to work hard, celebrate success and help others.

Together we will succeed.

We are Colt Andrews!



Be Safe  
Be Respectful  
Be Responsible  
Be Ready to Learn

**Welcome to Colt Andrews School!**

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

Deborah Kearns, Principal



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## School Arrival and Dismissal Procedures

### School Hours 8:55 a.m. – 3:15 p.m

- Students should arrive at school no earlier than 8:45 a.m.
- Our instructional day begins at 8:55am. Students need to be in their classrooms ready to learn by 8:55 am.
- Students arriving after 8:55 a.m. are tardy
- Dismissal begins at 3:15 pm

**Please do not drop off your child before 8:45 am. There is no supervision before that**

### Morning Drop-off

- Colt Andrews students who are transported to school by car **MUST** be dropped off on the Wardwell Street side of Colt School.
- Students should **not** arrive before 8:45 a.m. There is no supervision of students prior to 8:45 a.m. Students will not be allowed in the building prior to 8:45 a.m.
- Students **may not** be dropped off on Bradford Street in the bus lanes.
- Bradford Street is closed to all traffic during school hours. No cars are permitted to drive on Bradford Street during school hours.
- At 8:45 a.m. students may enter their respective buildings and go directly to their classroom
- Students should only cross Bradford Street in the crosswalk with adult supervision.
- Students arriving after 8:55 a.m. need to go to the office to check in late.

### Afternoon Dismissal

Please note: Changes to your child's emergency contact list can be made at any time during the school year and require that parents/guardians contact their child's teacher or the front office so we can email or send a copy home.

- At 3:15 walkers are dismissed. Grades K & 1 will be dismissed at the side door on the Bradford Street side of Andrews School. Grade 2 will be dismissed at the main entrance of Andrews School on Bradford Street. Grade 3 will be dismissed at the Hope Street door of Andrews School. Grade 4 will be dismissed at the side door of Colt School on Bradford Street. Grade 5 will be dismissed at the Hope Street door of Colt School
- Bussers will also be dismissed at 3:15
- Students will only be dismissed to persons listed on the Dismissal Plan. All people picking students up should be ready to provide photo ID. Please do your part to keep our community safe by obeying all traffic and speed limit signs, along with parking in the school designated areas only.
- Students in grades 4 and 5 may walk independently as long as an adult has sent written permission at the beginning of the school year. Younger siblings may walk with older siblings with written permission from the parent(s).

**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 Communication Regarding Dismissal Changes**

For the safety of your child, notes 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 other than the usual manner. (i.e. being picked up or walking when he/she usually rides a bus; changing bus routes or stops; 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.).

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.

### **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 spots. 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.

### **Bicycles**

Students in grades 2 - 5 are permitted to ride bikes 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 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. 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.

## **FAMILY COMMUNICATION AND ENGAGEMENT**

Family involvement is one of the most powerful predictors of a child's development, educational achievement, and overall success in school and life (Global Family Research Project, 2018). We value your partnership and involvement in your child's education.

### **Back to School Night**

Back to school Night is an evening early in the first trimester where parents and guardians are invited into the classroom to learn about the academic expectations and social emotional learning of their child's new grade level.

### **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.

### **Change of Address/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. Please be sure to notify the office of any changes in address, phone numbers, emails or emergency contacts.

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. If you do not use email, please notify the office so that we can provide you a hard copy of all communication.

### **Messages/Communication with Teachers**

If you need to contact your child's teacher, please send a note to school with your child or email the teacher. A message may be taken at any time for a teacher, but the easiest way is to write a note and remind students to hand these to their 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).

### **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 records. Please discuss this with your children to prevent anxiety.

Please note that you can sign up for alerts on school closing through the RI Broadcasters Association. (<https://www.ribroadcasters.com/Closings/Sign-Up/>)

### **Telephone use by Students**

Use of the telephone by students to call home is limited. Discretion will be used with regard to any other requests. Emergency use will always be approved as will use when a child is confused as to what he/she is to do at dismissal time. Phone use will be at the discretion of administrators and teachers.

### **Cell Phones and Electronic Devices**

There is to be absolutely no cell phone or phone watch used by students at school for photo, video, phone or text messaging. We ask that students do not have phones or electronic devices visible at any point in the school day. If your child has a phone or device for afterschool use, it must remain on silent in their backpack. Students who violate this by taking the phone or device out during the school day will have the item sent to the office for a parent to pick up.

### **Class Placement Policy and procedure–Rationale**

Our elementary schools have a procedure in place for assigning students into classes each year. The procedure ensures that the professional judgment of the Building Administrator/s and Teaching Staff is informed by classroom data and observations collected throughout the school year. Class placements are made in the best interests of all children and are paramount to the decisions taken by the school to provide support and resources appropriately.

### **GOAL**

This procedure aims to: Ensure an equitable outcome for all students; provide a clear framework to be applied by the Building Administrator/s and Teaching Staff when determining class placements for students; and provide families with information on the procedure and opportunities for their input to the process.

### **PROCEDURE**

The procedures below apply when assigning students to class groups for the following year:

1. Building Administration in collaboration with Classroom Teachers will consider the following factors when assigning students to homerooms for the new school year: Educational needs of the student both academically and social emotionally, Teacher input from the previous grade, and when applicable, Special Education, Multilingual Learner and Section 504 needs.

2. Families may provide the Building Administrator(s) with specific information about their child's learning or social needs that they believe the school may not be aware of, however, such information may not include a request for a particular teacher. The information should be provided in writing (letter or email) to the Principal by May 1st of each school year for the following school year. This information will be referenced, along with other available information, during the class placement process.

3. Class placements for the year ahead will be communicated to the students in August, prior to the start of school.

## **Ways to Be Involved At School**

### **Parent Teacher Organization**

Each school has an active parent/teacher group open to all families in the school community. This group plans and supports many school and family activities and offers multiple opportunities for participation.

### **Volunteers at School**

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.

[Click here for volunteer procedures and forms](#)

For the protection of our students, all persons wishing to volunteer at any of the BWRSD Schools must undergo a yearly BCI check 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.

### Field Trip Chaperone

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 Selection Process

- 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](#)**

## SCHOOL ATTENDANCE

We expect students at school every day, on time. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. A missed school day is a lost opportunity for students to learn. Please ensure your child comes to school every day. If difficulties arise our school staff is here to support you.

Children who are chronically absent (more than 10% of the time or 18 days per year) are more likely to struggle throughout their school career. As early as elementary school, students who miss school even just two days per month are more likely to fall behind in reading, writing and math. Children who are chronically absent, even for valid reasons, in preschool, kindergarten, and first grade are less likely to read on grade level by the third grade. This is a critical milestone in a child's school success. Attendance Matters [FLYER](#)

Suggestions to support your child's daily attendance at school:

- Keep track of how many days of school your child has missed.
- Figure out why your child is absent from school.
- Are they dealing with a chronic illness?
- Are they dealing with social issues at school?
- Do not make it appealing to stay home- be consistent with rules about no TV, video games, computer or phone use.
- Set clear expectations about making up school assignments and homework.
- Ask teachers and community leaders for advice and specific resources in your area.
- Don't be afraid to reach out to other parents in your area to ask for help and share tips.
- Be an advocate for your child and understand what you can do.

### Absences from School

Students are expected to come to school everyday, except in the cases of sickness or emergencies. **It is the parent/guardian's responsibility to contact the 24 hour attendance line at 245-1460 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 8:50 am. will be marked tardy. 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 then a referral to School Support Staff and/or the District Truancy Officer.

### **Absences Due To Family 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.

## **SCHOOL SAFETY AND SECURITY**

All Bristol Warren schools work closely with the local police and fire departments to ensure school safety policies and procedures are up to date and implemented properly.

### **Security**

To promote the safety and security of students and staff, all doors to the school will be locked during the school day. Please use the main office entrance and report directly to the office when entering the building. All visitors must report to the office and register on the automated sign-in system. Visitor badges must be prominently displayed. Visitors employed within the BWRSD must check -in with the office and wear a BWRSD Id badge while within the school facility.

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

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. 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.

### **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.

### **Parent/Guardianship/Custody**

The school must be notified in writing regarding guardianship or custody arrangements, 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.

### **Student Valuables and Toys**

Students are asked **not** to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment not issued by the district,, cell phones or collectibles. The school will not be liable for loss or damage to personal valuables.

In order to minimize disruptions to learning, 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, stuffed animals and legos.

### **Responsible Use of Technology**

Student use of district technology devices, email, internet, and software within and outside of school 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. Attendance Matters [FLYER](#)

## **HEALTH AND WELLNESS**

### **Allergies - All Classrooms Are Nut Free**

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 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.

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 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., inhalers).

### **Excusals 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 remain unable to participate in physical 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 <https://www.bwrsd.org/Page/5904>

### **Snacks**

Each child is encouraged to have a small snack to eat at the appropriate, short break time. A healthy snack (i.e. fruit, vegetables, cheese) is encouraged at all grade levels.

### **Celebrations**

We ask that parents not send in food items for birthdays or other celebrations. Any celebration in the classroom must adhere to the Bristol Warren Regional School District [Health and 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.

### **Breakfast Program**

Breakfast is offered each morning. The full cost is \$1.20. Students who are approved for free lunches are eligible for free breakfast; students approved for reduced lunch may purchase breakfast at .30 per day. Payments may be made on a daily, weekly, or monthly basis through MySchool Bucks.

### **School Lunch**

School lunch is offered daily at a cost of \$2.85 and reduced cost is .40¢ per day. 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. Families may apply for free and reduced lunch by filling out the Free and Reduced Lunch Application find form [here](#)[Click Here](#) - [MySchoolApps](#) .

My School Bucks App

<https://www.myschoolbucks.com/ver2/getmain.action?clientKey=&requestAction=home><https://www.myschoolbucks.com/ver2/getmain.action?clientKey=&requestAction> 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. Mylar balloons are an acceptable alternative.

## **TEACHING AND LEARNING**

### **Academic Programs**

The Rhode Island Core Standards provide a consistent, clear understanding of knowledge, skills and practices students will 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.

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.

### **Into Reading Program**

HMH Into Reading provides the tools students need to develop critical and strategic thinking skills for the 21st century. With mastery of foundational literacy skills, including strong decoding skills, students will have the building blocks they need to comprehend what they read. HMH Into Reading students develop a lifelong love of reading through the extensive library of engaging, award winning, culturally relevant texts that span a wide variety of genres. HMH Into Reading instruction teaches students how to recognize genre characteristics, cite text evidence, and draw from their growing bank of skills and strategies helping them make meaning from complex grade-level texts

### **I-Ready Classroom Mathematics**

*Ready Common Core Mathematics* creates a rich classroom environment in which students at all levels become active, real-world problem solvers. Through teacher-led instruction, students develop mathematical reasoning, engage in discourse, and build strong mathematical habits. The program's instructional framework supports and strengthens teaching practices and facilitates meaningful discourse that encourages all learners.

Learn more about iReady Classroom Mathematics in this [Introduction for Families and Caregivers](#).

Looking for resources to support your K-5 Learner? Check out our [BW Family Math](#) site for articles and activities that you can do at home with your students.

### **STEMscopes Science**

Built on the 5E lesson model, STEMscopes Science combines research-based teaching strategies with the invaluable insight of real-life educators to provide a carefully curated, rigorous curriculum that both challenges and sparks the curiosity of students.

## **ASSESSMENT OF LEARNING**

The purpose of assessment is to provide teachers, students, and parents with information about student acquisition of grade level skills and next steps in the learning process. BWRSD uses a comprehensive approach to assessment that utilizes a variety of formal and informal assessments.

### **State Assessments**

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 through the Next Generation Science Assessment (NGSA). State assessments typically take place during scheduled dates April to May. All students are expected to participate. The results provide students and families with information on student progress towards grade level standards and are very important to schools in identifying and meeting school improvement goals.

### **District Assessments**

#### **iReady Assessment for Reading and Mathematics**

iREADY is a computerized program used to measure your child's progress towards grade level standards in Reading and Mathematics. Students are assessed at the beginning, middle, and end of year and the system creates a personalized pathway to learning based on your child's needs, to accelerate learning to meet and exceed grade level standards. Student reports are sent home to families after each assessment is given. To promote optimal growth, students are expected to complete 45 minutes per week of the online lessons.

#### **DIBELS**

Students in Kindergarten, first, and second grade are also assessed through the DIBELS/mClass reading benchmark assessments.

#### **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. More information is provided in our [Elementary Report Card Handbook](#).

#### **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:

- RICAS Test - Must achieve Level 4 (Met) or Level 5 (Exceeds) in all areas tested in Grades 3 and 4
- Report cards for Grades 4 & 5 - must achieve all 3's and 4's in Graded areas

- Must earn all C's (consistent) in learner behaviors including Co-Curriculars

## **SAFE AND SUPPORTIVE LEARNING ENVIRONMENTS**

### **Social Emotional Learning**

Classroom teachers support the development of social, emotional, and behavioral development through morning meetings based on the Responsive Classroom model and lessons from the Second Step program. The lessons help to build a sense of community within classrooms and develop the social emotional skills that increase student engagement and lead to improved academic performance.

### **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.

## **SUPPORTS FOR STUDENTS AND FAMILIES**

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

MTSS is a multi-tier approach to the early identification and support of students with learning 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.

### **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 elementary schools 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.

### **Expected School-Wide Behaviors**

Our students are taught behavior expectations based on the Responsive Classroom approach and philosophies. These are practices intended to create safe, joyful, and engaging classrooms and school communities. The emphasis is on helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs. In order to be successful in and out of school, students need to learn a set of social and emotional competencies—cooperation, assertiveness, responsibility, empathy, and self-control—and a set of academic competencies—academic mindset, perseverance, learning strategies, and academic behaviors.

These expectations 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.

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?*

### **GUIDELINES FOR BEHAVIOR**

All students are expected to behave in a manner that will reflect favorably on the school, not only during school hours, but also at any out-of-school activity connected with the school, including but not limited to school functions, after school clubs or activities and field trips. The following guidelines are expected to govern and characterize student behavior:

**Attendance:** Students are expected to attend school on a regular basis, as required by state law, and to come to school on time.

**Safety:** Students are expected to behave in ways that are safe for themselves and others. Students, parents, faculty and staff are expected to follow the rules the school has adopted to ensure the safety of all in the school. Likewise, all persons involved with the school are expected to respect other people's property.

**Cooperation:** Students are expected to cooperate fully with teachers, administrators, and other adults in the school not only when they are in the classroom but also when they are in the cafeteria, hallways, stairways, restrooms, playgrounds and other common areas. Students are expected to always be polite and helpful when dealing with others.



**Orderly movement:** Students are expected to move between classes and other activities in common areas, inside or outside of the school, in an orderly and timely manner.

**Entering the building:** When entering the building, students are expected to keep their voices off. Students should walk safely and go directly to their classroom or designated learning area.

### **Respect Agreements (Classroom Rules):**

Students will exhibit behaviors that show respect to themselves and others.

Examples: Students will monitor their behavior not to interfere with the learning of others

Students will exhibit behaviors that respect school facilities and equipment.

Examples: Keeping school environments clean, using school technology appropriately

Teachers will develop, discuss, post and review these agreements in class cooperatively with students each year

**In Class Issues:** As issues of misconduct arise in the class, teachers will seek to handle the misconduct by reminding students of their need to follow school guidelines by offering students constructive reminders. If students seek to correct their behavior, the student and teacher will celebrate the resolution of a problem behavior, and the incident will be considered resolved. If the incident involves a single student, the teacher will seek to handle the issue in a one-to-one session with the student. If the infraction involves a group of students or the entire class, the teacher may handle the issue in class using an appropriate method, such as a class meeting.

**Respect Agreement Issues:** If the teacher's attempt to use a constructive reminder does not resolve the issue, the teacher and students will refer to the class Respect Agreement for guidance. Teachers will remind students of their prior agreement, the reasons behind the Respect Agreement, and how the behavior in question violates that agreement. Students are then invited to discuss the issue until a mutually agreed upon resolution is reached. While the decision to handle student misconduct issues in class shall ultimately be up to the teacher, common in class issues might include things such as:

- ❖ Disruptive or inappropriate behavior in class, failure to complete responsibilities
- ❖ Disrespect of adults and/or other students
- ❖ Not paying attention in class (according to teacher discretion)

- ❖ Excessive horseplay in class
- ❖ Academic honesty
- ❖ Restroom misconduct or failure to follow class/schoolwide procedures
- ❖ Raising one's voice in a verbal conflict.

If the incident cannot reach an appropriate resolution, the teacher can then refer the student or students to the School Principal or his /her Designee for a conference. While the decision to refer to the School Principal will be up to the teachers, common issues might include the following:

- ❖ In class misuse of electronic devices (cell phones, iPods, computers, etc) not being used in the learning process
- ❖ Bullying behavior
- ❖ Throwing objects at anyone at anytime
- ❖ Leaving class without permission.
- ❖ Damage to school property or materials
- ❖ Disrespectful or abusive language or gestures
- ❖ Repeated offenses of in-class issues mentioned above
- ❖ Repeated academic issues not resolvable in class

In conference with the Principal or designee, the questions above may be discussed or students may be asked to process the incident in a written "Think Sheet" version of the questions.

When the incident in question inflicted harm on another person, four additional questions may be asked on behalf of the person(s) harmed

1. *What did you think when you realized what had happened?*
2. *What impact has this incident had on you and others?*
3. *What has been the hardest thing for you?*
4. *What do you think needs to happen to make things right?*

In the course of discussion, a resolution will be reached, with appropriate consequences for the person committing the offense or inflicting the harm decided by the teacher, school counselor/social worker or school principal. An infraction notice will go home to the student's family including any restorative action that was agreed upon. Restorative actions that might be suggested could include the following:

- ❖ Verbal or written apology to person harmed or community as whole (this idea should come from the student and not mandated by an adult)
- ❖ Making restitution to the school community in some way for what was harmed, lost or damaged.
- ❖ Action plan for correction of student behavior

## **Taking a Break from the Community**

In those instances where the student(s) committing the misconduct or inflicting the harm does not agree to be restored, they will be asked to take a temporary break from the area of difficulty (cafeteria, playground, classroom etc.) Prior to being asked to take a break, the student will be asked to think about the reasons for this temporary break from the community, and if feasible, respond in writing or orally the questions listed above. Depending on the nature of the misconduct or harm done, the student may be asked to take additional actions in order to be fully restored.

If a student continues to be uncooperative, or engages in repeat behaviors of a similar nature to the first misconduct, they may be asked to take a second break from the community or the area of difficulty. In addition to addressing the four questions, the student may need to write a formal letter of apology explaining the nature of the wrongs done, and the concrete steps that will be taken to address the unacceptable behaviors in question. Prior to returning to the classroom, the School Leader will meet with the student and their parent(s)/guardian(s) to discuss the items discussed in the letter and the steps necessary for full inclusion in the school community.

## **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 or harassment will be tolerated. Please refer to the ([BWRSD Policy JFCK](#))

BWRSD Bullying Report Form [BWRSD JFCK Exhibit A](#)

## **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.

## **Dress Code**

STUDENT DRESS CODE The Bristol Warren Regional School District sets forth the following dress code for all schools, grades PK-12. The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians. See Dress Code Policy here: [LINK](#)

School administrators shall have final discretion in determining if a student's attire or grooming threatens the health or safety of any other person, or disrupts the educational process.

### **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. 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. 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. Parents will be advised if school authorities deem the suspension of bus privileges to be the appropriate disciplinary action to be taken. ([BWRSD Policy JFCC](#))

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

- While waiting for the school bus, do not run around.
- On roadways where there are no sidewalks, walk facing traffic
- Be on time at the designated pick up point.
- Approach the bus only when it has stopped.
- Proceed to 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.
- 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 weeks.

### **Student Expectations for 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.

### **Lost and Found**

A lost and found area is maintained in each school. Please remind your child to check immediately for any lost article. **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 the damage or loss of personal property belonging to the student.**

**Low cost Chromebook and Ipad insurance is available here.**

**<https://www.worthavegroup.com/portal/bwelm?cn=bwelmchromebook>**

### **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.

### **Our School's Involvement in Title I**

Title I is a federal education program that supports low income students throughout the nation. Funds are distributed to schools based on the number of students who qualify for free or reduced lunch. Hugh Cole and Colt Andrews are designated as Title I schools in the district and receive additional federal funds to supplement learning

and support for students and families. such as reading and math interventionists, before/after school tutoring, and increased opportunities for family engagement.

Also, families/guardians of Title I schools receive additional information on how they can support their children in achieving grade level standards, and they may request information regarding the professional qualifications of both the classroom teachers and paraprofessionals who work with their children [ESSA, Sec.1112(e)(1)(a)]

### **District Policies**

#### **[BWRSD School Committee Policies](#)**

***FERPA (Family Educational Rights and Privacy Act) allows that certain student information known as "directory information" may be released to those who follow procedures for requesting it. Please click [here](#) to read BWRSD's FERPA policy. If I disagree with any components of FERPA, I will notify the BWRSD in writing. Information that may be released includes: Student images for video or print (school related purposes only), Student name (school related purposes only), College recruiters, Military recruiters.***