

JOHNSTON PUBLIC SCHOOLS

10 Memorial Avenue
Johnston, RI 02919-3222
(401) 233-1900



Elementary Student-Parent/Guardian Handbook 2006-2007



The Johnston Public School System is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital/parental status, political affiliation, or sexual orientation of an individual.

Adopted: Johnston School Committee, 2005
Revised: June 2006

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JOHNSTON PUBLIC SCHOOLS CONTACT INFORMATION

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Johnston, Rhode Island 02919-3222
Tel: (401) 233-1900
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ELEMENTARY SCHOOLS

Early Childhood Center

Principal: Mrs. Elizabeth Box
10 Memorial Avenue
Johnston, RI 02919
Secretary: Donna Greco

(401) 233-0054
(401) 233-0081- Fax

Sarah Dyer Barnes School

Principal: Dr. Bernard DiLullo
24 Barnes Avenue
Johnston, RI 02919
Secretary: Judy Iafrate

(401) 231-8710
(401) 231-7470 - Fax

Brown Avenue School

Principal: Ms. Helina Cobery
14 Brown Avenue
Johnston, RI 02919
Secretary: Gina Murray

(401) 934-0270
(401) 934-2115 - Fax

George C. Calef School

Principal: Mrs. Louise Denham
7 Waveland Street
Johnston, RI 02919
Secretary: Janis Mousseau

(401) 831-2653
(401) 831-2690 - Fax

Graniteville School

Principal: Mrs. Michele Zarcaro-Tampella
6 Collins Avenue
Johnston, RI 02919
Secretary: Margie Picotte

(401) 231-8790
(401) 232-2060 - Fax

Thornton School

Principal: Mrs. Emily M. White
4 School Street
Johnston, RI 02919
Secretary: Claire Cote

(401) 943-7369
(401) 943-6940 - Fax

Winsor Hill School

Principal: Ms. Sandra Barboza
100 Theresa Street
Johnston, RI 02919
Secretary: Brenda Carrier

(401) 831-4619
(401) 421-5660 - Fax



SUPPORT SERVICES

Office of the Superintendent of Schools

Mrs. Margaret A. Iacovelli, Superintendent

Mrs. Kathryn M. Crowley, Assistant Superintendent

Ms. Brenda-Lee Troia, Secretary to Superintendent

Mrs. Joan Nelson, Secretary to Assistant Superintendent

(401) 233-1900

(401) 233-1910 - Fax

Business Manager

Mrs. Melissa Devine

(401) 233-1900

(401) 233-1910 - Fax

Human Resources

Mrs. Martha Taylor, Coordinator

Ms. Brenda-Lee Troia, Assistant Coordinator

Mrs. Marlena Silvestri, Secretary

Mrs. Ann Marie Colletti, Secretary

(401) 233-1900

(401) 233-1910 - Fax

Special Education Office

Mrs. Carolyn Roseman, Director

Ms. Lori Facha, Assistant Director

Mrs. Rochelle Montiero, Secretary

Mrs. Carol DiPaolo, Secretary

(401) 233-1900

(401) 233-1930

(401) 233-1950 - Fax

Transportation and Maintenance

Mr. Morris Bochner, Director

Mrs. Jerri Cantone, Secretary

(401) 233-1900

(401) 233-1907 - Fax

Technology

Mr. Michael Neubauer, Director of Technology

Mr. Paul Bzowski, Supervisor/ Senior Network Technician

(401) 233-1942 ext. 2790

(401) 233-0084 - Fax

First Student Bus Company

(401) 621-5865

School Committee Office

Mrs. Martha Taylor, Secretary

(401) 233-1900

(401) 233-1910 - Fax

Curriculum Lead Coaches

Mrs. Marilyn Bouclin, Literacy

Mrs. Christine Murphy, Math

Mrs. Karen Lepore, Science

Mrs. Marcia Cross, Literacy

(401) 831-2653

(401) 831-2653

(401) 831-2653

(401) 233-1930 ext. 2769

Truant Officer/

Registration Clerk

Ms. Donna Vallarine

(401) 233-1920 ext. 2802



OPPORTUNITIES FOR PARENT/GUARDIAN INVOLVEMENT

Each elementary school has active Parent Teacher Organizations. **You** are the necessary people. You are the "P" in the P.T.O. Your input and support are crucial to success of the School-Home connection. Our **School Improvement Teams** need your ideas! Parental involvement in school improvement teams is vital in improving our schools. Please contact your school principal if you are interested in being involved in your child's school. No contribution is too small. We need you!



SUGGESTED WAYS PARENTS/GUARDIANS CAN HELP THEIR CHILDREN SUCCEED IN SCHOOL:

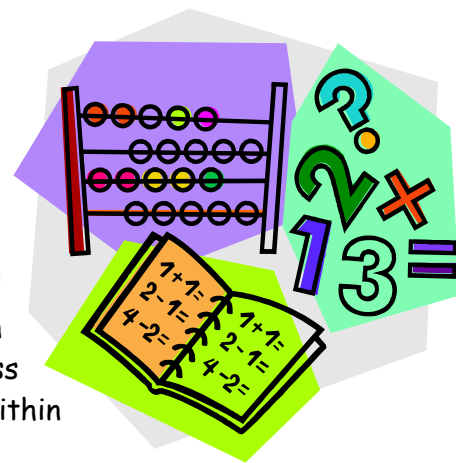
1. Provide a secure, loving environment at home. Let your child know he or she is loved and respected.
2. Please have a notebook and backpack for your child. Check the contents of the backpack each day. Set aside a place for important work and papers from school.
3. Provide your child with a study area that is as distraction-free as possible. Most children require a specific time each day to complete school assignments. Routine is very important to success.
4. Take an interest in your child's school assignments and activities. Talk with your child daily about school.
5. Read to your child daily and encourage your child to read to you.
6. Communicate with your child's teacher.
7. Post a classroom/school calendar in a highly visible spot so that long-term projects and events are available for a constant reminder.
8. Participate in school-sponsored activities whenever possible.
9. When your child has a fever, please keep him/her at home until the temperature is normal for 24 hours.



ACADEMICS

APPROPRIATE CLOTHING FOR SCHOOL

Students should dress in a way that is appropriate for an educational environment. Appropriate school attire should not be a distraction to education within the classroom. The intent of the student dress policy is to set the expectation of, and the standard for, order within the school community.



The following articles of clothing are deemed inappropriate for school:

- *No Hats indoors*
- *Clothing with designs or wording that is offensive and inappropriate for a school setting. For example: clothing with designs or wording referring to alcohol, drugs, or tobacco products*
- *Tank tops, sleeveless undershirts, strapless dresses, tube tops, see-through clothing and midriff tops*
- *Short shorts*
- *No flip-flops; only sandals with sturdy straps*

Children should also dress appropriately for the weather. Sneakers should be worn on Physical Education days. SNEAKERS WITH RETRACTABLE WHEELS ARE NOT PERMITTED ON ANY DAY! Please label clothing, lunch boxes, and all personal property with your child's full name.

Wheeled backpacks are not allowed for safety reasons. However, permission may be granted at the discretion of the building principal on the basis of individual special needs.

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

The Johnston Public School System offers a range of services to children whose first language is one other than English. Home language assessments, parent/guardian referrals, and observations combine to determine each child's eligibility for services.

HOMEWORK ASSIGNMENTS

It is the policy of the Johnston Public School System to require some directed assignments for completion beyond the normal school day.

These are time guidelines:

Grade 1 ~ 15 to 20 minutes daily

Grade 4 ~ 30 to 60 minutes daily

Grade 2 ~ 20 to 30 minutes daily

Grade 5 ~ 30 to 60 minutes daily

Grade 3 ~ 30 to 40 minutes daily



The guidelines for homework are approximate and will vary among students and classes. Friday and/or holiday assignments are at the discretion of the child's teacher. Out-of-school assignments reinforce lessons taught, provide remedial and enrichment activities, and help students in the application of skills and subject matter.

The parent/guardian is a partner by participating with the child in compiling materials for projects and homework in general. Monitor the progress of your child's schoolwork. It is essential that parents provide a good atmosphere for completing out-of-school homework assignments. Parents/guardians should offer guidance as the need arises. Support your child as he/she strives to become an independent learner, one of the major goals of out-of-school assignments.

INSTRUCTIONAL MATERIALS & SCHOOL PROPERTY

Each student is responsible for any school property he/she uses. Damaged or lost property (books, etc.) should be reported immediately to your child's teacher or to the building principal. It is the parent/guardian's responsibility to replace lost or damaged items. Please guide your child in the thoughtful use of books and other educational materials.

INTERNET USE

The Internet is available at school to students. It is a requirement, by law, that students have parent permission to use the Internet. The use of the Internet is a privilege that is available only to those who comply with the policy about its use. You will find a form with that information at the end of this handbook.

MISCELLANEOUS ITEMS

Please keep the following items at home: iPods, CD players, radios and other toys. Cell phones and pagers will be confiscated by the principal and may be retrieved **ONLY** by a parent/guardian. *Cell phones and pagers are illegal on school premises, as per RI General Law § 16-21.2-11.*

PARENT/GUARDIAN-TEACHER CONFERENCES

Parent/guardian-teacher communication grows as both sides work together. It is very important for parents/guardians to attend all conferences with teachers. Conferences regarding all children are held at the end of the first and second trimester of the school year, and as needed. Pre-Kindergarten and Kindergarten conferences are scheduled in January and May. Other conferences are encouraged and may be arranged with your child's teacher or through your building principal.



PROGRAM AND CURRICULUM INFORMATION

As the school year progresses, questions may arise about curriculum and instruction. Any questions you have should be directed first to your child's classroom teacher. If you feel further information is necessary, contact your building principal. Any additional concerns may be addressed to the Superintendent.

REPORT CARDS

Report cards now reflect a standards-based curriculum. Grading is now reported on a 1-5 scale. The educational achievement for this scale is represented as follows:

5.....	Exceeds the Standard
4	Meets the Standard
3.....	Nearly Meets the Standard
2.....	Below the Standard
1	Little or No Evidence/Needs Improvement
NA.....	Not Assessed

RETENTION POLICY

Students not making adequate progress in meeting the District, State, and National Standards will be identified early in the school year. When a student is identified as being at risk of retention, parents will be notified. Interventions and strategies for help will be established to assist the student in reaching grade-level expectations in core academic areas. Teachers strive to motivate and connect with students that continue to fall below standards. Such strategies may include tutorial programs, after-school programs, summer school program, and/or fifth quarter. Ongoing assessment of student progress will be a part of each intervention program. In line with District, State and Federal guidelines and mandates for standards of learning, future considerations regarding retention will be stated in a separate policy manual and adopted by the Johnston School Committee.

SPECIAL EDUCATION PARENT ADVISORY

The Johnston Special Education Advisory Committee is a group of parents/guardians, professionals, and concerned citizens who have come together to advocate for all children in the Town of Johnston who have special education needs. One of the committee's most important functions is that of providing advice and support to parents whose children are either in a special education program or are being evaluated for special services. All meetings are held on the first Tuesday of each month at the Administration Building (located at the Ferri Middle School) at 10 Memorial Avenue, Johnston, Rhode Island.



SPECIAL EDUCATION SERVICES

Federal and State Regulations that require the district to provide a free and appropriate public education in the least restrictive environment for students with disabilities govern the Johnston Public School System.

The Special Education Department has in place a referral and evaluation process that addresses each child who might be in need of Special Education Services.

When a determination is made that a child qualifies for Special Education Services, there are a range of services and programs to meet the unique needs of each child.

ATTENDANCE

ATTENDANCE POLICY

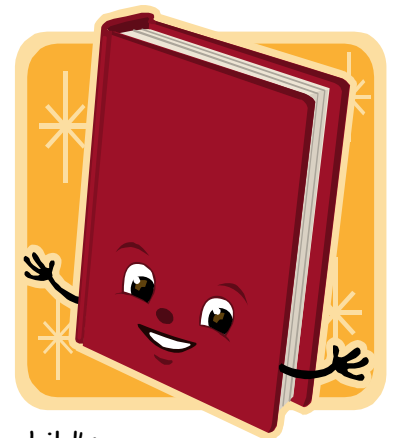
The Attendance Policy adopted by the Johnston School Committee

Rhode Island State Law mandates the minimum length of the school day and number of school days per year. Your child should be on time to school every day except in the case of an emergency. Late arrivals and early dismissals take away from your child's education.

Parents/guardians should provide a doctor's note from your child's doctor/dentist for any medical appointments that are scheduled during school time.

Parents/guardians are asked to call the school office when their child is absent or tardy. When a student is absent or tardy, a written excuse from the parent/guardian is requested when the student returns to school. This excuse should include the date(s) and reason for the absence or tardiness.

Except for very unusual circumstances, students who are absent from school for any reason may not participate in any school activity/event during the afternoon or evening of the day(s) of their absence. Excessive tardiness and absences could also be a component in evaluation when considering retention for a student.



EXCUSED ABSENCES

The following are considered excused absences or excused tardiness.

- Illness - after three (3) consecutive absences due to illness, a doctor's note is required when your child returns to school
- Medical appointments - A doctor's note is required when scheduling appointments during school hours. Please try to schedule doctor's appointments after school.
- Death in the family
- Required court appearance - legal documentation required
- Religious holidays

MAKE-UP WORK

All make-up work is the responsibility of the student. Please call the school office and request that your child's teacher have work to send home. It is not always possible to have the work provided immediately. **Requested work will be provided within 24 hours.** All work can be picked up at the school office.

TARDINESS

Any student entering school late (i.e., Thornton and Winsor Hill after 8:20 A.M., Barnes, Brown Avenue, Calef, Graniteville, and ECC-AM session after 9:05 A.M., and ECC-P.M. session after 12:20 p.m.) is considered TARDY.

- Students are encouraged to **BE ON TIME** to school.
- Parents/guardians **MUST** sign-in their child when they arrive late to school.
- When your child accrues excessive absenteeism or tardiness, he/she may be called to the Rhode Island Truancy Court.

TRUANCY

As defined by the State of Rhode Island, truancy pertains to BOTH tardiness AND absenteeism from school. **Excessive absences and tardies throughout the school year without official medical documentation will result in a Truancy Court warning letter to the parent/guardian. Students AND their parent/guardian, will be cited to the Rhode Island Truancy Court if truancy continues.** School-based consequences for truancy infractions will be decided at the discretion of the school principal.

After ten (10) unexcused absences or tardiness, the parent/guardian will receive notification of these absences and/or tardies, which could subsequently result in the involvement of Rhode Island's Family Court system.



Should it be necessary for your child to leave school prior to the regular dismissal time or to request a change in transportation, you must send a note to your child's teacher and principal. In cases of early dismissal, the parent/guardian must sign the child out of the building. Make sure that the names of alternative adults providing transportation for your child appear on the back of the blue emergency card.

NO student will be allowed to leave the building without first being signed out by his or her parent/guardian!

VACATIONS

As stated in the attendance policy, time lost from class is irretrievable. Vacations that would require students to be absent from school are strongly discouraged.

- Vacations, other than regularly scheduled school vacations, will be considered unexcused absences from school.
- If a student is taken out of school for a vacation, the school must be notified in writing **before** the vacation. Appropriate make-up work must be completed.
- All work must be made up within five (5) days after the student's return in order to receive credit.

BUILDING INFORMATION

ELEMENTARY STUDENT BUILDING ASSIGNMENT POLICY

All students are required to attend their neighborhood school. The Johnston School Department may grant exceptions according to the following guidelines:

1. Exceptions are granted **on a yearly basis only** and arrangements must be made by August 15th of the school year.
2. Parents/guardians must make their request in writing to the Superintendent.
3. It is the parent/guardian's responsibility to provide transportation to and from the out of district school. Such is the case for parents/guardians of Kindergarten students who request a change from morning to afternoon session *or* from afternoon to morning session.
4. Exceptions will only be made on a space available basis. Principals set targets for enrollment around July 30th.
5. Final decisions for any exceptions are at the discretion of the **building principal**.



All students must be five (5) years of age on or before September 1st of the year in which they start Kindergarten. For 1st Grade, the child must be six (6) on or before September 1st of the school year.

Children who have been enrolled in any grade in another school system will be allowed to enter the Johnston School System providing the transfer was not made to avoid entrance requirements.

In the case of "shared custody" and the parents/guardians cannot decide at which school to enroll the child, he/she will attend the neighborhood school where the child sleeps, per RI General Law § 16-64-1.

REGISTRATION OFFICE

The *Central Registration Office*, located in Johnston Senior High School, processes registrations for grades 1-12 and student transfers from other schools/districts. Students will be registered only with the necessary transfer records, including immunization records, the child's birth certificate and **documented** proof of residency, such as a rent receipt or recent utility bill indicating place of residence.

REGISTRATION PROCEDURES

Kindergarten registration and Child Outreach Screening takes place mid-February, early March at the Early Childhood Center. Dates and times appear in the local newspapers. This information is also available at the Early Childhood Center. Parents/guardians of all children entering Kindergarten must present copies of their child's birth certificate, immunization records according to Rhode Island Department of Education regulations and state law, and **documented** proof of residency, such as a rent receipt or utility bill stating place of residence.

SCHOOL BREAKFAST/LUNCH PROGRAM

The lunch program in Johnston is operated by the school system, which participates in the National School Lunch and School Breakfast Programs. Nutritious breakfasts, lunches and milk are available at all schools. Breakfast is served twenty (20) minutes prior to the start of school. Once school begins, breakfast is no longer served unless a school bus arrives late. Should school be delayed in inclement weather, breakfast will not be served. Prices will be determined on a yearly basis.

VERY IMPORTANT INFORMATION:

Applications for free or reduced price breakfast/lunch are sent home at the beginning of the school year and are available at the school anytime during the year. These forms are extremely important for determining a school's allotment of Federal funds. Please be sure to complete the form and return it to your school office, even if you think your children may not qualify for free or reduced lunches. Menus are printed weekly in local newspapers. *Kindergarten students do not have hot lunches, however milk is available daily.*



SCHOOL HOURS

Thornton and Winsor Hill Elementary Schools begin at 8:20 A.M. and finish at 2:35 P.M. Barnes, Brown Avenue, Calef, and Graniteville Elementary Schools begin at 9:05 A.M. and finish at 3:20 P.M.

Morning Pre-K and Kindergarten hours are from 9:05 A.M. to 11:50 A.M. and afternoon Pre-K and Kindergarten hours are from 12:35 P.M. to 3:20 P.M. at the Early Childhood Center. All-Day Kindergarten hours are from 9:05 A.M. to 3:20 P.M.

Children are not to be dropped off prior to fifteen (15) minutes before the start of school. Teacher Aides will provide supervision [outside] from 8:05-8:20 A.M. at Thornton and Winsor Hill, from 8:50-9:05 A.M. at Barnes, Brown Avenue, Calef, and Graniteville, and from 8:50-9:05 A.M. at the Early Childhood Center. Daycare arrangements prior to these times may be arranged through Tri-Town Community Action Agency. During inclement weather, elementary students will go to the cafeteria. *At the ECC, kindergarten students will enter the building through the front door and go directly to their classroom.*

STUDENT PLACEMENT

It is the policy of the Johnston School Department to place elementary students in heterogeneous classes. Placement decisions are made at the school site by a team consisting of the principal, current grade level teacher, literacy coach/reading specialist, and special education personnel, when appropriate. The principal will be responsible for making the final decision on placement. In making placement decisions, the team will take into consideration the child's gender, social/emotional development, academic level, developmental level, cognitive abilities, learning style, work habits, individual needs, and school behaviors. Other factors, such as peer relationships, class size and cultural diversity will also impact placement in order to create a balanced class.

Parents/guardians will have every opportunity to inform the school of their child's special learning needs. However, request for a specific teacher is discouraged. Notification of a student's classroom placement will occur on the first day of school. Unanticipated personnel changes may occur during the summer that could affect teacher assignments.

VISITORS

Guests are welcome to visit the elementary schools at any time. For safety reasons, all elementary schools are equipped with locks and door buzzers. All visitors are required to report to the main office upon entering the building. **Guests will be asked to wear visible badges while they are in the school.** Any guest not wearing a badge will be escorted back to the office. We appreciate everyone's cooperation as we continue to ensure that our elementary schools are a safe, orderly learning environment.



EXTRA-CURRICULAR ACTIVITIES

EDUCATIONAL TRIP WITH A PARENT/GUARDIAN

An educational trip away from school is chosen for the exceptional educational value for the child. The parent/guardian must submit to the building principal, for approval, a written description of the proposed experience and the educational goals to be achieved. Both the principal and the child's primary teacher will review the request and suggest any modifications. The principal must approve the request. Requests are to be in the hands of the principal at least ten (10) school days prior to the commencement of the trip.



Depending on the child's age, ability level, and the scope of the experience, an oral and/or written report, pictorial representation, and/or daily log, submitted to the teacher or presented to the class, is required.

If the above requirements are not met, an unexcused absence will be recorded on the child's record for the day(s) absent from school. Unexcused absences fall in the realm of the state truancy regulations.

FIELD TRIPS

Field trips are a valuable extension of any school program. However, a field trip is a privilege, not a right. The administration reserves the right to exclude any child whose participation may cause a disproportionate amount of supervision or may interfere with the enjoyment or learning of other students. No student will be allowed to participate in a non-academic field trip if he/she has been placed on either academic or behavior probation.

Field trips offered to enhance the curriculum are available without regard to disability. Appropriate steps will be taken to provide disabled students the opportunity to participate in and benefit from field trips. Parents/guardians will be provided space on the Field Trip Permission Form to identify for the school auxiliary aides any services that may improve their child's participation in a field trip. All children participating in a field trip must ride the bus with the rest of the class, to and from the trip.

Field Trip Consent Forms signed by the parent/guardian are required in order for a student to participate on a field trip.



HEALTH & SAFETY

ACCIDENT INSURANCE

School accident insurance is available to all students. At the beginning of each school year and throughout the year, parents/guardians have the opportunity to purchase accident insurance for their children. Applications are sent home with the children. Parents/guardians are asked to provide the information requested and return the application to the school indicating approval or disapproval.

COMMUNITY RELATIONS, ADVERTISING AND PROMOTION BY STUDENTS:

FUND RAISING POLICY

Adopted: Johnston School Committee, January 14, 1998

The Rhode Island General Assembly in 1992 introduced a law, which was designed to protect school children. This law forbids door-to-door fund-raising activities by students. This law does not specifically forbid all fund-raising activities by school children.

Per the Johnston School Committee, pupils *may not* participate in the sale or distribution of non-school materials in the community or the soliciting funds or participate in sales campaigns to finance extra-curricular activities. Pursuant to the R I General Laws, which regulates fund-raising activities, it is the policy of the Johnston School Committee that pupils may engage in raising funds, under the strict control of the schools, for certain pupil activities subject to the following conditions:

1. Fund-raising activities in the community by students is especially discouraged when the primary beneficiary is the company that produced the product. Any fund-raising activity for school purposes that utilizes children for solicitation of funds through door-to-door sales is prohibited.
2. Where the return to the school or parent organizations is not at least 30% of the sales price, permission will not be granted, excepting by express agreement of the Superintendent, for such specific fund-raising. Johnston Public Schools will not participate in non-approved fund-raising campaigns.
3. All fund-raising activities conducted by recognized groups or organizations within the schools must:
 - a. Be requested on a Fund Raising Request Form by the fund-raising group through the principal.
 - b. The principal must review the Fund Raising Request Form for a description of the fund-raising activity. The principal may approve or reject the fund-raising activity.



- c. The project, once approved by the principal, must then be sent to the Superintendent of Schools for his/her approval.
- d. A copy of this policy must be provided to parents/guardians of participating students.

CUSTODY/RESTRAINING ORDERS

Only official court-issued custody documents are recognized by the school. The school principal must be notified immediately about custody matters, including restraining orders. Please provide the school with a copy of all pertinent documents.

FIRE DRILLS

In accordance with Rhode Island State Law, fire drills are conducted at regular intervals during the school year. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the designated route as quickly as possible. Students are not permitted to talk during fire drills and are to remain outside the building with their teacher until a signal is given to return inside. Evacuation plans are posted in each classroom. Students will be informed of fire drill and evacuation procedures and are to follow these procedures should a drill or real fire occur. To ensure the safety of all students, it is vital to have an orderly, quiet, and quick exit from the building.

HEALTH EXAMINATIONS

A health examination is required of all students upon school entry and before entering grades 4, 7, and 10. Please have your family health care provider complete the Health Exam form and return it to the school nurse-teacher.

HEALTH RECORDS

A complete, cumulative school health record must be maintained for each student. Periodically, it may be necessary to request medical information from the parent/guardian to update these records. Whenever a student transfers to another school building or school system, the school health record will be transferred to the health personnel of the school building or school system to which the student is transferring.

Schools should be made aware by parents/guardians of children that have allergies and specific food reactions. Students with these specific allergies (i.e., bee stings, nuts, latex) should have their medication available at school.



HEALTH SCREENINGS

RI General Law requires the school department to provide annual screenings for vision (grades K-3, 5, 7, and 9), dental (K-5, and once at the secondary level), hearing (K, 1, 3, 5, and referrals), and scoliosis (grades 6, 7, and 8).

It is the district goal to conduct these screenings as early in the year as possible in order to identify potential problems. We begin in the fall and continue throughout the year until all screenings are complete.

To avoid duplication of services, if your child has any of these screenings completed by his/her primary health care provider (doctor or dentist), please have the health care provider forward the results to the school. If we do not have this information for your child, we will include your child for the particular screening according to RI General Law §§ 16-21-10, 16-21-14. School nurse/teachers and school medical personnel conduct these screenings.

IMMUNIZATION REQUIREMENTS

The immunization regulations of the Rhode Island State Department of Health in accordance with the provisions of Title 16 of the *General Laws of Rhode Island* shall prevail.

In cases of non-compliance, parents/guardians will be notified in writing that their child will be excluded from school until they provide proof of appropriate immunization. No child shall be registered without proof of immunization prior to the 1st day of school.



MEDICATION ADMINISTRATION

Except for emergency medication, only school nurse-teachers may administer medication in school. Medication will be administered in compliance with the *Johnston Public Schools Health Services Policy and Procedure for Medication Administration*.

Before medication may be given to a student in school, the following criteria must be met:

1. Parent/guardian must sign a Medication Consent Form.
2. The licensed health care prescriber must complete the Medication Consent Form or submit a written request with the same information. Both prescription and non-prescription medication to be given in school must be ordered by the child's health care provider.
3. Medication must be in the original labeled container. Prescription labels must include the patient's name, prescription number, name of medication, dosage, prescriber's name and date.



4. Except for emergency medication, medication shall be stored in a locked area.
5. Standing orders for medication to be dispensed by the school nurse-teacher may be written at the discretion of the school physician.

PUPIL EMERGENCY CONTACT CARD

At the beginning of each year, an emergency card is sent home requesting phone numbers of designated persons that the school may notify if/when circumstances warrant.

Should your telephone number(s) change or your telephone service be disconnected during the school year, please notify the school office of the change immediately. In the event of an emergency, the schools **MUST ALWAYS** have a means of contacting a parent/guardian.

STUDENT RECORDS

PRIVACY RIGHTS OF PARENTS/GUARDIANS AND STUDENTS

It is the policy of the Johnston Public Schools to enable parents/guardians and eligible students access to appropriate educational records, and to obtain the written consent of said parents and eligible students prior to the release of certain educational records to other agencies.

Under Federal (Family Educational Rights and Privacy Act) and state (Educational Records Bill of Rights Act) law, school districts must annually notify all parents of their rights regarding education records. These rights include the following:

- ♦ Parents/guardians of students [and students eighteen (18) years of age and older] have the right to inspect and review the student's education records upon request. Rhode Island law requires that parents and eligible students be allowed to inspect the student's education records within ten (10) days of such request.
- ♦ Parents/guardians and students also have the right to a reasonable explanation and interpretation of the records and the right to copies of the records.

Schools may distribute information such as honor roll, club activities, etc. Should a parent/guardian/student NOT want this information distributed, he/she must notify the office in writing of that desire.



STUDENT BEHAVIOR & CONDUCT

Every student and every staff member has a right to be in a school where he/she feels safe, respected and protected. We have developed school rules that will support an environment of kindness and mutual respect that is absolutely essential to learning.

CODE OF CONDUCT FOR ELEMENTARY STUDENTS

1. Be Responsible
2. Be Respectful
3. Keep Hands & Feet to Self
4. Follow Directions
5. Be Kind & Be Fair



It is our hope that you read and discuss these Standards of Student Behavior & Conduct with your child, so we can work together to help each child be successful while they are learning. *Your support is the most important part!*

BATHROOM BEHAVIOR

Students will:

- Have a Bathroom Pass.
- Use a quiet voice.
- Use the toilets and urinal for intended purposes and flush after each use.
- Respect the privacy of others.
- Wash hands with soap & water and put trash in the garbage can.
- Use the sinks and water correctly.

Help to keep the bathrooms clean. These areas are shared space.

BUS BEHAVIOR

Students will:

- Stay seated in their seats at all times.
- Keep hands, feet and objects to themselves.
- Use respectful language.
- Follow the directions of the bus staff.
- Be safe at their bus stop and wait on the curb.

Repeated inappropriate behavior on the bus could result in the loss of bus privileges.



CAFETERIA BEHAVIOR

Students will:

- Walk into the cafeteria.
- Wait in line patiently.
- Use their "indoor voices".
- Use their BEST table manners.
- Clean their own area.
- Listen quietly to announcements.

HALLWAY BEHAVIOR

Students will:

- Have a Hall Pass.
- Travel quietly.
- Walk on the right side of the hall.
- Use assigned entrances and exits.
- Keep hands, feet, and objects to themselves while waiting in line.

RECESS BEHAVIOR

Students will:

- Play fair and not roughly with others.
- Use respectful language.
- Keep hands, feet and objects to themselves.
- Leave area only with a recess pass.
- Line up with their class when the whistle blows to end recess.
- Wait in line quietly until their teacher arrives.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

In some instances, this 3-step sequence is bypassed at the discretion of the principal since some negative behaviors are not accepted as common knowledge, and consequences are immediate. A few examples are: *throwing food, fighting, and extreme disrespect to an adult (such as swearing), theft, or vandalism.* A student could be subject to suspension as a result of such offenses.

1st Offense

- Verbal reminder
- Re-teach action using the correct behavior

2nd Offense

- Verbal reminder
- Re-teach action using the correct behavior
- Use of "Responsible Action Plan" form that goes home to parents



3rd Offense

- Telephone call to parents.
- Disciplinary Action taken will be one of the following:
 - Loss or Delay of Privileges of an activity, using objects and/or equipment, or access to areas in the school.
 - After/Before school Detention for a thirty (30) minute duration. (Parents will be notified 24 hours in advance of detention assignment). Teachers and the administration can assign students to detention. Detention is designed to help students think and reflect about their behavior. Parent/guardian will be contacted and will need to pick up their child at the conclusion of detention. In some instances, the 3-step sequence is bypassed at the discretion of the principal since some negative behaviors are not accepted as common knowledge, and consequences are immediate. A few examples are: *throwing food, fighting and vandalism. A student could be subject to suspension as a result of such offenses.*

Repeated Offenses

- Students who receive a 3rd Discipline Report will require a conference to complete a Behavior Contract with the Principal and their parents/guardians.

Learning to accept ***responsibility for one's action*** is one lesson that schools hope to achieve. We will work with the students to show them which types of behaviors are respectful and which are inappropriate or show disrespect. However, in the Johnston Elementary Schools, *inappropriate behavior will always have a consequence.*

SERIOUS MATTERS OF MISCONDUCT

Students who are suspended must make up all class assignments upon returning to school within the time equal to the day(s) suspended. Students suspended may have homework picked up by parents/guardians, if requested. Make-up tests will be scheduled within five (5) school days after student has been reinstated.

Serious matters of misconduct, which involve dangerous or highly offensive acts, may require a suspension. **Student suspensions are temporary dismissals from school for one (1) to three (3) days for the offenses listed below** or others as may be determined by the building principal for good cause. The school principal may suspend a student if the student, while on school grounds or during a school activity off grounds, commits any of the following:

- a. Intentionally causes or attempts to cause substantial damage to school property or steals or attempts to steal school property
- b. Intentionally causes or attempts to cause damage to private property or steals private property



- c. Intentionally causes or attempts to cause physical injury to another person
- d. Knowingly possesses, transmits or uses any firearm, explosives, weapons or other dangerous object
- e. Possesses, uses or is under the influence of narcotics, alcoholic beverages and/or like substances on the school grounds or at school sponsored events
- f. Continually and intentionally defies the valid authority of supervisors, teachers and/or administrators
- g. Commits any act that places the staff or student body in potentially dangerous situations, as for example reporting a bomb scare, pulling a fire alarm, etc.
- h. Commits any other serious act that has a negative effect on the operation of the school

Any problem involving violations of civil law will be referred to the proper authorities.

JOHNSTON PUBLIC SCHOOLS DISCIPLINE POLICIES & PROCEDURES

BULLYING POLICY

Bullying 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 have a right to work and study in a safe, supportive environment that is free from harassment, intimidation, and bullying.

1. **Prohibition Against Bullying:** Bullying is prohibited in the public schools of Johnston, RI [R.I.G.L. §16-21-26]. The prevention of bullying is a part of Johnston school district's Strategic Plan [R.I.G.L. §16-7.1-2(e)] and school safety plan [R.I.G.L. §16-21-24].

It is the policy of Johnston Public Schools that all students be treated with respect. Neither sexual harassment nor harassment on the basis of race, religion, national origin, gender, ancestry, age, handicap, sexual orientation, or color will be tolerated and may also be punishable under our harassment policy, and that the victim also has the option of proceeding under that harassment policy.

The Equal Employment Opportunity Commission (EEOC) has issued regulations under Title VII of the Civil Rights Act of 1964 entitled Sexual Harassment and Title IX of the Education Act of 1972, Anti-discrimination Laws.



2. **General Definitions:** Harassment, intimidation, or bullying means an intentional written, verbal, or physical act or threat of an act or threat of a physical act that a reasonable person should know will have the effect of physically harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property or is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational environment for a student.

Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another person. Bullying also occurs when a student or group of students organizes a campaign of shunning against another student or when a student or group of students maliciously spreads rumors about another student. It can also include any act to incite or encourage another to engage in bullying. In most circumstances, bullying does not include a mutual fight between students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

3. **At School:** In the context of these regulations the phrase *at school* includes the following places and situations:

- ◆ In any location of the school (classroom, lavatory, locker room, gymnasium, etc.)
- ◆ Anywhere on school property
- ◆ Immediately adjacent to school property
- ◆ On a school bus or other school vehicle
- ◆ At school bus stops
- ◆ While students are walking to or from school
- ◆ At any school-sponsored activity or event, whether or not held on school premises

4. **Disciplinary Sanctions:** 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/guardians are important partners in the disciplinary process. Communication will be open and frequent as we work together to solve disciplinary issues for the safety and well being of our students.

Disciplinary sanctions for bullying may include:

- ◆ Warnings, and counseling
- ◆ Loss of the opportunity to participate in extracurricular activities
- ◆ Loss of the opportunity to participate in school social activities
- ◆ Loss of the opportunity to participate in graduation exercises
- ◆ Loss of school bus transportation
- ◆ Transfer to another school
- ◆ Assignment of community/school service
- ◆ Classroom exclusion
- ◆ Short term school suspension (10 or fewer days of suspension) or long term suspension (suspension of more than 10 days)



5. **Reporting Bullying:** Johnston Public Schools shall establish a procedure for reporting, filing, and acting upon reports of incidents of bullying. It will be publicized to staff, parents/guardians, students, and volunteers. The person(s) responsible for reporting bullying are:
 - ◆ The victim of the bullying
 - ◆ Anyone who witnessed the bullying
 - ◆ Anyone who has credible information that an act of bullying is taking place
6. **Responsibility of Staff:** School staff shall take all reasonable measures to prevent bullying and shall report all aspects of bullying that may come to their attention. All reports should be made to the principal. Such reporting should be documented. In this context, the staff includes volunteers working in the school. A school employee who promptly reports the incident of harassment, intimidation, or bullying to the appropriate school official designated by the school district's policy, and who makes this report in compliance with the procedures in the policy prohibiting harassment, intimidation, or bullying is not liable for damages arising from any failure to remedy the reported incident [R.I.G.L. §16-21-26 (8)].
7. **Instruction in the Prevention of Bullying:** Students and staff shall be given instruction in the District's Policy and Regulations against bullying. This instruction shall include discouraging and preventing bullying, how to file a complaint, and how to take disciplinary actions against those who commit acts of bullying.
8. **Responsibility of Students:** Students who observe the act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of the bullying shall, however, not be subject to discipline for failure to report the bullying.
9. **Investigation of Bullying:** The principal or his/her designee shall investigate all allegations of bullying. If the allegation is found to be credible, appropriate disciplinary sanctions, subject to appropriate due process procedures, will be imposed. The investigation will include an assessment of the effect the bullying has had on the victim.
10. **Help for the Victim of the Bullying:** If the assessment determines the victim's mental health has been placed at risk, appropriate referrals will be made. If the bullying included a violent criminal offense, the victim will be informed of any school transfer rights he or she may have under the *Federal No Child Left Behind Act*.
11. **Prohibiting Against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating the incident of bullying shall not be tolerated. In most cases retaliation or threat of retaliation will result in imposition of a short or long-term school suspension, and in appropriate cases, referrals to the police [R. I. G. L. §11-42-2. Extortion and Blackmail] [R. I. G. L. §-59-2 Stalking Prohibited].



12. **Prohibiting Against False Reporting of Bullying:** False reports concerning bullying will be subject to appropriate school discipline, including short and long term suspension from school.
13. **Individualized School Safety Plan:** If a student is the victim of serious or persistent bullying, the principal of the school will prepare a written school safety plan outlining what steps will be taken to provide the student with a safe educational environment. This plan will be developed, if possible, with input from the parents of the student. Staff members who are to implement the plan will help formulate it.
14. **Police Notification:** When the bullying involves conduct that involves criminal law, the police will be notified.
15. **Mediation Board:** The principal of each school in the district of Johnston may establish a Mediation Board to resolve complaints of bullying in circumstances where mediation may provide an appropriate remedy. The Mediation Board may, when appropriate, include students.
16. **Voluntary Participation in Mediation:** No student who is the victim of bullying shall be required to participate in mediation or to accept any apology tendered by the bullying student. The decision of a victim of bullying not to participate in a mediation program shall not diminish the obligation of the school to impose discipline against the student who has committed the act of bullying.
17. **Bullying Prevention Task Force:** The principal in each school in this district shall establish a Bullying Prevention Task Force. This Task Force may include parents/guardians, school staff, and law enforcement officers, as well as community members and, if age allows, students. The purpose of this Task Force will be to develop policies and programs to educate students and staff about the harm caused by bullying. The Task Force may also create programs to prevent or diminish bullying. The program recommendations of the Task Force shall be subject to review by the School Committee before programs are implemented. The duties of the Bullying Prevention Task Force may be assigned to the school's student intervention team [R. I. G. L. §16-7.1-2] or the school's School Improvement Team [R. I. G. L. §16-53.1-2].
18. **School Atmosphere:** School staff, at all times, should model correct and courteous behavior to each other, to students, and to visitors to the school. Abusive or humiliating language or demeanor will not be accepted. An effort will be made to ensure that each student is well known by at least one certified teacher so that the student will have someone to turn to if a bullying situation develops. To the extent possible the influence of cliques and other exclusive school groupings will be diminished by the creation of a range of inclusive school activities in which students will be encouraged to participate [R. I. G. L. §16-38-4. Exclusive clubs].
19. **Social Skills Training:** The school health program and school counseling services will include appropriate social skills training to help students avoid isolation and to help them interact in a healthy manner.



**THE JOHNSTON PUBLIC SCHOOLS HAVE A ZERO-TOLERANCE POLICY
THROUGHOUT THE DISTRICT**

**UNDER NO CIRCUMSTANCES SHOULD YOUR CHILD EVER BE SUBJECTED TO ANY
FORM OF BULLY BEHAVIOR, NO MATTER HOW GREAT OR SMALL.**

***If you have any questions regarding incidents that occur at school,
contact your school principal immediately.***

DISCIPLINE SAFEGUARDS FOR STUDENTS WITH DISABILITIES

1. Students identified as disabled or in the process of being identified disabled under the Individuals with Disabilities Education Act (20 U.S.C. Section 1415) or Section 504 of the Rehabilitation Services Act of 1973 are subject to the provisions of this policy, except as noted below. These regulations and procedures are further defined on pages 12 and 13 of the Regulations of the Board of Regents for Elementary and Secondary Education governing the special education of students with disabilities to ensure that they are provided a Free Appropriate Public Education free from discrimination based on their disability.
2. The Individualized Education Program (IEP) or Section 504 Plan will address any special accommodation that must be made to the disciplinary code based on the needs identified through the IEP or 504 processes.
 - A student with a disability may be suspended for a period of ten (10) or fewer days for disciplinary infractions unless the student's IEP specifies alternative disciplinary procedures other than suspension. If the parent/guardian, teacher, or other individual believes that the behavior for which the suspension is being imposed is related to the student's disability, the IEP Team must meet within five (5) days of the request.
 - If a student is to be suspended for longer than ten (10) days or the cumulative number of days suspended is going to exceed the ten (10) days, the IEP Team must convene prior to the suspension and determine whether the disciplinary infraction is a manifestation of the student's disability.
 - ♦ If the IEP Team determines that the disciplinary infraction is a manifestation of the disability, the provision of the IEP, including placement, must be re-evaluated and the student cannot be suspended.
 - ♦ If the infraction is not related to the disability, the normal disciplinary procedures set forth by the Johnston School Committee shall be imposed. However, the parent/guardian must be provided with prior notice and given a copy of the procedural safeguards.



- ♦ Any student with a disability, who is excluded from school, whether or not the reason for the exclusion is related to the student's disability, must continue to be provided with a free, appropriate education.
 - If a student with a disability is substantially likely to cause injury to himself/herself or to others in his/her placement, the Superintendent may suspend the student for ten (10) or fewer days in order to seek a court order or Interim Alternative Educational placement for not more than 45 days. This placement must be selected to enable the child to continue to progress in the general curriculum, including services and modifications to meet the goals in the IEP or 504 Plan, and include services or modifications designed to prevent the behavior from reoccurring.
- ★ **The *Individuals with Disabilities Education Act (IDEA)* is in the process of reauthorization; therefore, the above safeguards may be amended at a later date.**

"DUE PROCESS" - PROCEDURAL SAFEGUARDS
Civil and Legal Rights and Responsibilities, R.I. Statute 5145(a)

All suspensions follow reasonable due process proceedings and parental notification.
 Students "Due Process":

- Level 1** - Dismissal of student from class
- Level 2** - Dismissal of student from building
- Level 3** - Suspension of student from school
- Level 4** - Hearing with the Superintendent

A. Informal "Due Process" - Levels 1, 2, and 3

In cases involving Levels 1, 2, and 3, the Principal or his/her designee shall conduct an informal "due process" hearing. The informal "due process" hearing shall contain the following steps:

1. The student and his/her parent/guardian shall be informed of the reasons for removal.
2. The student and his/her parent/guardian shall be given an opportunity to present his/her or their point(s) of view.
3. The student and his/her parent/guardian shall have the right to appeal to the Superintendent or a designated representative.
4. In cases of Level 3, the student and his/her parent/guardian shall be informed by written notice, in their dominant language.



B. Formal "Due Process" – Level 4

1. Clear written notice of the charges against a student will be provided to the student and his/her parent/guardian in their dominant language.
2. The parent/guardian will be allowed to be present at the hearing.
3. All parties involved may be represented by legal counsel.
4. All parties will be given an opportunity to present their version of the facts and their implications. All parties should be allowed to offer the testimony of other witnesses and other evidence relative to the issue.
5. All parties involved will be allowed to examine all evidence offered against them. In addition, all persons will be allowed to question any witness.
6. The hearing will be conducted by the Superintendent or a designated representative who shall make a determination solely upon the evidence presented at the hearing.
7. A record shall be kept of each hearing. The record shall be preserved for transmission to the Commissioner of Education as soon as possible in the event of an appeal.
8. The Superintendent will render, within a reasonable time after the hearing, a written decision as to whether the student is guilty of the charges brought against him/her.
9. The findings of the Superintendent or his/her designee will be translated into the dominant language of the parent/guardian and sent to the parent/guardian.
10. Parent/guardian may appeal to the Chair of the School Committee if the decision of the Superintendent is not acceptable.
11. Such appeal will be submitted in writing within ten (10) school days to the Chair of the School Committee. A copy of the record of the hearing with the Superintendent and the decision shall be forwarded to the Chair of the School Committee.
12. A hearing will be held by the School Committee or its designated hearing officer. A stenographic record of such hearing will be maintained. A decision will be given to the parent/guardian no later than 30 days after the appeal.
13. If the decision of the completed hearing is not satisfactory to the parent/guardian, they will have the right to appeal to the Commissioner of Education at the Rhode Island Department of Education.
14. In cases of appeal, a copy of the record of the hearing involving the School Committee and their decision shall be forwarded to the Commissioner of Education.

HARASSMENT POLICY

STATEMENT OF PHILOSOPHY

The Johnston School Department is committed to maintaining an educational atmosphere in which each and every individual can pursue scholastic achievement and personal fulfillment.



HARASSMENT DEFINED:

Offensive behavior may include but is not limited to the following when related to a person's race, color, creed, religion, sex (gender), disability, or age:

1. Name calling, teasing, jokes, or rumors
2. Unwelcome touching of a person or their clothing
3. Graffiti
4. Notes, cartoons, posters, pictures, or book-covers that are offensive or graphic
5. Words or actions that make people uncomfortable, embarrassed, or hurt their feelings

If you feel you have been harassed, make it clear to the offender to STOP their behavior immediately and take steps to prevent the person from repeating the behavior. If the person does not stop, tell them that you will report them to your principal or your teacher.

If the person does not listen to you, you must report the offense to the school principal and then fill out a report form located in the principal's office. If the complaint involves the principal, you must report it to the Superintendent. The Human Rights Coordinator will investigate the report and appropriate action will be taken. The Johnston School Department will respect the privacy of everyone involved in the harassment.

The Town of Johnston does not condone any form of harassment whether it is sexual, verbal, or racial of any individual affiliated with the school department (e.g., student, personnel, bus driver/monitor, and teacher/teacher aide).

NON-DISCRIMINATION ON THE BASIS OF HANDICAP POLICY

The Johnston Public School System does not discriminate on the basis of disability in admissions, treatment or access to educational programs and activities. Individuals with disabilities shall be provided equal access and opportunity in accordance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1991. Inquiries or grievances regarding this policy may be directed to the Assistant Superintendent's office or the below-listed agencies:

Coordinator for Civil Rights in Education
Rhode Island Department of Education
Affirmative Action Officer
22 Hayes Street
Providence, RI 02908
(401) 277-6890

U.S. Department of Education
J.W. McCormick Building
Post Office Square
Boston, MA 02203
(607) 223-4640



SPECIAL EDUCATION EXCEPTION

No child specified as handicapped by Regulations of the State of Rhode Island shall be excluded, suspended, or withdrawn from any school based education program for reasons deriving only from the student's handicapping condition. The sole exception to this regulation shall be whenever the Superintendent of Schools, upon substantial evidence, determines that the child will be an immediate danger to self or others. If a child with disabilities engages in behavior subject to discipline, the student may be suspended up to ten (10) days. If student's conduct is not a manifestation of disability, school may initiate change in placement. If student's conduct is not a manifestation of disability, student may be expelled or suspended longer, but services will not be provided. In the situation that a student with disabilities brings a firearm to school, the student can be suspended up to ten (10) school days; however, an IEP team will be convened to determine an interim placement and the student may be placed in an interim setting for up to 45 days. A manifestation determination meeting will be held to determine if student's conduct is a manifestation of student's disability.

A complete record of each such exclusion, including the recommendation of the Superintendent of Schools, shall be filed with the Commissioner of Education within thirty (30) days of each such exclusion. Handicapped students excluded for disciplinary reasons must be accorded all the safeguards provided in the Regents Regulations for Governing Exclusions of Students from School.

SUSPENSION MAKE-UP POLICY

Those students who have been suspended must make up all class assignments upon returning to school within the time equal to the day(s) suspended. Students suspended may have homework picked up by parents/guardians, if requested. Make-up tests must be scheduled within five (5) school days after student has been reinstated.

TOBACCO-FREE SCHOOL POLICY

Background and Purpose

It has been determined that smoking is the leading cause of preventable death and disease in this country. In addition, the U.S. Environmental Protection Agency (EPA) has classified environmental tobacco smoke (ETS) as a Group a (known human) carcinogen. The EPA has concluded that exposure to ETS presents a serious and substantial public health risk. Therefore, in light of this scientific evidence and in compliance with Rhode Island Public Laws Chapter 92-230, the Johnston Public School System is committed to protecting the health and welfare of both employees and students from the known hazard of exposure to tobacco-free school environment within the Johnston Public Schools.



Policy Statement

Smoking and the use of tobacco products is prohibited in all Johnston Public Schools facilities and on school system property. This includes school playgrounds, school administration buildings, indoor and outdoor school athletic facilities, school gymnasiums, parking areas, school locker rooms, school buses, and other school vehicles.

- *Students violating this policy will be disciplined.*
- *Citizens in violation of the school district policy will be requested to stop smoking or to stop the use of other tobacco products on the school district site.*
- *As necessary, referral to local law enforcement officials will be made.*

ZERO TOLERANCE FOR WEAPONS & VIOLENCE POLICY

Rhode Island Law prohibits students or adults from bringing guns, knives, weapons, firecrackers, and other such contraband to school. This law also applies to illegal drugs. Legal medication is governed by the school health regulations. The policy provides that immediate and appropriate action be taken by the designated school official and provides for due process provisions. Rhode Island Law requires mandatory notification to law enforcement and to parents/guardians when a weapon is found on school grounds.

TRANSPORTATION

BUSING

Bus transportation is available for all students to and from school who live beyond a $\frac{1}{2}$ -mile radius of the school. School buses will pick up/drop off students at designated times/locations.



Pre-Kindergarten and Kindergarten students are "house stops"; that is, they are picked up/dropped off at home **so long as there is sufficient accessibility for a school bus**. In the event that no one is at home to accept the child, he/she will be transported to the Tri-Town after School Program located in the cafeteria of N.A. Ferri Middle School.

Information on bus stops is published in the SunRise prior to the start of each school year.



School bus transportation should be treated as a privilege, not a right. It is an extension of the school system. A student's misconduct at a bus stop or on a bus could lead to his/her transportation being withdrawn, in cases of persistent disruptive behavior. Proper conduct on buses is most important if the health and safety for all students are to be protected. Any student found guilty of smoking, vandalism, or unacceptable behavior will be subject to disciplinary action and may lose his/her bus privileges. Parents/guardians and students are encouraged to report any dangerous or hazardous situations, which they may observe at the bus stop or on the bus.

PUPIL CODE OF BEHAVIOR ON SCHOOL BUSES

1. The driver is in full charge of the bus and pupils. Students must obey the bus driver, bus monitor and/or aide promptly, willfully, and respectfully.
2. Fighting or other misconduct on a bus will be sufficient reason to discontinue providing bus transportation for the student.
3. Students shall ride their regularly assigned bus at all times, unless school authorities have granted permission to the contrary.
4. Students arriving by bus are not to leave school grounds and are to report directly into school upon arrival.
5. Students may be assigned a seat, in which he/she will be seated at all times, unless permission to change is granted by the school administration and/or the bus driver.
6. Outside of ordinary conversation, classroom conduct must be observed. Standing, yelling, use of improper language, harassment of others, etc. will NOT be tolerated and will result in disciplinary action by school administration.
7. Throwing any item out of the bus windows creates litter and could be hazardous to adjacent vehicles. No food or drink is allowed on school busses.
8. No smoking on a school.
9. Student should never extend head, arms, or hands out of a bus window, EVER.
10. Any object that might constitute a weapon such as sticks, rocks, breakable containers, any straps, pins extending from their clothing are not acceptable on a school bus and violate the JPS Zero-Tolerance Policy.
11. Students should treat the school bus as carefully as they would their own property. Students causing damage will be responsible for paying for damages.
12. Student should keep books and personal belongings out of the aisle. Special permission must be granted by the principal to transport any large item(s).



13. No student will be allowed to talk to the bus driver more than necessary.
14. Students are to remain seated while the bus is in motion, and they are not to get off the bus until it has come to a complete stop.
15. Students should leave the bus in an orderly manner. They are to obey the orders of the bus monitor as well as the bus driver. Students should not cross the highway without the given consent of the school bus driver and/or monitor. When entering or exiting the bus, students should be in view of the driver at all times.
16. Students must cross the highway at least 10 feet in front of the school bus and **never behind the bus.**
17. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.
18. Self-discipline should be exercised by students at the bus-loading area. Students should refrain from pushing and shoving other students.
19. Students, who have to walk some distance along the highway to the bus-loading zone, where practical, must walk on the left-hand side of the road facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the afternoon.
20. A written request must be submitted to the school office in the A.M. in order for your child to ride a different bus home.
21. Any student not taking his/her regular bus home must present a signed note from parent/guardian to classroom teacher stating who they are going home with and how they are to be transported.
22. In the event of a bus emergency, emergency exit procedures will be followed.

VITAL INFORMATION

DISMISSAL POLICY

The safety of the children is of utmost importance. With this in mind, the following policy regarding the dismissal of elementary school children will be implemented.

1. At the beginning of the school year, a parent/guardian must notify the principal and the child's teacher if his/her child will be picked up every day rather than walk or ride the bus. The school must be informed as to who will be picking up the child.



2. Every parent/guardian must complete an Emergency Contact Card, which contains a list of three (3) persons, other than themselves, who are authorized to pick up their child. The parent/guardian must list the person's name, ID/license number, phone number, and relationship to the child.
3. Every parent/guardian may, in writing, update the list at anytime.
4. If the child will be riding in a car pool, the parent/guardian must provide the building principal with the details.
5. At no time will the child be released to anyone who is not on the list.
6. Requests for individual dismissal changes will **not** be honored thirty (30) minutes prior to dismissal.
7. In order for a person on the list to pick up a child, the following procedure must be followed:
 - (a) The parent/guardian must send a note to the classroom teacher in the morning.
 - (b) The person picking up the child must report to the Principal's office.
 - (c) The person must provide proper identification (*i.e.*, driver's license).
 - (d) The person must sign the child out of the building.
 - (e) The child must identify the person who is picking him/her up.
8. The school will **not** honor phone calls at dismissal time.
9. If for any reason the principal or his/her designee is uncomfortable about the dismissal of a child, he/she will keep the child in school until a parent can be reached.
10. Restraining orders must be on file in the office and updated when changes occur.

EMERGENCY CLOSING OF SCHOOL

In the event that schools must be closed because of inclement weather or other emergencies, announcements will be on radio stations: 630 WPRO, 92 PRO-FM, LITE ROCK 105, and TV Channels 6, 10, and 12. **Please do not call the school.**

In anticipation of an emergency school closing before the usual dismissal time, **your children MUST know where to go if you are not at home.** Please be certain the person(s) responsible are aware of the procedures and arrangements for such emergencies.

The following procedure is in the event that an elementary school is forced to dismiss early:

1. Each parent/guardian should have a plan with his/her child explaining to the child where he/she is to go in the event that school dismisses early.



2. Kindergarten children will be placed on the school bus. The bus will go door-to-door. If no one is home, the child will be returned to the school and the parent/guardian will be called.
3. If the dismissal is for any reason other than inclement weather, the school will attempt to call the parent/guardian of the child. If a parent/guardian cannot be reached, an emergency number for the person(s) authorized to pick-up the child will be called. If the school cannot reach anyone, the child will be instructed to follow the early dismissal plan referred to in #1. Please try to insure that someone will be available in such situations.
4. In the event of inclement weather, parents/guardians are asked to listen to the radio or watch TV. If at all possible, please do not tie up the phone lines by calling the school.

ONE-HOUR DELAY FOR THE OPENING OF SCHOOL

Early Childhood Center:

There will be **no school** for **Morning** Kindergarten and Pre-K sessions. Buses for **All-Day** Kindergarten students will pick up students one-hour after their regularly scheduled pick-up. Transportation for Afternoon Kindergarten sessions will follow normal schedule, as will transportation **from** school for **All-Day** Kindergarten students.

Elementary Schools:

Buses will pick up students in grades 1 - 5 one-hour after their regularly scheduled time.



ELEMENTARY STUDENT/PARENT HANDBOOK AFFIRMATION

2006-2007

We, the undersigned, have read and understand this handbook and the important policies and procedures enumerated therein. We agree to abide by these school policies and procedures.

Signatures:

Father/Guardian: _____ Date: _____

Mother/Guardian: _____ Date: _____

Student: _____ Date: _____

Student: _____ Date: _____

Student: _____ Date: _____

Our child (children) attend (circle each school that applies):

**BARNES, BROWN AVENUE, CALEF, GRANITEVILLE, THORNTON,
WINSOR HILL, EARLY CHILDHOOD CENTER**

**PLEASE COMPLETE THIS PAGE, DETACH IT, AND RETURN IT TO
YOUR YOUNGEST CHILD'S CLASSROOM TEACHER!**



PARENTAL CONSENT FORM – PRESS/NEWS MEDIA

Dear Parent/Guardian:

From time to time, the Johnston Public Schools invites the press and the news media into our schools for newsworthy events, announcements, and other stories that highlight student achievement and other noteworthy happenings. Often, the press and the media would like to photograph or film our students to be included in their reporting. *It is the policy of the Johnston Public Schools not to allow any students to be photographed and/or recorded in any way by the press or the media without the expressed, written consent of the student's parents or legal guardian.*

With that in mind, below is a form for you to fill out, telling us of your intentions to allow or not to allow your son or daughter to be photographed or filmed by the press or the media for stories related to the Johnston Public Schools.

Please fill out the form below and return it to your son or daughter's teacher or principal. A copy of the form will be kept on file in the student's school.

Should you have any questions regarding this matter, please contact your child's principal.

Sincerely,

Mrs. Margaret A. Iacovelli
Superintendent of Schools

PLEASE CHECK (✓) ONE OF THE FOLLOWING:

I ***GRANT PERMISSION*** _____ ***DO NOT GRANT PERMISSION*** _____ for my child _____ to be photographed and/or filmed by the press and news media for news articles and other news stories pertaining to the Johnston Public Schools.

Child's School: _____ Grade: _____

Signature of Parent/Guardian: _____

Date: _____ 2006-2007

PLEASE COMPLETE THIS PAGE, DETACH IT, AND RETURN IT TO YOUR YOUNGEST CHILD'S CLASSROOM TEACHER!



Johnston Public Schools

10 Memorial Avenue
Johnston, Rhode Island 02919

Internet Use Policy

Johnston Public Schools is pleased to offer all students in our district access to Internet services. Access to the Internet will enable our students, faculty, and staff to explore thousands of libraries, databases, and educational sites throughout the world. Families should be warned that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to support educational goals and objectives, students may access other materials as well. Johnston Public Schools will make every effort to monitor student use of the Internet, which includes the district's investment in a school-based filtering system, which we implemented in January 2000. This filtering system includes a daily live update from CyberPatrol, one of the pioneering filtering softwares in the country. We believe the benefits to our students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information services. Johnston Public School Department supports and respects each family's right to decide whether or not to apply for access in our schools.

Students will be given the privilege to use the Internet along with the responsibility of using it properly by returning a completed **"Internet Use Agreement"** including a signature by a parent or guardian to his/her school principal. Access will be made available only during the hours that the school is open.

Internet access is coordinated through a complex association of government agencies, as well as regional and state networks. The smooth operation of the network relies upon the proper conduct of those who use it. In general, this requires efficient, ethical, and legal utilization of the network resources, as well as adherence to school and county codes of conduct. If a user violates any of these provisions, his or her privilege to use the Internet will be terminated and future access could possibly be denied. In a case where codes of conduct or laws are broken, further consequences may follow. Johnston Public Schools will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through Johnston Public Schools' Network.

The signature(s) at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their content.



Responsibilities of Students

- Learn and follow the guidelines set forth in this Internet Use Policy.
- Return permission form signed by the student and a parent/guardian stating that they agree that student will adhere to all guidelines and assume responsibility for their own actions.
- Report any Internet or network contacts that are defamatory, obscene, racially or sexually oriented or which may contain illegal materials, to your teacher or principal.

Responsibilities of Staff Members

It is expected that staff and faculty members in Johnston Public Schools will use the Internet for research and/or instructional purposes. Staff and faculty members should maintain the highest ethical behavior in using the Internet and faculty members should promote that behavior among students. Employee violations of the Internet Use Policy will be handled in accordance with law, school policy, or collective bargaining agreements, as applicable.

- Learn and follow the guidelines set forth in this Internet Use Policy.
- Make every attempt to maintain the curricular focus of Internet use by locating and directing students toward educational sites on the Internet.
- Supervise student use.
- Ensure that all student users have signed permission slips from a parent/guardian.
- Model and provide instruction in the ethical and appropriate use of the Internet in a proper school setting as provided in the following guidelines.
- Agree not to share access codes, accounts or passwords with any student.
- Report incidences of computer network misuse and abuse to the Information Services Office.

Guidelines for Internet Use

Johnston Public Schools' networks are to be used in a responsible, efficient, and legal manner and must be in support of the educational goals and objectives of Johnston Public Schools and the State of Rhode Island. Transmission of any material in violation of any federal or state regulation is prohibited.

- ***All rules of the Johnston Public Schools' Student Code of Conduct apply, but are not limited to, the following:***
 - ✓ Violating copyright laws.
 - ✓ Sending or displaying offensive messages or pictures.
 - ✓ Sending threatening, harassing, or obscene materials.
 - ✓ Distributing materials for commercial purposes.
 - ✓ Providing political or campaign information.
 - ✓ Trespassing in another's folders, works or files.
 - ✓ Damaging computers, computer systems or computer networks.



- **Netiquette Rules.** Users must abide by network etiquette rules:
 - ✓ Be polite.
 - ✓ Use appropriate language. Swearing, using vulgarities, or any other abusive language is inappropriate.
 - ✓ Never reveal your personal address or telephone number or those of anyone else.
 - ✓ Never agree to meet with anyone with whom you have contacted over the Internet without the express written consent of your parent/guardian.
 - ✓ Never reveal credit or checking account information or social security number across the Internet.
 - ✓ Do not disrupt the use of the network.
 - ✓ Do not attempt to gain unauthorized access to system programs or computer equipment.

- **Privileges.** The use of the Internet at Johnston Public Schools is a privilege, not a right. Inappropriate use will result in limitation or cancellation of user privileges and possible school disciplinary action.

- **Vandalism.** Vandalism will result in cancellation of user privileges and school disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment programs, and or data of anyone connected to the servers and/or the Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

- **Security.** Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share a password will result in cancellation of user privileges. If a security problem is identified by you, notify the system administrator at your school. Do not demonstrate the problem to other users.

- **Privacy.** System administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

- **Disclaimer.** Johnston Public Schools will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information.



Application & Signature: * PLEASE RETURN THIS PAGE TO SCHOOL *****

❖ **User:** I understand and will abide by Johnston Public Schools' Internet Use Policy. I further understand that any violation of this policy may constitute disciplinary action or criminal offense.

User's Full Name (Please Print) _____

Home Street Address _____

City _____ State _____ Home Phone _____

User's Signature _____ Date _____

❖ **Parent/Guardian:** If you are under the age of 18, a parent/guardian must also read and sign this agreement:

As the parent/guardian of this student, I have read the Internet Use Policy for Johnston Public Schools. I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials and I will not hold Johnston Public Schools responsible for materials acquired on the network. I accept full responsibility for my child's compliance with the Internet Use Policy and hereby give my permission for his/her use of Johnston Public Schools Network.

Parent/Guardian Full Name (Please Print) _____

Parent/Guardian Signature _____ Date _____



