



August 2023

Dear Parents and Guardians,

Welcome to the Burrillville Elementary Schools. We look forward to an exciting and successful school year. We have prepared this handbook to assist in developing an understanding between school and home so that together we may provide your child with a rewarding and enriching educational experience.

We hope the information contained in this booklet will inform you of the procedures, policies and services we have established to assist your child. Please read this guide carefully and review its contents with your child.

Should you have any questions after reviewing this handbook, do not hesitate to contact the schools. We look forward to working together to make this year a challenging and successful one for your child.

Sincerely,

Monica Tomson, Principal
Austin T. Levy School

Courtney Francis, Principal
Steere Farm Elementary School

David Brissette, Principal
William L. Callahan School

Amanda Clark, Elementary Dean of Operations
Austin T. Levy, Steere Farm, & William L. Callahan School

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BURRILLVILLE SCHOOL DEPARTMENT

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DISTRICT MISSION STATEMENT

The mission of the Burrillville Public School System is to provide high quality education to all students in a secure, nurturing environment in which all are challenged to reach full potential as lifelong learners, responsible citizens, and contributing members of society, recognizing its role as the education center of our unique and evolving community.

ELEMENTARY SCHOOL PHILOSOPHY

The Burrillville Elementary Schools are committed to an educational program which will provide a nurturing, challenging and positive learning environment. We accept the challenge to help each child reach his or her full potential, as well as develop and acquire skills and interests leading to an active, contributive, and rewarding life.

We respect each child's unique rate and style of learning. We have high performance expectations for our students. At the same time, we are sensitive to the social, emotional, intellectual, and physical needs of children at each stage of their development. As a result, our school environment seeks to foster self-awareness, self-reliance, self-confidence, and self-control.

We believe that education is a lifelong process. We offer Burrillville children a coordinated and flexible program of studies and activities which will meet their needs at this time in their lives and will provide a foundation to support a lifetime of future learning.

STUDENT REGISTRATION

All students who register into the Burrillville Elementary Schools should visit the student's home school to complete registration. Schools must have verification of residency, completed health records, and emergency information on file. Please be sure all telephone numbers and addresses are accurate and clearly written, **and remember to notify the school if you change addresses or telephone numbers during the school year or the summer and update it on our electronic students services located on our district website.** It is of utmost importance that our records remain current in case of emergency.

ATTENDANCE

Absence From School – Parents and guardians are asked to schedule personal, dental, and medical appointments for after school hours whenever possible. Close scrutiny of every student's daily attendance is conducted by School Administration. The administration will pursue legal action, including a referral to Truancy Court, against students who accumulate unauthorized absences from school.

Parents and guardians are asked to call the School Office before 9:00 A.M. to inform the secretary that a student will be absent from school. A student is not allowed to participate in or attend any school activity, athletic program or extracurricular/co-curricular program on the day he or she is absent from school.

Following an absence from school, a student is required to return to school with a note signed by his or her parent or guardian stating the date(s) and the reason for absence from school. The note should be given to the homeroom teacher or brought to the main office the day the student returns to school. Make-up work will be required upon the student's return. If your child visits his/her doctor, please provide a doctor's note.

Vacations During School Periods - Student absences resulting from family vacations taken at times other than the weeks (days) identified in the school calendar are unexcused. These absences create significant learning difficulties as 90% of today's instruction involves discussion, group work and in-school practice, which cannot be replicated when a child is not in school. Also, many of the classroom activities are grouped and differentiated with the readiness, interests, and learning styles of students in mind.

Assignments will not be sent home prior to the absence, but key assignments may be saved during the student's absence and given to the student upon his/her return to school.

Key assignments that are not completed in an appropriate manner within one calendar week of his/her return, or student learning outcomes that have not been mastered will adversely influence the student's performance level on the report card.

Textbooks are available at some grade levels in some subjects. Teachers may be able to send these textbooks home with the child prior to the vacation. The parent is asked to assist the child in

understanding the material as it progresses in the textbooks and to quiz the child with regard to this understanding. Textbooks are the responsibility of the family if lost or damaged.

TRUANCY

The importance of regular school attendance cannot be stressed enough. This is essential to your child's school success. All children are required by law to attend school on a regular basis unless non-attendance is otherwise approved. Therefore, **repeated absences or Tardiness will be reported to the appropriate authorities.**

ARRIVAL

The school day begins promptly at **8:40** a.m. at W.L. Callahan and Steere Farm, and at **8:45** a.m. at A.T. Levy. Children may begin arriving at school 15 minutes before the start of the day. If your child arrives at school after the designated arrival time, s/he is considered tardy and must be signed in at the main office. Please remember that tardiness disrupts your child's instructional time, progress, and attitude toward learning. Excessive tardiness will be reported to the appropriate authorities.

DISMISSAL

We strongly encourage you to schedule your child's doctor and dental appointments before or after school hours. If this is not possible, **a note** should be written to the classroom teacher stating the reason and time of dismissal. **Parents must report to the office upon entering the school to pick up a child. Please be aware that school staff may ask to see photo identification at any time.** All children must be signed out by a parent or guardian at pick-up time.

Changes in dismissal procedure disrupt instruction and create anxiety for children, so we ask for your cooperation in helping us to maintain consistent dismissal procedures. If you wish to make a change to your child's regular dismissal procedure, **a note must be sent to the office in the morning. Please be aware that school staff may ask to see photo identification at any time.** Unless there is an emergency, we cannot accommodate dismissal changes by phone or by using communication apps.

DAILY PICK-UP

If you choose to pick up your child daily from school, please report directly to the designated dismissal area in your child's school. **Please be aware that school staff may ask to see photo identification at any time.** We recognize that this may be inconvenient, but we ask you to bear with us, as the safety and security of our children is our primary concern.

Only those adults who have been identified on a child's emergency information in Skyward will be permitted to pick a child up from school. Please be sure that anyone who is sent to school to pick up your child is on file in the office.

WITHDRAWAL

If you are moving and are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Your cooperation is always greatly appreciated.

DELAYED OPENING / EARLY DISMISSAL

If school is closed or delayed due to storms, or other emergencies, announcements will be made through **Web Based Broadcasting/Emergency Notification Services** and on the following local radio stations:

**63 WPRO-AM 92.3WPRO-FM 1240 WWON-AM
1380 WNRI-AM WWLI-FM (Lite 105) 790 WLKW-AM
WLVI-TV 6 WJAR-TV 10 WPRI-TV 12**

Whenever there is a delayed school opening, AM Preschool will be canceled. Kindergarten classes will be in session on the delayed schedule. School will close at the regular time.

In an emergency situation (adverse weather, power failure, heating problem, etc.), an early dismissal may be necessary. A form will be sent at the beginning of the year, please fill it out with the necessary information for an early release. If your plans change throughout the year, please make sure to notify the school. While it remains the parent or guardian's responsibility to make provisions for the supervision of children in the event of an early dismissal, we would like to make the following suggestions:

- a. Establish a procedure for your children to follow in the event that you are not home. (For example, they are to go to a neighbor's house.)
- b. Be sure that your children know their address and telephone number.
- c. Children should know where at least one parent can be contacted. (This information must be on file in the office.)

TELEPHONE USAGE

Cell phone usage, including Smart Watches, by children during the school day is not permitted. In an emergency, a child will be allowed to call home from the office. **Any cell phones or Smart Watches brought to school must be left in backpacks during the entire day.** The school department is not liable for any devices brought to school. **Cell phones and other electronic devices that are out during the school day will be confiscated and given to the principal. Confiscated cell phones or**

other electronic devices will not be returned to children and must be retrieved by a parent or guardian during regular school hours.

It is very difficult for the office to convey messages to children during the school day. Please make every effort to communicate directions to children before they come to school.

PHOTO RELEASE

At various times throughout the year there are opportunities to capture the many wonderful accomplishments of our students on camera or video, in class, on trips, or at special events. We are most proud of our students' accomplishments and the interactive programs offered at our schools, and children enjoy seeing themselves in the photo displays as they are presented. **If you do not wish for your student to be photographed, please fill out the appropriate opt out form that will be sent home to all families electronically.**

SCHOOL HEALTH SERVICES

The School Nurse/Teacher is available for children on a daily basis. In the event of a serious injury or illness at school, the school nurse will render first aid. If follow-up care is needed or the child cannot remain at school, parents will be notified to pick up the child.

Please keep your child at home if he or she has

- a fever
- an unexplained rash
- vomiting or diarrhea
- a severe, uncontrolled cough or congestion

A child shall remain at home until his or her condition has been resolved to the satisfaction of the personal physician and/or the school nurse. **Children may not return to school after an illness until they have been fever-free and vomit-free for 24 hours without medication.**

Please inform the nurse if:

1. Your child is hospitalized due to illness, surgery, or fractures, etc.
2. Your child has allergies that require a special diet, medication, epi-pen, or any special concerns that the school should be aware of.
3. Your child needs to take medication at school.
4. Your child has been treated for such contagious conditions as head lice, conjunctivitis, chicken pox and other communicable diseases.

The policy of the Burrillville Schools is that nurses are not allowed to dispense medication in school without a written order from a physician. Prescription medication must be in the original prescription container and properly labeled.

It is essential that our school nurses be fully aware of all medication that students are taking in order to ensure the child's welfare and to use appropriate first aid measures in the event a child becomes ill in school.

Children are NOT allowed to transport medication to and from school. They also are NOT allowed to take over the counter medication or prescription medication in school without a written order from the physician and a signed parent permission form.

Most prescription medication is available in dosages that can be taken two or three times a day. We encourage parents to inquire about the availability of these medication dosages from their physicians. This may eliminate the need to take medication during school hours.

Please contact the school nurse to determine how your child's medical needs will be met while on scheduled field trips.

FIELD TRIPS

Field trips are considered to be an extension of the instructional process which fulfills educational objectives directly related to the curriculum. For a child to participate in scheduled field trips, an appropriate permission slip must be signed by the legal guardian.

Chaperones who attend the trip will serve as supervisors of a designated group of students and must ensure that students follow rules and guidelines of safety and field trip procedures. **All chaperones must have a current BCI check each school year.** Younger siblings are not permitted to accompany an adult serving as chaperone. Please follow the school guidelines for taking pictures of students.

All students are to return to their school following the field trip for regularly scheduled dismissal, and are not allowed to be dismissed from the field trip site with parents who serve as chaperones. In order to ensure the safety and well-being of all, a child who has had repeated behavior referrals may be suspended from a field trip. In that event, an alternative placement will be arranged for the child for the duration of the school day.

EXCUSES FROM PHYSICAL EDUCATION AND RECESS

Physical exercise is a part of the school day and an integral element of your child's development. Therefore, all children will participate in physical education classes and recess unless there is a medical reason for their excusal. If your child is unable to take part for necessary reasons, please send in a note from the doctor.

PHYSICAL EDUCATION

Sneakers and appropriate physical education attire should be worn on scheduled gym days.

HEALTH AND SAFETY

1. Fire Drills - Fire drills are necessary for the safety of all students, staff, and faculty. Specific information for fire drills is posted in each room. Everyone, including guests, **must** exit the building during a fire drill.

2. Lock Down Drills - Like fire drills, lockdown drills are necessary for the safety of all students, staff and faculty. Students are instructed about what to do in case of a lockdown situation throughout the school year. At least two lockdown drills will be conducted in conjunction with the Burrillville Police and district personnel.

3. Bomb Threats - The Burrillville School Department has adopted a specific policy in regard to bomb threats. Safety of students and staff is the prime concern.

7. Immunizations – Parents are to ensure their child’s immunization records are up-to-date per the Burrillville School Department Immunization Policy.

8. Civility – Both Burrillville School Department employees and members of the public (parents, vendors, etc.) shall be expected to interact with respect and civility. Please refer to School Department policies for further information.

9. School Insurance - School insurance is available to all students. A packet will be sent home for parents to review. Purchase of the insurance is optional; however, it is an inexpensive way to provide valuable coverage for your child.

10. Personal Hygiene – Appropriate hygiene is important to your child’s success and social acceptance in school. As elementary school children mature, they should be encouraged to take responsibility for their own cleanliness, including daily showers and the use of a deodorant. Excessive use of scented products is discouraged; these items should not be brought to school, as many children are allergic.

12. Items From Home – Children are to leave all toys, playing cards, any electronic devices and cell phones at home. These items are apt to get broken or stolen and could cause problems between students. Gum is not permitted in school.

TRANSPORTATION

The Burrillville School Department provides bus transportation. Learning to ride a school bus is part of your child's educational experience. We encourage you to utilize this service. Your child's safety is as important to us as it is to you. Therefore, to ensure the safest possible ride, the school requires your child to know and follow appropriate bus ride practices:

CHANGES TO BUS ROUTES:

We do not encourage changes in the bus your child rides daily.

PARENTS

- The responsibility for the safety of the student while waiting for the school bus, crossing streets, and after leaving the bus in the afternoon shall rest with the parent or guardian.
- Parents are advised to instruct their children in safety precautions and appropriate conduct with regard to transportation to and from school.
- Parents may call the child's school principal or the transportation office regarding problems, lost articles, or complaints. School disciplinary reports shall be signed by the parent or guardian the day they are received and returned to the school principal the following school day.
- Parents shall be granted an interview with the school principal or designee, upon request, regarding disciplinary action taken involving their child.
- The building principal or designee shall be responsible for seeking student and parental cooperation to insure safe transportation of all students.

WALKERS AND BICYCLISTS

If you wish your child to walk to and from school, please notify the school office in writing. Also review with your child pedestrian safety. Children in 4th and 5th grade may ride bicycles to school with signed parent permission. Please remember that your child is required to wear a safety helmet when bicycling to school. Due to its location, students do not walk or ride bicycles to Steere Farm Elementary School.

YOUTH NUTRITION SERVICES

Breakfast and lunch are served daily. Menus are planned by the Director of Nutrition Services in accordance with specifications established by the Federal Government. The menu is published monthly and sent home through the school.

Students may purchase breakfast and/or hot lunch or bring their own lunch from home. Milk may also be purchased. A cashless system is in place for the Burrillville Schools which enables you to purchase meals/milk in advance. Parents may also close their children's accounts if they do not wish their children to access the account at all. It is the parent's responsibility to monitor lunch balances to ensure their child's ability to purchase lunch. Parents must address negative balances immediately to prevent accounts being closed. Please refer to Youth Nutrition Service guidelines for further information.

All children will be given an application for free and reduced lunch to take home to their parents. We are required by law to provide every parent with the opportunity to apply. All families are encouraged to return the application form, even those who do not believe they are eligible or do not wish to participate in the program, as the information in these applications provides the basis for federal funding to our schools. All application information is confidential.

Parents are encouraged to send a nutritious snack to be eaten at an appropriate time designated by teachers.

STUDENT LIFE

School life is enhanced for both children and adults when core values are respected and implemented. Virtually everyone will agree on central human values: self-respect, honesty, kindness and consideration, politeness, respect for others, and personal responsibility. These values are within the understanding of all school-age children.

Rhode Island General Law 16-2-27 states that each student, staff member, teacher, and administrator has the right to attend and/or work at a school which is safe and secure, and which is conducive to learning and which is free from threat, actual or implied.

Students may be disciplined for off-campus behavior when it causes, or is likely to cause, a substantial disturbance at the school; or when it creates a threat of danger at the school; or if there is a connection between the school and the off-campus behavior.

The Code of Conduct and Behavior/Discipline portion of the Elementary School Handbook is meant to serve as a guide to the behaviors that the Burrillville School Department encourages and to the behaviors that are deemed inappropriate. While we recognize that many of these inappropriate behaviors are not prevalent at the elementary level, we want families to be aware of them and of the consequences that may result.

We encourage all students to adhere to the following Elementary School Code of Conduct, which applies to all students on school premises (buildings and grounds) during the school day, before and after school, and at

school-sponsored or school-related events. The use of school transportation is also considered an extension of the school day and falls under the school's Code of Conduct.

STUDENT CODE OF POSITIVE BEHAVIOR:

- Demonstrate appropriate self-control in order to ensure a safe learning environment
- Treat all members of the school community with respect
- Resolve all conflicts in a non-violent way
- Care for and respect school property and the property of others
- Seek adult help as needed

BEHAVIORS VIOLATING THE DISCIPLINE CODE: The following behaviors are violations of the Elementary Code of Conduct and may be subject to disciplinary consequences.

- Assault: Striking with intent to harm and/or causing bodily injury to another student, member of the faculty/staff. This includes spitting, kicking, "headbutting," or thrown objects.
- Abusive/Vulgar Language: Addressing another student using abusive/vulgar/inappropriate language. This includes language that disrupts classroom instruction/learning environment. It also includes drawing offensive or violent pictures or writing offensive words.
 - Addressing a member of the faculty/staff with an abusive/vulgar/disrespectful/ insubordinate comment.
 - Bullying: Any intentional, targeted, repeated conduct by an individual or a group of any age that is perceived as threatening or designed to instill fear.
- Dangerous Items: Possession and/or use of matches, lighters, fireworks, knives, firearms, sharp implements, or any other items with the potential of inflicting bodily harm.
- Disorderly Conduct: Deliberate, intentional, or reckless engagement in fights, or use of offensive words or threats which are likely to provoke a violent reaction on the part of an average person. This includes encouraging or instigating an altercation or interfering with the ability of a staff member to get to or break up a fight. Note: Serious fights may result in immediate suspension.
- False Alarm: Participating in and/or causing a false alarm such as: fire, bomb threat, 911 calls, etc.
- Food Deliveries: Students may not accept deliveries of food or drink at school at any point during the day.
- Forgery: Signing another person's name and/or altering a school document
- Harassment (Physical, Verbal, Sexual, or Written) (P6434a-c) Harassment takes many forms and includes physical, verbal, sexual and/or written harassment regarding a person's race, gender, sexual preference, handicap, religion, ethnic or social group, appearance, dress, learning style, interests or behaviors. When such conduct substantially interferes with a student's performance and a hostile, and offensive environment is created, it will be deemed harassment.
 - If harassed, students should immediately notify a counselor, teacher and/or administrator.
- Sexual Harassment (P6434a-c) *Unwelcome flirtation *Sexual advances or propositions *Continual or repeated verbal abuse of a sexual nature. *Use of sexually degrading words *The display in school

of sexually suggestive pictures *Deliberate unsolicited and unwelcome verbal comments, gestures or physical contact of a sexual nature

- Hazing (P6435) shall be defined as any conduct by an individual or a group that require i.e., student to perform unusual actions designed to harm or humiliate him/her or conduct by an individual or group that victimizes a student by means of intimidation, threats, or physical harm.
- Hostile Environment (P6436): The Burrillville School Department shall provide a learning environment that promotes and encourages appreciation of diversity. Creation of a hostile environment is defined as engaging in prohibited activities that tend to degrade a student's self-esteem and/or ability to learn and thrive in school and at school-related activities. Prohibited activities include, but are not limited to, harassment about race, gender, sexual preference, handicap, religion, ethnic or social group, appearance, dress, learning style, interests, or behaviors.
- Inappropriate Clothing: Refer to Dress Code section below
- Inappropriate Physical Contact: Making physical contact with another student with or without malicious intent (roughhousing, running, pushing, shoving, displays of personal affection, etc.)
- Insubordination: Arguing with or refusing to comply with a reasonable request from a teacher, staff member or administration.
- Leaving the classroom or building without permission
- Plagiarism: The deliberate use of others' words and ideas as if they were one's own. Copying from another student's paper, utilizing written material directly from a resource without proper credit, or otherwise cheating.
- Stealing Property: Taking without permission other students', teachers'/ adults' belongings
- Transfer/Possession of a Controlled Substance to Another Person (P6405a): Having in one's possession, distributing or transferring a controlled substance to another person. Controlled substances include but are not limited to tobacco (R.I. Gen Laws Ch. 23-20. 9-5 & P6431), alcohol (P6432), marijuana, prescription drugs, toxic vapors, etc. or any illegal or harmful substance.
- Threats with Intent to do bodily harm: Threatening the health, safety, and/or property of another student or a member of the faculty/staff .
- Vandalism: Willful destruction or damage to school property or the property of another person.

ZERO TOLERANCE (School Committee Policy P6405a-b) The Burrillville School Department is committed to providing a school environment that is safe, nurturing and conducive to learning. There are behaviors deemed unacceptable which require the strictest disciplinary action. These include actions which jeopardize the health, safety and well-being of others. Often, these offenses also merit police and court action due to the serious nature of the offense. The Burrillville School Department has "Zero Tolerance" for such behavior and will take immediate and forceful action to provide a safe environment that is conducive to effective teaching and learning. Zero Tolerance offenses include but are not limited to:

- Fighting/assault/violent behavior
- Bomb threat
- Vandalism/graffiti
- Weapon possession or use of any object as a weapon
- Arson

- Hate crime
- Trespassing
- Use/possession/under the influence of alcohol on school property or at any school sponsored activity
- Use/possession/under the influence of illicit drugs and/or possession of drug paraphernalia on school property or at any school sponsored activity

Violation of the Zero Tolerance Policy - Violations of this policy can and most often will result in some legal and/or disciplinary action. In all cases involving weapons, assault, alcohol, or other substances as defined above, local police shall be called and appropriate reports filed. All confiscated materials shall be turned over to the police department for potential legal action.

Violators of the Burrillville School Department’s Zero Tolerance policy will be subject to some or all of the following disciplinary actions:

- Suspension/possible expulsion from school
- Parent meetings and actions to be determined
- Mandatory appropriate counseling (in and outside of school)
- Loss of athletic/extracurricular privileges
- Involvement of legal authorities

SECTION II: BULLYING, HARASSMENT, HAZING, AND HOSTILE ENVIRONMENT

BULLYING (School Committee Policy, DP643) - Bullying, Teen Dating Violence, and Sexual Violence (Lindsay Ann Burke Law) disrupts a school’s ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence. All students, faculty & staff have a right to work and study in a safe, supportive environment that is free from harassment, intimidation, and bullying.

Bullying behaviors include, but are not limited to, teasing, verbal harassment, unwanted touches, intentionally verbally and physically attacks, and/or ostracism. Bullying also occurs when a student or a group of students organize or campaign of shunning against another student/students or when a student or group of students maliciously spread rumors about another student/students. The full policy can be found on the BSD website.

Bullying, Teen Dating Violence, and Sexual Violence are prohibited in the public schools of Burrillville. [R.I.G.L. §§ 16-21-26, 16-21-30]. Reports of such conduct shall be investigated, and action shall be taken under the guidelines of the elementary school’s disciplinary code. This policy shall apply to all school activities, including bus transportation, field trips, extracurricular activities, athletics, & any other school-related function.

HARASSMENT - (Physical, Verbal and Sexual) - (School Committee Policy, P6434) - Students have a right to a positive, uninterrupted school experience. The Burrillville Elementary School community does not condone harassment of any type against any individual. Harassment takes many forms and includes physical, verbal and

sexual harassment. If harassed, students are requested to complete a Student Reflection Form as soon as possible. Be sure to contact your teacher or school nurse immediately.

Anyone involved in the act of harassment will be dealt with under due process in an appropriate manner.

Sexual harassment is particularly offensive and under no circumstance will be tolerated at the Burrillville Elementary Schools. Sexual harassment includes, but is not limited to, the following:

- Unwelcome flirtation
- Use of sexually degrading words
- Sexual advances or propositions
- The display in school of sexually suggestive pictures
- Continual or repeated verbal abuse of a sexual nature
- Deliberate, unsolicited and unwelcome verbal comments, gestures or physical contact of a sexual nature

Parents/guardians have a special responsibility to ensure that their student understands the serious ramifications of sexual harassment. By supporting our school's efforts in providing a safe, harassment-free environment for all students, parents can become an important first line of prevention and education in regards to all types of harassment in and out of school.

HAZING - (School Committee Policy, P6435) - The Burrillville School Department shall provide an educational environment that is free of intimidation, verbal abuse, or physical abuse that is characterized as an initiation, a rite of passage, or hazing. Hazing shall be defined as any conduct by an individual or a group that requires i.e., student to perform unusual actions designed to harm or humiliate him/her or conduct by an individual or a group that victimizes a student by means of intimidation, threats, or physical harm. Reports of such conduct shall be investigated, and action shall be taken under the guidelines of the elementary school's disciplinary code. The full policy can be found on the BSD website.

HOSTILE ENVIRONMENT - (School Committee Policy P6436) - The Burrillville School Department shall provide a learning environment that promotes and encourages an appreciation of diversity. Individual differences of students within School Department policies and procedures are to be appreciated and respected. All students can expect to learn and thrive without encountering harassment about individual differences. Creation of a hostile environment is defined as engaging in prohibited activities that tend to degrade a student's self-esteem and/or ability to learn and thrive in school and at school-related activities. Prohibited activities include, but are not limited to, harassment about race, gender, sexual preference, handicap, religion, ethnic or social group, appearance, dress, learning style, interests, or behaviors.

SECTION III: PROGRESSIVE DISCIPLINE

As a school community, we believe in progressive discipline to educate our students. Repeated offenses will result in more severe consequences. Disciplinary consequences will be determined on a case-by-case basis and reflect the number and severity of disciplinary issues. Parents are important partners in the disciplinary process. Communication with parents will be open and frequent as we work together to solve disciplinary issues for the safety and well being of students.

PROGRESSIVE DISCIPLINE The administration is authorized by the Burrillville School Committee to implement a system of progressive discipline that encourages parent/guardian support and relies on increasing the severity of consequences according to the seriousness and/or frequency of the behavior/concern.

Consequences utilized by teachers and administrations in isolation or in various combinations are:

- Conference with student and teacher
- Conference with student, parent/guardian and teacher
- Conference with student and administrator
- Conference with student, parent/guardian, teacher and administrator
- Reteaching by teacher
- Reteaching by administrator
- Confiscation of inappropriate items
- Change or covering of inappropriate clothing
- In-school suspension
- Out-of-school suspension (1 to 10 days)
- Loss of privileges
- Charged in Family Court with disruption of school or truancy
- Recommendation to school committee for a long term suspension or to expel

LOSS OF PRIVILEGE/BEHAVIOR PROBATION (BP) - The administration reserves the right to withhold privileges from students for disciplinary reasons. These privileges include, but are not limited to, participation in extracurricular activities, school-wide enrichment activities, and field trips. Students will be notified of the reasons and the duration of this loss of privilege. A student who has served a suspension will not be permitted to participate in extracurricular events for a period up to 30 school days. A student is not allowed to attend or participate in any school event on the day he/she has been suspended.

SUSPENSIONS

SUSPENSIONS (OUT-OF-SCHOOL) - A short term suspension is the most serious action that can be taken by the administration when conduct is of such a serious nature that it warrants immediate and appropriate action. Such a suspension is a short term removal of a student from the regular school program. The number of days of suspension, up to ten, is determined by the administration depending on the nature of the student's disciplinary record and the seriousness of the offense.

In such instances, the administration will attempt to immediately telephone the parents/guardian of the student to notify them of the suspension. A letter of suspension may also be sent. The administration will insist that the student return to school accompanied by a parent/guardian. No student may attend school functions during a suspension. A student who has served a suspension will not be permitted to attend school dances or participate in extracurricular events for a period of up to 30 school days.

All school work may be completed after the student returns from suspension. Failure to complete work within an amount of time no greater than twice the number of days of suspension will result in a grade of zero being given for the unfinished assignments/tests.

Out-of-school suspension will consist of the student remaining at home for a specific period of time as determined by the administration.

SUSPENSION APPEALS - Any decision made by the administration may be appealed according to the following order:

1. Principal
2. Superintendent of Schools
3. School Committee
4. Commissioner of Education

In cases of appeal by the School Committee, a copy of the record and decision will be forwarded to the State Commissioner of Education. For more information refer to the section titled Due Process.

DUE PROCESS AND GRIEVANCE PROCEDURE - The U.S. Supreme Court in the Goss vs. Lopez 419 U.S. 565 (1975) decision requires that, except in emergencies, students be given notice of charges against them and an opportunity provided to be heard before they are suspended from public school. Students are also entitled to certain procedural rights in accordance with the Burrillville School Department.

District Policy including the following:

1. Notice- A student will be told what rule(s) has been violated and may be given a written copy of the offense by the administration.
2. Hearing - A student will be given an explanation by the administration why she/he is believed to have violated a rule if the charges are denied. A student will be given a chance to tell his/her version of what happened to the administration. A meeting with the administration and the teacher who originated the charge may be held.

3. Appeal Process - Any student, following a disciplinary conference with the administration in the presence of a parent/guardian or student advocate in which a disciplinary action is taken, may appeal that decision in writing to the next administrative level.

A. If the decision of the Principal is not accepted, the student or the parent/guardian may appeal to the Superintendent of Schools who will render a decision within one day of the conclusion of the appeal hearing.

B. The decision of the Superintendent may be appealed to the Burrillville School Committee within two days in writing. The decision of the School Committee may be appealed to the Commissioner of Education.

BEHAVIORS BY AREA

BEHAVIOR ON THE SCHOOL BUS - The Burrillville School Department regards student behavior and the school bus driver's management of student behavior as key elements in the safe transportation of students. Students shall respect the school bus driver as the authority over student conduct while entering, riding and disembarking the bus. Students are expected to maintain appropriate behavior consistent with school rules and regulations regarding student conduct.

Appropriate Actions:

- Sitting with legs and arms in seat while the bus is in motion until they disembark
- Following bus driver and bus monitor's directions
- Appropriate voice level and language
- Hands off others

Inappropriate Actions:

- Discourteous speech and manner
- Hands on behavior: shoving, pinching, or poking
- Use of dangerous objects, throwing of objects, extending limbs or objects about the bus or out the window are strictly prohibited
- Out of seat while the bus is in motion or before appropriate drop-off place

The use of video cameras on school buses shall be regarded as aides to monitor discipline. A video camera does not replace the school's discipline policy, the authority of the driver, or the responsibility of the administration. Video cameras may be placed on any bus as authorized by the Superintendent or the Terminal Manager. All students will be notified that they are subject to being videotaped at any time. Public notification shall be made to parents and guardians through the media. Disciplinary action may be taken, in accordance with School Committee Policy, in the event of misconduct.

The following action may be taken against students for school bus misconduct:

(In the event of serious student misconduct, the School Committee or its designee may waive step one (1) and step two (2) and invoke immediate suspension.)

- First Offense : Upon receipt of complaint from the transportation agent, the administration shall speak with the student informing him/her of the nature of the misconduct and requesting cooperation in the future. The administration may notify the parent/guardian by telephone, stating the nature of the offense, and forward a copy of the completed referral to the parent/guardian accompanied by a copy of the Student Transportation Policy. A copy of the completed referral will be sent to the transportation agent.

- Second Offense: The administration shall speak with the student again, informing him/her that transportation privileges have been suspended for two school days, and notifying his/her parents/guardians by telephone and in writing, stating the nature of the offense and the disciplinary action taken. Suspension shall take place only after a hearing at which parents and child are entitled to attend and participate

- Third Offense : Repeat above procedure, suspending student from bus transportation privilege for two weeks.

- Fourth Offense : Repeat above procedure, suspending privilege for balance of the school year.

BEHAVIOR IN THE CAFETERIA - Students will enjoy their lunch period as a time to relax and talk with friends while eating, as it would be in a fast food restaurant. Courtesy, politeness, and cleanliness are important responsibilities for you to maintain. When you sit at a table, you must share in the responsibilities of cleaning it. This is a basic rule and will always be expected of you.

Appropriate behavior in the Cafeteria

- Students must follow the Peanut Free/Peanut designations and sit in the appropriate areas of the cafeteria, which are clearly marked.
- Walking at all times in cafeteria

- Clean lunch area
- Maintain appropriate inside volume
- Follow directions of adults monitoring lunch, i.e clap, bell, etc.
- Exhibit socially acceptable behaviors while dining
- Asking for permission to leave the cafeteria or use bathroom

Inappropriate behavior:

- Sharing or throwing food
- Inappropriate voice volume
- Disrespectful or disruptive behavior
- Leaving seat without permission
- Not following directions of adults

Any violation of these rules will result in implementation of consequences according to the school's Discipline Code. A student may also be assigned "Silent Lunch" and/or assigned seating in the cafeteria or by an administrator in a supervised location other than the cafeteria for repeated incidents of unacceptable behavior in the cafeteria during a lunch period.

CARE OF SCHOOL PROPERTY/VANDALISM – Abuse of school equipment, buildings, or grounds will not be tolerated. Students and parents will be held financially responsible for damages to school property. Students may be suspended out-of-school or lose the privilege of participating in all extracurricular activities if no attempt is made to make restitution for acts of vandalism.

OTHER POLICIES

ELECTRONIC DEVICES, ETC. - Use of electronic devices including but not limited to cell phones, iPods, MP3 players, radios, smart watches, video game systems, Bluetooth speakers, laser pointers, personal items or other toys of any kind are not allowed. If seen, they will be collected and returned to the student's parent/guardian at the discretion of the teacher or administration and other consequences may be assigned.

Students who bring electronic devices, such as cell phones, MP3 players, Bluetooth speakers, iPods, iPads, smart watches, personal E-readers or video game systems to school do so at their own risk. All electronic devices must stay in the student's backpack during the school day. If an electronic device is stolen, families may report the

theft to the police department for investigation - the school will not investigate the theft. The school is not responsible for lost or stolen devices.

CELLULAR PHONES – Cellphone use is not allowed at the elementary school level. If seen, they will be collected and returned to the student’s parent/guardian at the discretion of the teacher or administration and other consequences may be assigned.

DRESS CODE – The school community at Elementary School level believes that appropriate dress is important in maintaining a safe and effective school atmosphere conducive to teaching and learning. The following dress code is not meant to be restrictive, but is intended to guide students and their parent/guardian in choosing appropriate clothing to wear in school. The following articles of clothing and/or items are not to be worn in school:

- Articles of clothing which advertises the use or sale of a controlled substance.
- Articles of clothing with offensive or suggestive language or logos.
- Pants or shorts worn showing the buttocks
- Hats/hoods, bathing suits, pajamas, loungewear/slippers
- Articles of clothing that are too revealing such as halter-tops, tube tops, midriff tops, crop tops, spaghetti string tops, see through clothing,
- Chains and long straps which hang from clothing pose a danger to your child and are not allowed.
- For safety reasons all footwear must have an enclosed heel. Sandals must have a back strap. High heels, wedges, Heelys/roller sneakers, and flip flops are not appropriate for school and may not be worn.

All final decisions regarding Dress Code will be at the discretion of the Building Principal. If a student is found in violation of the Dress Code, the parent/guardian may be contacted and the student may be sent home for inappropriate attire.

PBIS – Our staff is continuing to implement a school-wide behavior system. Positive Behavioral Interventions and Supports (PBIS) is a research-based model of teaching and recognizing expected behaviors that many schools across the nation have implemented.

Each September, and periodically throughout the school year, students are taught positive behaviors that are modeled and encouraged by all faculty and staff in all environments around the school.

Our students are taught the 3R’s, and they know that we expect them to be Respectful, Responsible and Ready to learn at all times in school and in the community.

HOMEWORK

Well-planned homework is an enriching supplement to the child's school day tasks. Homework is assigned with consideration of purposeful objectives and is due back to school on the assigned day. This builds responsibility in children. One or more of the following types of homework may be assigned to support the curriculum:

- Practice...to reinforce learning and promote mastery of skills
- Preparation...to introduce material that will be presented in future lessons
- Extension...to promote application of skills to a new situation
- Integration...to apply many different skills to a single task

Recent research found that the amount of time students spent in independent reading outside of school was the best predictor of reading achievement. **As such, all elementary students are expected to read no less than 20 minutes per night. In addition, students will also be assigned math practice.** Other school related projects may also be assigned periodically.

If you have concerns regarding homework, please contact your child's teacher at school, either by phone or email.

Helpful Hints:

1. Set aside a time when homework is to be done.
2. Allot adequate space, lighting, appropriate tools (paper, pencils, etc.)
3. Set appropriate time limits.
4. Help by showing how, not by doing.
5. Give your child support and encouragement.
6. Please contact the teacher if your child is not able to complete homework in a reasonable amount of time.

COMPUTER AND NETWORK USE

The Burrillville School Department has adopted a specific policy with regard to the acceptable use of computers and network access. The purpose of this policy is to facilitate and set guidelines for exploring and using computers/Chromebooks and the network as a tool for learning. A copy of the policy will be distributed requiring parent/guardian permission for use.

As our schools advance in the use of technology, some teachers may choose to post assignments and other classroom information on an Internet site. Please utilize these resources with your children.

ASSESSMENT

Assessment of student learning is an ongoing and comprehensive process. Developmentally appropriate monitoring and assessment at each grade level is necessary to ensure that the needs of each student are met and to document the student's continued learning and progress.

Our assessment practices employ a holistic approach in which both process and product are evaluated in a variety of ways. State standardized and performance assessments are given at designated grade levels in order to help evaluate student progress and educational programs. A variety of assessments may be used, including: performance tasks, hands on activities, traditional paper and pencil tests, group projects, etc. Assessments are scored against a benchmark with the use of a rubric.

Parents are an integral part of the assessment process. Parental review and supportive follow-up of report cards and teacher conferences are imperative to student academic success.

REPORT CARDS

Report cards will be issued to students at the close of each grading trimester and will reflect student performance against the end of year benchmarks for his or her grade level. Attendance will be reported on the report card. Report cards will be issued electronically through our electronic student services.

SPECIAL EDUCATION

The Burrillville Elementary Schools provide a continuum of services to students identified as eligible for special education, consistent with state and federal regulations.

Each elementary school has a team of specialists who meet to discuss and monitor student progress. The team works cooperatively with parents and teachers in order to meet students' individual needs by recommending adjustments within the regular education program.

If a student seems to require additional supports or instruction beyond the regular classroom setting, then a referral for an evaluation may be completed. The staff feels that parents are the most important component in developing successful educational programs for children; parents are invited to participate in the evaluation process. Once the parents have consented to an evaluation, assessments are completed to determine the child's specific educational needs. A decision regarding services will be made at that time and an Individual Education Plan (I.E.P.) prepared.

504 ACCOMMODATIONS

In some cases, a student may have educational needs that require classroom modifications and/or accommodations. Evaluation teams may choose to approve the development of a 504 Plan for the child, which may then be prepared by the 504 team in cooperation with the child's parents.

LIBRARY MEDIA CENTER (LMC)

The literate elementary student reads widely beyond the basic reading required in classroom subjects. Magazines, newspapers, and library books are all critical parts of the reading menu for children. Each elementary school has a LMC, which contains a large, varied collection of books, periodicals, and audiovisual articles.

Students have the opportunity to make use of the LMC on a weekly basis with their class. In addition, the LMC is open at other times to afford students time for research or to work on projects. Students are responsible for borrowed books, and must protect and care for books. Borrowed books are due back to the LMC as designated by the school librarian. Damaged or lost books shall be the responsibility of the student.

PARENT/GUARDIAN INVOLVEMENT

The Burrillville School Department encourages parent participation in the education of their children. By providing a communication channel between home and school, parents, teachers, and community members will be able to pool their knowledge, funds, resources, and experiences.

Our schools and parent organizations work to promote awareness of issues currently affecting elementary education, increase knowledge of current curriculum and programs, and work toward providing enriched learning experiences for children.

Each elementary school has its own Parent/Teacher Forum or Association, which meets regularly to address issues and concerns about programs and activities. Parents and guardians may also become school volunteers by helping with the traditional parent association activities and/or with the educational services of tutoring, helping in a classroom, library or office, or by giving a special presentation to enrich the curriculum. Please call your child's school for more information.

Each school also has a School Improvement Team. Parents are invited to participate in school improvement initiatives.

FUNDRAISERS

Fundraisers are conducted by all elementary schools. Please remember, fundraisers are not obligatory. However, they do serve as a supplement for the purchase of classroom supplies, trips, and school presentations and offer opportunities that enhance the educational program. Children are not permitted to sell fundraiser items on a door-to-door basis. Please refer to the Burrillville School Department policy for appropriate fundraising guidelines. In lieu of participation in fundraisers, parents may make a donation to their child's school. We thank you for your support.

VISITORS AND GUESTS

All parents/guardians/visitors who enter the school building **must report to the office and sign in.** This procedure is necessary for security reasons as well as to avoid any unnecessary interruptions of your child's classroom.

The office will notify your child's teacher of your presence when you arrive for a scheduled appointment.

Parents requesting a conference with their child's teacher must call or send a note in advance for an appointment. Administrators are often in classrooms or meetings during the day, so it is also advisable to follow this procedure to make an appointment with your child's principal.

PLAYGROUND

Time on the playground is an important part of a child's day.

Safety is the key word at recess.

- Students should know the boundaries of the play area and stay within them.
- Students should respect themselves, others, and the playground equipment.
- Students are responsible for their own behaviors and will be subject to consequences for inappropriate behaviors.

LOST AND FOUND

Each building has a collection site for lost and found articles. Please remember to check here for missing items. If clothing and lunch boxes are labeled, your child is more apt to arrive home with his or her own belongings.

COMMUNITY SERVICE LEARNING

Our Elementary Schools are committed to Community Service Learning. We believe that our students can and do make a difference in the community. Each school is registered in the Feinstein Foundation "Kids Make a Difference" Program. Our schools have many times been recognized both locally and statewide for service learning projects.

Within Community Service Learning (CSL), there exists a rich diversity of the types of learning activities, skills learned, and expected student outcomes. All CSL activities complement curriculum goals.

Through CSL, students experience the joy of helping others, and at the same time build responsibility as citizens of a community. Our CSL programs strengthen the relationships among schools, students, and community.

GLOSSARY OF TERMS

Civility - Polite and courteous behavior.

Code of Conduct - Behaviors that are considered exemplary and that will be promoted within the schools.

Core Values - Identified and generally agreed-upon values that guide behavioral expectations of students and staff; for example, honesty, respect, responsibility, etc.

Community Service Learning (CSL) - The participation and active learning experiences of students which are tied to the curriculum and which may take place either in school or in the community at large. These activities involve children in problem solving around issues of community need and in providing service to help others.

Hazing - Any conduct by an individual or a group that requires a student to perform unusual actions designed to harm or humiliate him/her, or conduct by an individual or group that victimizes a student by means of intimidation, threats, or physical punishment.

Hostile Environment - Engagement in prohibited activities that tend to degrade a student's self-esteem, and /or ability to learn and thrive in school and at school related activities. Prohibited activities include but are not limited to harassment about race, gender, sexual preference, handicap, religion, ethnic or social group, appearance, dress, learning style, interests or behaviors.

Mission Statement - A broad statement of the unique purpose to which the organization is committed and the basic means of accomplishing that purpose.

Over the Counter Medications - Medications which may be purchased at a pharmacy without a prescription, such as aspirin, Tylenol and cough medicine.

Parent Teacher Forum (PTF) - An open group of interested parents and teachers who meet regularly to discuss issues of school importance and/ or engage in fundraising activities which support the school.

Performance-Based Assessment - A test or task given to a student to assess knowledge in which the child must utilize hands-on materials or otherwise actively demonstrate knowledge.

Photo Release Permission - Parental permission for children to be photographed and/or filmed during school activities for purposes of publication

Prescription Medications - Medication which must be authorized by a physician, including pills, inhalers and epi-pens.

Prohibitions (Zero Tolerance Policy) - The refusal on the part of the school department to condone any activity involving violence, and/or drug, alcohol, tobacco and weapon possession on school property.

Rubric - Grading sheets which spell out the criteria of success. They describe to students in a consistent, fair and clear manner what is expected.

Improvement Team (SIT) - A group of parents, teachers and interested community members who meet regularly to formulate and act upon goals and objectives to facilitate school improvement.

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature.

Standardized Assessment – A test or set of tasks given to students to determine their level of knowledge/understanding in a given subject area which has been tested and validated on a large number of individuals. (i.e.: Rhode Island Writing Assessments, New Standards Assessments, etc.)

Suspension - Removal from the regular programming of a student who has created discipline problems that could not be resolved through less severe means.

Truancy - Excessive absence from school without legitimate reason.