

**Coventry Elementary School Handbook
2017 - 2018**



**Western Coventry School
4588 Flat River Road
Coventry, RI 02816
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Coventry Public Schools Mission Statement: *The Coventry Public Schools, with community partnerships, educate, inspire, and motivate students to be life-long learners.*

School Committee Members

School Committee meetings are held the 2nd and 4th Thursdays of every month

Katherine M. Patenaude, Chairperson
David Florio, Vice-Chairperson
James Pierson, Member
Ann M. Dickson, Ed.D, Member
Donna Kalunian, Member

<u>Central Office Administration</u>	
<u>Mr. Craig Levis</u>	Superintendent
<u>Ms. Laurie Andries</u>	Assistant Superintendent
<u>Mr. Don Cowart III</u>	Director of Curriculum, Instruction, & Assessment
<u>Ms. Sarah Mangiarelli</u>	Director of Finance
<u>Dr. Lynne Burke</u>	Director of Technology Education
<u>Brad Wilson</u>	Director of Special Education
<u>Dr. Frederik Schockaert</u>	Assistant Director of Special Education
<u>Jason Martin</u>	Director of Physical Plant & Transportation
<u>James Murphy</u>	Network Administrator
<u>Denise Ahern</u>	Director of Early Childhood Education
<u>Andi Riales</u>	Human Resource Manager

Elementary Principals

Amy Anzalone - Western Coventry
Domenic Giusti – Tiogue
Christine Mandese - Washington Oak
Alicia Reniere - Blackrock
Kathryn Tancrelle - Hopkins Hill

Coventry Public Schools does not discriminate on the basis of age, sex, race, sexual orientation, religion, national origin, color, or disability in accordance with applicable laws and regulations.

Dear Parents and Guardians,

Welcome to the 2017-18 school year. Our Elementary Handbook contains a great deal of useful information for you. Please review it carefully. If there is any topic that you feel is either unclear or prompts more questions, please contact me. Our handbook is a work in progress and we welcome your input. The handbook is a helpful guide to assist students and parents to better understand the school's programs, policies and procedures. Current district policies are available on the district website using the following link: <http://www.coventryschools.net/district/policy-manual>.

We are eager to partner with parents and the community to assist all of our students to achieve to their fullest potential.

After you review this handbook, please look at the important sign-off sheets at the back of the booklet. Please return these sheets during the first week of school.

These pages include the following:

- Coventry Schools Acceptable Use Form & Handbook Sign-off Sheet
- The Photo Release Form

I wish you the best in the upcoming school year. All of the teachers and staff at Western Coventry look forward to helping your child achieve a rewarding and comprehensive education.

Sincerely,

Amy Anzalone
Principal

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*** All District Policies, approved by the School Committee, supersede information in this handbook.**

GENERAL INFORMATION

Attendance

Philosophy:

Regular and punctual attendance is essential to the overall academic, social and emotional development of students. The daily exchange between and among students and teachers is essential to student learning. Parents, students, and school personnel must work together to help students take advantage of their educational opportunities. The Coventry Public Schools is required by law to monitor student daily attendance. Detailed student attendance reports are provided to the Rhode Island Department of Education (RIDE) and are used for individual student review, as well as district and state comparisons across organizations and jurisdictions. The Coventry Public Schools administration shall monitor student compliance with the attendance policy. Parental influence is critical to supporting regular school attendance. It is the responsibility of the parents/guardians of students to convey to students the importance of regular and punctual school attendance.

Definitions

Absence: A student who has not attended school for a scheduled day is considered absent.

Excused Absences: An excused absence is a type of absence that the Coventry Public Schools allows, such as a student's participation in an approved school-sponsored activity, suspension days, religious holidays, a death in the family, illness or injury (up to two days with a note from a parent/guardian), or illness or injury (three or more days absence with a note from a doctor).

Excused absences do not count toward attendance policy limits.

Unexcused Absences: An unexcused absence is one that is not allowed by the Coventry Public Schools.

Truancy: A student is considered truant when the student incurs an unexcused absence.

Tardy: A student is considered tardy when the student arrives after the start of school.

Excused Tardy: An excused tardy is a type of tardy that the Coventry Public Schools allows, such as a student's participation in an approved school-sponsored activity, religious holidays, a death in the family, a parent or doctor excused illness or injury, a court appearance, military deployment event, or school visit. Excused tardies do not count toward attendance policy limits.

Unexcused Tardy: Those tardies that are not allowed by the Coventry Public Schools.

1. Coventry Public School Responsibility

It shall be the responsibility of the Coventry Public Schools to establish:

1. Reporting procedures;
2. Recording, tracking and investigating attendance and attendance issues;
3. Reporting of student attendance information to state and federal authorities in accordance with state and federal law, mandates and school department regulations;
4. A system of for investigating and addressing excessive absences, truancy, tardiness and dismissals and the failure to notify the school of the reason for the absence/tardiness/dismissal;
5. Guidelines by school that provide reasonable opportunity for the student to make up work.

2. Parents/Guardians and the Student Responsibility

The responsibility to follow the law lies with the parents/guardians and students.

Parents/guardians and students are ultimately responsible for regular and punctual school attendance. Students must be in school every day of the school year in accordance with the General Laws of the State of Rhode Island. Students must attend scheduled classes unless students are excused for the reasons allowed by the Coventry Public Schools.

It is the responsibility of parents/guardians to:

1. Abide by the law and mandates governing attendance;
2. Stress the importance of regular and punctual school attendance with their child;

3. Provide the school with accurate and current daytime telephone numbers where they can be reached;
4. Call the school on the day of their child's absence to provide a clearly-stated reason for the absence;
5. Provide a written explanation for their child's absence, signed by the parent/guardian, on the day of their child's return to school;
6. Schedule personal appointments for their child outside of school hours;
7. Plan family vacations when school is not in session;
8. Arrange for make-up work in a timely manner;
9. In cases of long-term illness, notify the school.

For an absence or tardiness to be excused, a parent/guardian must provide a signed, written explanation on the day of the student's return.

3. Attendance Investigation

The administrator will call the parent/guardian of a student who has accumulated five (5) or more unexcused absences in any given marking period. An administrator shall notify, in writing, the parent/guardian if a student who has accumulated ten (10) absences over the course of the school year.

The following shall be documented:

1. Notification in writing of the attendance issue by the building principal/assistant principal
2. Review and analysis of the student's attendance record
3. Phone calls to parent
4. Parent conferences
5. Home visits by school social worker and/or truant officer
6. Filing of truancy petition

Attendance Policy Link: <https://goo.gl/1sKouG>

Dress and Appearance:

- Students are encouraged to dress in a comfortable, appropriate, clean manner.
- Sneakers are required on Physical Education days.
 - Shirts or wide strapped tank tops that cover the midriff and shorts that go below the fingertips when arms are by the sides of the student's body are the most appropriate school wear.
- Non-skid shoes are recommended everyday for safety on the playground. Flip-flops are not safe on playground equipment.
- On cold weather days above 25 degrees F, students may go out for recess and should be prepared with mittens, hats, boots and coats.
- Hats and bandanas may not be worn inside the building except on special school spirit days.
- Clothing that displays "hate speech," lewd, vulgar, profane or obscene content will not be allowed.

Electronic Devices:

Cell phones and electronic devices are not allowed during school time. If a student brings a device to school, it must remain in their backpack or coat pocket and all risks associated with this technology being at school become the owner's responsibility. Parents will be contacted if a student fails to keep the electronics in the proper place.

Digital Use and Internet Safety Policy Link: <https://goo.gl/Gsytcu>

Emergency Forms:

Each year, parents are asked to complete Emergency Care Forms which give information about how to contact a parent in case of an emergency, as well as designated people who can be called in the event that parents cannot be reached or

those that can sign to release a student from school. Parents should be sure that the designated people are willing to pick up the child at school if it is necessary. Parents are also responsible for updating information on the Emergency Form if any of the information should change. *Only those individuals listed on the Emergency Form as authorized may pick up a child from the school.* The appropriate legal documentation regarding people prohibited from having contact with a child must be kept on file in the office. (The new emergency forms replace pink cards.)

Field Trips:

Field trips of educational value will be scheduled by teachers periodically. We encourage your full participation when possible; however, they are strictly voluntary and an alternate educational activity will be planned for those who do not attend. In some instances, there will be a charge to cover expenses. Field trips are chaperoned by members of the faculty, staff, and parents. Written permission is required in order for students to go on field trips. No child will be allowed to go on a trip without parent/guardian permission. If your child fails to return his/her permission slip, and you cannot be reached that morning by phone, your child will not be allowed to attend. No student will be excluded from a field trip for financial reasons.

Field Trip Policy Link: <https://goo.gl/ccx8Bz>

Fire Drills/Emergency Procedures:

Fire Drill, Lockdown, and Emergency Evacuation drills are conducted throughout the school year. All schools are required to devise and implement a Crisis Response Plan that covers precautions and instructions should emergencies occur. Students will be prompted to practice each procedure by either an announcement over the intercom or the fire alarm. The fire alarm is a buzzing sound or a horn. It is essential that when the signal is given, everyone obeys orders promptly. Exiting procedures are posted in each classroom. In the case of a fire or evacuation, students move away from the building to an assigned area and remain in class groups to give the teacher an opportunity to take attendance. A list of dates when these drills have been conducted is submitted to the Rhode Island Department of Education on a yearly basis.

Nurse Services:

The Coventry School Department provides students with some medical and health services. The prime responsibility for students' medical care remains in the hands of parents. Students who are ill should remain at home and seek private care since our facilities are limited to assessment, counseling and emergency care. The school nurse/teacher is available each school day. If a child becomes ill or injured while attending school, the school nurse has the primary responsibility of administering first aid, evaluating the illness or injury, and approving and dispensing properly contained and prescribed medication. However, all school personnel will remain alert to assure that appropriate action is taken to maintain the student's well-being. Children will be sent home from school if there is: a fever; signs of a contagious disease (e.g. rashes and/or other skin eruptions); vomiting or diarrhea; or injuries requiring further attention.

There are times when medications are necessary during school hours. All medications, both prescription and over-the-counter, are to be brought in the original container which is properly labeled with the name of the student, the name and dosage of the medication, instructions for administration, and physician's name. The medication is to be brought to the nurse by the parent or an adult, at the beginning of the school day with a current parent/physician authorization form. All medications will be kept in a locked cabinet and will be dispensed only by the nurse, parent, or parent designee. Exceptions are made for those students who, with physician's orders, require the use of an Epi-Pen, Epi-Pen Jr., asthma inhalation device or other emergency medication. **No medication will be given without a physician's order. This includes aspirin, ibuprofen products, allergy medication, and cough drops/pops.**

Vision (105.0): Vision screenings occur in grades 1, 2 and 3 every year. The screenings include near and far acuity and ocular alignment and muscle balance.

Hearing (106.1): Hearing screenings are done annually in grades K, 1, 2, and 3, by Rhode Island School for the Deaf personnel.

Dental (108.0): Dental screenings are done annually by Dr. Gordon, our school dentist, for all students who do not return dental cards completed by their private dentist. Parents are notified if their child needs further dental attention.

State law mandates that all students, entering school for the first time, provide evidence of up-to-date immunizations and a recent physical exam by the first day of school.

The following health screenings are required by State Law and will be given during the school year. If your child fails a screening and rescreening, where required, it will result in notification to the parent for follow-up assessment with the appropriate medical personnel.

Health and Wellness:

The purpose of this policy is to assure a healthy school environment for all K-12 students that enhances student attendance and academic performance. This policy meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger Free Kids Act of 2010 (HHFKA). The full policy is available on the Coventry School Department Website.

Physical Activity

All schools should encourage an environment that supports physical activity beyond the Physical Education program, for students, staff and community before, during and after the school day.

- Recess - All elementary schools shall allot a minimum of 20 minutes per day for recess, preferably outdoors.
- Building administrators shall have the discretion to exceed the minimum allotted time for recess as they deem appropriate, including but not limited to awarding additional recess time to reward good behavior and student performance.
- Building administrators shall have the discretion to hold indoor recess due to inclement weather or other concerns related to student safety during recess.
- During times of inclement weather, alternative activities will be provided that promote free play and students' social and emotional wellness.
- Withholding recess as a disciplinary strategy may be used only as a last resort, and teachers and other school and community personnel will not use physical activities as punishment.

Classroom and School Celebrations

- The distribution of candy by students and/or staff is prohibited in the classroom and on school grounds during the school day.
- Classroom and school celebrations will not be centered on food, except if the food items are part of a curriculum-related activity. While not prohibited, parties should be framed so as to discourage the consumption of unhealthy food items and should encourage food and beverage items that comply with USDA Smart Snacks in Schools regulations and RI General Law (16.21.7) for the sale of only healthier snacks and beverages.
- Parents/guardians shall have the right to refuse their children's participation in consuming food brought to school from homes other than their own or from sources other than the District's School Food Service Provider.
- Parents/guardians must be given advance notice of any classroom or school celebration where food will be served. Due to food safety and allergy issues, ingredient lists for all food/beverages should be available upon request.

Wellness Policy Link: <https://goo.gl/UnN2RJ>

Homework:

The School Committee recognizes the importance of assigning meaningful and quality homework to students. Research indicates that schools in which homework is routinely assigned and assessed tend to have higher achieving students. Homework fosters student achievement, independence, and responsibility and serves as a vital link between school and home. Therefore, it is the policy of Coventry Public Schools that meaningful and quality homework is assigned in accordance with the policy.

Function of Homework:

Homework encourages students to become self-directed independent learners and helps support and promote learning in the following ways:

- **Preparation:** provides opportunities to gather/organize information in preparation for active engagement learning experiences.
- **Checking for Understanding:** provides students and teachers the opportunity to formatively assess students' grasp of newly acquired learning.
- **Practice:** provides opportunities to apply new knowledge, and/or review, revise, and reinforce newly acquired knowledge and skills.
- **Extension of Learning:** provides students with opportunities to expand upon and extend topics taught in class in order to cultivate creative thinking skills, develop a deeper understanding of concepts and ideas, and employ higher level cognitive applications related to their learning.

All homework assigned shall be of a quality level. Quality homework is measured by the following principles:

- relevant, useful, and driven by the learning goals/objectives of the lesson.
- elicits teacher response/feedback.
- has a clear purpose that is understood by students.
- provides clear expectations for completion.
- helps evaluate student understanding.
- may be differentiated based on learning style and ability.
- provides opportunities for student choice, when appropriate.

At the elementary level:

- a.) Homework is graded under Learner Qualities on the standards-based report card.
- b) Homework is not included in the student's assessment of academic achievement.
- c) The goal for all stakeholders (i.e. students, parents, teachers, and administrators) is to work together to develop each child's lifelong learning habits and to help every child achieve academic success.

Homework Policy Link- <https://goo.gl/ggac3p>

Lost and Found:

A Lost and Found area is located inside the school building. Articles which are found anywhere in the building or on the grounds will be placed in Lost and Found. Students are advised not to bring unnecessary valuables to school. Neither the school nor the faculty is responsible for negligent care of personal belongings.

Parent Communication:

Every attempt is made to send all parent communications electronically. Written communication to parents will be sent home via school-wide list serves. Parents should provide the school with a current email(s) address. Also, parents should

check school-wide websites for additional information. If you do not have access to a computer, please inform the principal so that notices may be sent home in paper format with your child.

Recess:

Students will be allowed to participate in a minimum of 20-minutes recess either outdoors in the playground or indoors in classrooms depending on weather conditions. Recess is provided for students so that they may interact with peers. Also, research shows that physical activity positively impacts cognitive skills, focus and on-task classroom behavior.

School Cancellation:

Coventry Schools utilize the Rhode Island Broadcasters' Association (RIBA) notification system to report delays, closings and school cancellations. The notification system is linked to the State's emergency management system and provides families with notification via all major radio and television stations. The RIBA provides a service to either email or text message alert notices to subscribers. If you wish to be notified by email or text message when there is a closing or delays, please use the link below.

[LINK- please sign up.](#)

In addition to the services above, Coventry Public Schools provides phone notification to families regarding school closings and emergencies. We will use the primary contact phone number on file in our student information system for all calls. Note: This could be day or evening. If you DO NOT wish to be contacted please provide the following information to your child's school.

Request to be Removed for the Emergency Calling System

Student's Name

Grade

School

Parent Name

Phone Number

Parent Signature

District School Year Calendar:

Here is the link to the 2017-2018 school year [calendar](#).

School Lunches:

Breakfast price for the 2017-2018 school year is \$1.25 for full-price breakfast and 30¢ for reduced-price breakfast. Lunch prices are \$2.50 for full-price lunch, 50¢ for reduced-price lunch, and 50¢ for milk. A student eligible for a free/reduced lunch must have a complete application form each year. Breakfast and lunch menus are published monthly and sent home with your child. Those children who bring their lunch to school may purchase milk if they desire. Parents can pay for lunches with cash, check (Payable to: Coventry School Lunch Program) or by establishing an electronic account at

Link: [My School Bucks](#)

Link: [Free and Reduced Lunch Application](#)

Negative Balance Procedures Policy: <https://goo.gl/X3FKA3>

Transportation:

School bus transportation will be provided by First Student Bus Company. Parents may contact them at (401) 828-6990 to speak to the area manager. Bus schedules are published in the newspaper. Proper student behavior is expected as being critical to the safety of all students. Students are asked to sit quietly for the duration of the bus trip.

Parents should ensure their child's safety at bus stops and be on time when buses pick-up/drop off students. All kindergarten and first students must have an adult or older sibling accompanying them at the bus stop in order for them to be dropped off. In the event that there is no parent waiting at the bus stop or a sibling getting off of the bus with the child, First Student will return the child back to the school and the parents will be notified.

Students are not allowed to change buses without written requests by parents and written authorization by the school. This policy is strictly enforced by the First Student Bus Company.

Riding Bicycles to School:

Any student in grade 5 only who wishes to ride a bicycle to school is required to present a note to the principal indicating that this is the parent's desire. Children who do ride bicycles to school must comply with the following regulations:

1. Students must wear bicycle helmets.
2. Bicycles must be parked at bicycle parking area.
3. Parents/guardians should check with individual schools regarding specifics of school regulations.
4. Use of a bicycle lock is advised.
5. Bicycles must be walked, never ridden, on school grounds.

Visitors:

Visitors are welcome at the school, but are required to come to the office first. All visitors are required to be accompanied by school personnel at all times. Classroom observations must be scheduled and approved in advance with the school Principal. There is a sign-in book which requires all visitors, including volunteers, to log times in and out and destination. A pass will be given to you and should be returned to the office when leaving the school. Teachers are involved with students during the day and cannot leave them unattended to speak with parents. If you wish to speak with your child's teacher, please make an appointment first.

Volunteers:

Volunteers are used to help throughout the school. Volunteers are needed in the classrooms to assist teachers with various activities. Assistance is needed in the library, in the office, and with various health screenings, which occur during the school year, and with PTA sponsored events such as Book Fairs and Teacher Appreciation. For parents who want to volunteer but are unavailable during daytime hours, volunteers are always needed at the various events which occur after school and in the evenings. There is a general sign-up for the various activities during Open House in September of each year. However, at other times during the year, the need for additional or specific volunteers may be needed, and the PTA will send home notices regarding specific events. Volunteer Handbooks are available at your child's school. NOTE: Coventry Public Schools requires all volunteers (parent, relative, community member) wishing to volunteer in any capacity within the schools to first receive a State BCI check. Any exceptions to completing a BCI form will be authorized only by the Principal or the Superintendent of Schools. BCI checks can be done (free of charge) at Open House in September. This is a yearly elementary school requirement.

School Volunteer Policy: <https://goo.gl/oqaRjt>

BCI Form: [Click Here](#)

Behavioral Expectations

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Elementary School Student Discipline Code:

The philosophy of the Coventry Public Schools is to create a culture around student behavior that is therapeutic and restorative. The foundation of this philosophy is based on respect. Respect derives from administration, staff, and students making a concerted effort to demonstrate acceptable behavior commonly deemed necessary to establish a safe environment for teaching and learning. At times, it may be necessary to administer various types of disciplinary action, including, but not limited to, suspension. It shall be the policy of Coventry Public Schools to protect all constitutional and other legal rights in this process.

The School Committee approves a Student Discipline Code. This code shall be distributed to all students and their parents/guardians at the beginning of each school year. The Student Discipline Code shall include, but not be limited to, student behavior during school, on school transportation, or while attending any school sponsored or related activity, whether held on or off school property.

The school is an environment where students, school personnel, parents/guardians, and community can expect to be free from the concern of behaviors that either threaten or do mental/physical harm to them or others.

The school recognizes the value of immediate and positive response to inappropriate student behavior. The response is designed to make students aware of their actions and the consequences that their behavior has with regard to others in the school environment. Parents/guardians are recognized as an important factor in the development of their children's behavior and the enforcement of the school's behavior expectations. Interaction with parents/guardians is, therefore, designed to encourage their involvement, enlist their support in correcting behavior and recognizing that the school is not solely responsible for the development and enforcement of standards of behavior.

No student shall have the right to interfere with the efforts of staff members or administrators to direct, coordinate, or assist learning, to disseminate information for the purpose of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn, the learning activities, or the rights of other students.

The discipline code is established to deal with students who violate the school's policies regulating student behavior. Students who violate these policies are depriving the right of the students who are obeying the rules and are striving for an education. Each teacher will set up rules and regulations for his/her class.

Coventry Public Schools believes in a restorative approach to repeat offenses and may provide interventions specifically aimed at correcting the root cause of the misbehavior. These interventions will be decided by the Multi-Tier Support Service Team* and are based on an individual basis. Modification of the prescribed disciplinary action may take place in special circumstances. The administration reserves the right to use discretion on an individual basis when appropriate. In such cases, the administration will confer and agree upon the appropriate action prior to the disposition of the case with the student.

This code is reviewed and amended periodically by action of the School Committee. The code is to be administered consistently, strictly, and equitably.

General Notations

1. Parents will be notified of infractions of all major behaviors. All suspensions require parental contact.
2. Length of suspension invoked by building administrators is limited to a 10-day maximum per academic year.
3. A manifestation hearing will be conducted for students with IEPs and 504 Plans to determine if behaviors causing suspensions in excess of ten cumulative days are a manifestation of a student's disability.
4. At school-sponsored events and on school buses, all behavior code provisions are applicable and students are subject to the authority of school personnel.
5. Students who consistently have difficulty regulating behavior and following school expectations persistently may be referred to the school's Multi-Tier System of Supports (MTSS) Team.
6. Administrators or their designees have the authority to apply disciplinary consequences to students when unlawful acts under Rhode Island law are committed that do not fall within the confines of this discipline code.

1

Problem Behaviors Category 1 Minor Offences/Infractions	Consequences Category 1 Consequences for Minor Offences/Infractions
<p>Minor offences include those that are primarily dealt with by the person most closely associated with the behavior but may also include the school administrator.</p> <p>Examples:</p> <ul style="list-style-type: none"> ● Disrespectful Behavior ● Teasing ● Defiance, Work Related ● Defiance, Non-Work Related ● Dishonesty ● Disruption ● Physical Contact ● Inappropriate Language ● Property Misuse ● Technology Misuse 	<p>Consequences may include one or a combination of the following, depending on the severity and or frequency of the offense, and the grade level of the student.</p> <ul style="list-style-type: none"> ● Student Conference/Reflection ● Parent Contact and/or Conference ● Loss of Privileges (may include recess time or extracurricular activities, during, before or after school) ● Office Detention

Problem Behaviors Category 2 Major Offences/Infractions	Consequences Category 2 Consequences for Major Offences/Infractions
<p>Major offences are reported to the school administrator; consequences are given by the school administrator.</p> <p>Examples:</p> <ul style="list-style-type: none"> ● Defiance / Insubordination / Non-compliance ● Physical Aggression – Intent to Harm ● Disruption ● Disrespect ● Abusive Language/Profanity/Harassment <ul style="list-style-type: none"> ○ Disability ○ Ethnicity ○ Gender ○ Physical ○ Race ○ Religion ○ Sexual ○ Other 	<p>Consequences may include one or a combination of the following, depending on the severity and/or frequency of the offense and the grade level of the student.</p> <p>Detention beyond the school day requires 24 hour notification.</p> <ul style="list-style-type: none"> ● Student Conference / Reflection ● Parent Contact and/or Conference ● Loss of Privileges (may recess or extracurricular activities, during, before or after school) ● Office Detention ● After School Detention ● In-House Suspension ● Out-of-School Suspension of up to 10 days (Any out of school suspension must have a re-admittance conference with the school administrator) <p>In accordance with policy, school officials will investigate allegations of bullying.</p>

- **Fighting**
- **Forgery/Theft**
- **Technology Violations (AUP)**
- **Property Damage**
- **Lying / Cheating / Plagiarism**
- **Tobacco / Drugs / Alcohol**
- **Weapons**
 - **Real**
 - **Imitation**

Bullying: NOTE: This offense requires an immediate office referral per the Coventry Policy

Positive Behavioral Interventions and Supports:

Positive Behavioral Interventions and Supports (PBIS) is a nationally recognized program that supports positive student behavior through the use of preventative, proactive strategies in a consistent and systematic way and is used in all Coventry Elementary Schools. A continuum of positive behavioral expectations within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, restrooms). Attention is focused on creating schoolwide systems of support for students who continually experience difficulties with following school expectations and/or engaging appropriately with others. Each elementary school has a clear set of expectations that are defined and reinforced throughout all school areas; for example, the expectations of being Safe, Responsible and Respectful in the different areas of the school.

Bullying:

The Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school. The full policy is attached to the end of this handbook. Coventry takes seriously all reports of bullying and encourages all members of the community to report suspected incidents of bullying to the school principal.

Statewide Bullying Policy: <https://goo.gl/Cduxwq>

Weapons/Dangerous Instruments/Drugs:

For the safety of all students and faculty and based on state law, students may not bring a weapon or item to school or possess a weapon or item at school that materially and substantially interferes with the requirements of appropriate discipline in the operation of the school or that collides with the rights of others to school. For the safety of all students and faculty and based on state law, students may not bring or possess any drug to school. Students who engage in behaviors that pose a danger to other students will be addressed through disciplinary action up to and including suspension. Every student deserves to learn in a safe and threat-free environment.

Weapons and Assault Policy: <https://goo.gl/L6sos8>

Academics

Classroom Placement:

Requests for a specific teacher for your child cannot be accepted. Our primary responsibility is to develop classes which reflect a balanced distribution of student learning styles and abilities. Teachers and administrators work together to develop classes for each school year. They do their best to match students and teachers so that individual needs of each student are considered in the overall composition of each classroom. If you have information that you as a parent feel is important for the school to know in these placement decisions, it is important to meet with the school principal and put your information in writing prior to June for the next year considerations.

Parent Teacher Conferences:

Parent/Teacher conferences are held twice each year. Dates for these conferences are available on the District Calendar yearly. Notification of the conference will be sent home with students. All attempts will be made to schedule conferences that coincide with conferences for siblings in other classrooms. Parents should make every effort to attend the meeting, as it is a vital part of the school's method of reporting your child's progress. If you wish to have a conference with your child's teacher at any time, please contact the school to schedule a conference.

Promotion/Retention:

At the end of each school year, students who have mastered the appropriate knowledge, skills and concepts for his/her grade, and exhibits readiness for work at the next level, will be promoted to the next grade. In exceptional cases, a child may be retained to his/her present grade. When the possibility of retention exists, the parent(s) shall be notified in writing as early as possible. The decision of the Superintendent, in cases of retention, shall be final.

Report Cards and Interim Reports:

The school year is divided into trimesters. Mid-trimester reports are sent home to parents via students in Grades K-5, halfway through each trimester (October, January, and May). Report cards are issued at the end of each trimester (December, March and June). Parents should sign and return the proper paperwork after review of these documents. Information concerning your child's progress is available at any time not just the reporting periods. Please feel free to call or email the school and schedule a time to speak to your child's teacher if you believe it is necessary. Teachers may also notify parents when a student is experiencing difficulty.

Standardized Testing:

We must ensure that all students have access to a rigorous curriculum aligned with standards so that all students receive a world-class education. Using our assessment system, we hold students, teachers, and school leaders accountable for improving student performance. We use assessments to keep families informed about the progress their children are making in school, to help teachers make decisions about instructional practices. We also use assessment results to measure school performance and educator effectiveness, and to track the progress we are making toward meeting the goals in our strategic plan for transforming education in Coventry. The expectation is that all students will participate in district standardized testing.

Student Records:

Official student records are housed in the school office and parents are invited to examine the student's Permanent Record File. This should be done by making an appointment with the school principal. While the record is contains communications and information pertaining to the student's academic life in school, only report cards and standardized test scores are permanently filed. Special education evaluations, results of team meetings and Special education documents are housed in the Unified Student Support Services office at Central Office.

Student Support Services:

Support services are available to all students through Multiple Tiers of System Support (MTSS) at each elementary school. Academic, behavioral, social and emotional progress is monitored in school. Students that show gaps in these areas may receive interventions to help close gaps. Students with disabilities or have suspected disabilities may be referred to the building Special Education Team for further evaluation and support. If you have questions about these services, please reach out to the teacher or school principal.

Title I:

This program provides financial assistance through state educational agencies (SEAs) to local educational agencies (LEAs) and public schools with high numbers or percentages of free and reduced lunch to help ensure that all children meet challenging state academic content and student academic achievement standards.

LEAs target the Title I funds they receive to public schools with the highest percentages of children from low-income families. Unless a participating school is operating a schoolwide program, the school must focus Title I services on children who are failing, or most at risk of failing, to meet state academic standards. Schools enrolling at least 40 percent of children from low-income families are eligible to use Title I funds for schoolwide programs designed to upgrade their entire educational programs to improve achievement for all students, particularly the lowest-achieving students.

Assistant Superintendent: Laurie Weber

Student Activities

Clubs:

Coventry Public Schools supports three clubs per year in each elementary school. All schools have the option to run these clubs at the principal's discretion. Students are encouraged to join these clubs to participate in an extra-curricula opportunity.

Safety Patrol:

For years, Coventry Public Schools has supported and encouraged students in fifth grade to be part of the AAA Safety Patrol Program. Safety Patrol is a voluntary program that is open to all interested students that meet the criteria set forth by the district. Duties require a time commitment each day. Members are selected for their leadership, courtesy, dependability, interest in their job, attitude toward others, and overall behavioral and academic standing

According to AAA, the aims of the Safety Patrol are:

- Help children follow PBIS rules inside and outside the school
- Assist teachers and the school with various duties
- Foster qualities of leadership and good citizenship in all students

Yearbook Club:

Coventry Public Schools supports a Yearbook Club in each elementary school. This club runs with the approval of the school principal and under the guidance of a club advisor(s).

Sign Off Sheets

Parents are asked to read the the Student Acceptable Use Policy, the State Bullying Policy and then sign the Handbook Acknowledgement Form. The Photo Release Form is also included for your signature.

Coventry Public Schools

Digital Technology Acceptable Use & Internet Safety Policy

The Coventry Public Schools encourages the use of digital technology for teaching and learning, for professional responsibilities, and for skill development. The primary purpose of providing digital technology within the district is to support the educational goals and objectives outlined in the Coventry Public Schools District Strategic Plan.

It is expected that all digital technology users will respect the rights of others and will adhere to proper ethical and legal standards at all times.

The Digital Technology Acceptable Use & Internet Safety Policy applies to all staff, students, and guests who use the District's technology or who access its network. Any violation of the terms explained below may result in the loss of full access to technology and/or disciplinary/legal action. Coventry Public

Schools reserves the right to amend, change, alter and/or update this policy.

I. Definition and Purpose

1.1 The Coventry Public Schools provides access to its data network, wireless public network, and Internet portal for all staff members, administrators, students, and authorized guests. The network includes all hardware used to deliver and receive data, as well as all software necessary for viewing and working with data over the network. All devices, whether purchased by the district or owned by an individual and used in accordance with the Coventry Public Schools Bring Your Own Device (BYOD) policy, that are connected to the district network at any time are considered part of the Coventry Public Schools' network and, thus, are subject to the terms of this Digital Technology Acceptable Use & Internet

Safety Policy (DTAU & ISP)

1.2 The Coventry Public Schools' network is provided for educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of technology resources is to assist in preparing

students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The digital technology will be used to increase communication (staff, parent, student, community), enhance productivity, and assist students and staff in developing existing skills and acquiring new skills through a broader exchange of information.

1.3 "User" refers to any staff member, administrator, student, community member or authorized guest who connects to the Coventry Public Schools' network or uses technology belonging to Coventry Public Schools.

1.4 "Digital technology" is any device that creates, transmits, or accesses digital information, whether connected to the network or used in a stand-alone situation. "Digital information" or "digital media" is any data that is created, transmitted, or accessed by digital technology.

1 CPS Policy #GBEE

Digital Technology Acceptable Use and Internet Safety Policy Link: <https://goo.gl/WPyfXD>

STATE OF RHODE ISLAND

Department of Elementary and Secondary Education SAFE SCHOOL ACT

STATEWIDE BULLYING POLICY

Effective: June 30, 2012

RHODE ISLAND STATEWIDE BULLYING POLICY INTRODUCTION

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

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1. DEFINITIONS BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that: a. Causes physical or emotional harm to the student or damage to the student's property; b. Places the student in reasonable fear of harm to himself/herself or damage to his/her property; c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student; d. Infringes on the rights of the student to participate in school activities; or e. Materially and substantially disrupts the education process or the orderly operation of a school. The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

2 CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to: a. The creation of a web page or blog in which the creator assumes the identity of another person; b. The knowing impersonation of another person as the author of posted content or messages; or c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means: a. on school premises, b. at any school-sponsored activity or event whether or not it is held on school premises, c. on a school-transportation vehicle, d. at an official school bus stop, e. using property or equipment provided by the school, or f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

2. SCHOOL CLIMATE Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events. 3. POLICY OVERSIGHT and RESPONSIBILITY The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually. For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16-7.1-2(e)) and school safety plan (§16-21-24).

3 4. INFORMATION DISSEMINATION The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy. This policy shall be: a. Distributed annually to students, staff, volunteers, and parents/legal guardians b. Included in student codes of conduct, disciplinary policies, and student handbooks c. A prominently posted link on the homepage of the school /district website

5. REPORTING The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample Report Form).

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition 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 an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code. 4 Reports in Good Faith: A school

employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6. INVESTIGATION/RESPONSE The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed.

The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying: a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment. b. The interventions will be developed, if possible, with input from the student, his or her parent/ guardian, and staff. c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

7. DISCIPLINARY ACTION The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/ Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy. 5

8. SOCIAL SERVICES/COUNSELING Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

9. SOCIAL NETWORKING Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

10. OTHER REDRESS This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

11. ADOPTION OF POLICY The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

Coventry Public Schools
Digital Technology Acceptable Use & Internet Safety Policy
Agreement Statement

I, _____, fully acknowledge that I have read and understand the terms and conditions of the Digital Technology Acceptable Use & Internet Safety Policy.

I further understand that the use of the school network is restricted to those activities and conditions as outlined in the policy and any violation of the policy will result in the loss of network access privileges.

I understand that if my actions result in the loss of access to the school network, I am still responsible for the completion of any school work requiring access to the Internet. Due to the loss of privileges as a result of my violation of Coventry Public School Policy, the district is NOT held in violation of FAPE or infringing on a my right to an education or to participate in an educational opportunity.

Student Name (print) _____

Student Signature _____ Date: _____

Parent Name (print) _____

Parent Signature _____ Date: _____

Coventry Public Schools

Photo Release Form for Minors 2017 - 2018

Coventry Public Schools has permission to use my child's photograph in the media to promote the school and the events.

Yes

NO

Coventry Public Schools may use my child's photographs on the school's website.

Yes

NO

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Name: _____

Student's Name: _____

Homeroom: _____ Grade: _____

A Message from the Superintendent of Schools

Every year our schools provide parents and students with a handbook of information regarding school services, procedures, and regulations. Please take the time to review this important handbook and discuss the handbook with your child. We ask parents to sign in acknowledgement of receipt and review of the handbook to document that our schools have informed our partners in education. We look forward to another successful school year.

Mr. Craig Levis, Superintendent

CONFIRMATION OF RECEIPT

We have read and reviewed the Coventry Schools Elementary Handbook.

Student's Name: _____ School: _____ Grade: _____

Parent Signature

Date