

# **Matunuck Elementary School Student Handbook 2016-2017**



**“Ride the wave to excellence!”**

Elizabeth McGuire, Principal

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Dear Families:

Welcome to Matunuck Elementary School!

This handbook will provide you with information needed to make successful your student's school experience. In order to have an ideal and safe learning environment for all students, there must be a clear set of expectations and guidelines to help make informed decisions. The following pages are a supplement to the district handbook. Please read it carefully.

Matunuck School and our PTO will send home information and frequent newsletters via the Friday Folders. **All Friday Folders are to be returned each Monday to the classroom teacher.** You may also sign up for the Matunuck electronic mailing list and receive school communication via email. I encourage you to read all information sent home carefully as many special activities and meetings will be noted. Please check Matunuck School at [mt.skschools.net/](http://mt.skschools.net/) for events and calendars. District policies may be found online at: [skschools.net](http://skschools.net).

We are a Positive Behavioral Intervention Supports (PBIS) school in partnership with the Sherlock Center at Rhode Island College. PBIS is when school environments are positive, preventive, and effective they are (a) safer, (b) have enhanced learning and teaching outcomes; and (c) can provide a continuum of behavioral support for all students. Be sure to see the enclosed **Manta Ray Matrix** which lists clear expectations for all children in our school. In addition to PBIS, our Matunuck School community has also embedded the **OLWEUS Bully Prevention Program (OBPP)** into our curriculum. The goal of OBPP is to change the norms around bullying behavior and to restructure the school setting so that bullying is less likely to occur or be unintentionally reinforced. We look forward to working closely with families and the community to make this work part of the fabric of Matunuck School. Please refer to the following websites for more info: [www.PBIS.org](http://www.PBIS.org) and [www.hazelden.org/web/go/olweus](http://www.hazelden.org/web/go/olweus)

Parents can play a wonderful role in school. New classroom volunteers must be trained by our district CARES program and get a BCI check (see district handbook section). Research shows that positive school-family connections—those built on relationships, listening, welcoming and shared decision making—can produce multiple benefits for students, including higher test scores, better attendance, better social skills, and improved behavior at home and at school (Southwest Educational Development Laboratory, 2002). We welcome all volunteers to help with Friday popcorn popping, Friday Folder stuffers, Pumpkin Night, Jog-a-thon, Movie Nights, Ice Cream Social night, and many, many more family fun activities! Even 1 hour of your time goes long a way to keep these programs up and running.

If you have any questions or concerns during the school year please reach out to your child's teacher or me at any time. You may also reach me, via email at [emcguire@sksd-ri.net](mailto:emcguire@sksd-ri.net). I am grateful to be a part of an outstanding school community. I look forward to sharing with you the joy, learning and unlimited possibility of the new school year at Matunuck School.

Sincerely,  
Elizabeth McGuire, Principal

## **Matunuck Elementary Mission Statement**

It is the mission of Matunuck School to have high educational standards for all students and commit to a comprehensive system of support to assure this outcome. We will utilize standards and researched best practices to deliver and monitor student learning. We will promote hard work, accountability, and perseverance from students and ourselves. Honoring individual learning styles, we will collaboratively work and challenge ourselves to provide lessons, model strategies, and give students confidence that they are capable learners. We will promote students and ourselves to be flexible thinkers and problem solvers, to be productive members of society, and to celebrate our successes.

### **Beliefs:**

- All children can learn
- There is a climate of clear and high expectations
- Family involvement is crucial to student achievement
- Community involvement strengthens student achievement
- There is respect for the diversity and unique gifts of the people and cultures in our community
- There is a commitment to a challenging core (curriculum), higher order thinking, and application of knowledge to real world experience
- Reporting systems reflect how students progress toward high standards



**Matunuck Elementary School**

380 Matunuck Beach Road

Wakefield, RI 02879

**PHONE:** (401) 360-1234

**FAX:** (401) 360-1235

<http://mt.skschools.net/>

**BUS COMPANY:** Ocean State Transit      **PHONE:** 284-3920      **FAX:** 284-3929

**ADMINISTRATION:** Elizabeth McGuire, Principal      360-1234

**ADMINISTRATIVE SPECIALIST:** Jackie Mattera      360-

**CLERK:** Bernice Evans      360-1338

**NURSE-TEACHER:** Donna Lennon      360-1259

**SOCIAL WORKER:** Jonathan Sigman      360-1298

**PSYCHOLOGIST:** Anne Marie DiMatteo      360-1201

**OCCUPATIONAL THERAPIST:** Kathy Takata      360-1199

**PHYSICAL THERAPIST:** Sue Still      360-1626

**SPEECH/LANGUAGE:** Beth McLoughlin      360-1261

**UNIFIED ARTS:**  
**Art:** Sarah Mayoh  
**Music:** Paul Colombino

**Library:** Keri Londers  
**Physical Education:** Charlie Lavallee

**TEACHERS:**

Kindergarten: Lisa Blair  
Deb DeLuise  
Grade 1 Kristen DeAlmo  
Rachel Droney  
Grade 2 Dawn Sauro  
Hope Tyrrell  
Grade 3 Karen Laplante  
Mary Lou Masson  
Grade 4 Laurie Behr  
Shelly McConnell  
Special Educators Nathan Gobeille  
Carrie Streck  
Lisa Walsh  
Reading Specialist Felicie Carroll

**TEACHER ASSISTANTS:**

Jane Bessette  
Kathy Bessette  
Cheryl Dyer  
Cathy Garofalo  
Nancy Girard  
Cindy Lord  
Patricia Masson

**CUSTODIANS:**

Andy DiBiasio, Head Custodian  
Junio Fillippi

**PBIS/Olweus**

**Bully Prevention Program:**

**Positive Behavior Interventions and Supports/Olweus**

[www.pbis.org](http://www.pbis.org) or [www.hazeldon.org/web/go/olweus](http://www.hazeldon.org/web/go/olweus)

“Orange Slips” slips recognize positive behavior.

Weekly PBIS Raffle

Monthly assemblies that recognize classroom teamwork and individual achievements

**CONNECT:**

School Website:

<http://mt.skschools.net/>

Find us on Facebook:

[www.facebook.com/matunuck](http://www.facebook.com/matunuck)

Follow on Twitter:

@matunuckschool

**SK CARES:**

If you are interested in being a school volunteer, please contact CARES at [www.skcares.org](http://www.skcares.org) or 360-1304 or visit our website for information and procedures to be a volunteer. Please note that a **yearly BCI** (background check) is required to volunteer in school and on field trips.

**Student Accident Insurance:**

Brochures and applications are online at [www.skschools.net](http://www.skschools.net). For any questions, call Maria Parrillo at 360-1306.

**YMCA Before/After School Daycare:**

783-3900

**Breakfast, Lunch, Milk Prices:**

Breakfast \$1.25      Reduced Breakfast \$.30 (Breakfast begins at 8:30 am)

Lunch \$2.55      Reduced Lunch \$.40

Milk \$.50

Please see Chartwells (360-1055) menu for instructions about ordering. Healthy snacks and lunches are encouraged for students who pack their own.

## PTO

Matunuck Elementary has a committed and active PTO. Please look for notices and schedules in the Friday Folders and our Listserv. Childcare is always available for PTO meetings. The Matunuck Parent Teacher Organization consists of an energetic group of volunteers who work tirelessly to create an enriching environment for all who enter the school. As a parent or guardian of Matunuck Elementary School, please consider yourself a member of the PTO. Watch for news asking for volunteers and information on upcoming events. We encourage you to participate in any way you feel you can throughout the school year.

### **PTO Officers for 2016-17**

Nicole Riley  
Kaitlyn Roebuck  
Cindy Casten  
MK Whitten  
Jessica Bradley  
Emily Totten

Co President  
Co President  
President Elect  
Corresponding Secretary  
Treasurer  
Recording Secretary

[nicole.riley1@yahoo.com](mailto:nicole.riley1@yahoo.com)  
[kaitroe@aol.com](mailto:kaitroe@aol.com)  
[ccasten@cox.net](mailto:ccasten@cox.net)  
[mknwhitten@gmail.com](mailto:mknwhitten@gmail.com)  
[jessicane34@gmail.com](mailto:jessicane34@gmail.com)  
[emilytotten@gmail.com](mailto:emilytotten@gmail.com)





## The School Day

8:35	Children may begin to arrive
8:35	Breakfast program begins
8:53	<b><u>Instructional day begins! Please be on time!</u></b> (Students who arrive after this time will be marked tardy.)
11:40-12:30	Lunch & Recess for 1 and 2
12:10-1:00	Lunch & Recess for 3 and 4
12:35-12:55	Lunch & Recess for Kindergarten
3:13	Dismissal
\	

## ARRIVAL TO SCHOOL

No student should arrive before 8:35 am and should be dropped off in the rear of the school building. Do not let your child(ren) out of the car until you reach the staff member waiting outside. Please only open car doors that face the building when exiting. Children are to be dropped off between **8:35 and 8:53**. Never drop off a child if the school staff member is not present. Please bring your child to the front office where a parent/guardian must sign the child in late. Speeding and unsafe drivers will be reported to the South Kingstown Police Department.

At 8:35am a light breakfast of cereal, milk, and juice will be served to those students who wish to buy breakfast. Students who arrive late due to buses will be allowed to purchase breakfast and eat regardless of the time the bus arrives.

### **Parking**

When delivering children to school, please use the outside lane and **use the cross walk** to enter or leave the school. You may also park in the designated areas of the lot and escort children into the building via the crosswalk.

**Do not park along the front sidewalk as these are bus lanes. This is for school bus and emergency vehicles only.** Drive slowly at all times in the school parking lot. At dismissal, do not drive in the bus lanes. If you can't back up, please wait until the busses pull out of the parking lot. Do

not travel in the bus lane when the busses are parked and lights are flashing. These infractions are reported to the South Kingstown Police Department.

### **Tardy To School**

Students arriving after 8:53 are marked as tardy. When a student is late, a parent must accompany the student to the office and sign him/her in. Students who are late due to bus delays are not considered tardy. It is important for students to be in class at 8:53 since meaningful discussions and classroom directions are given at the beginning of the day. Continued excessive tardiness, early dismissal, or absenteeism may be brought to the attention of the district truant officer.

Please call the school by 8:35 am if you know that your child will be late to school and will be ordering school lunch

(360-1234). Students who arrive after the lunch order is called in (9:15 am) may not be able to get their 1<sup>st</sup> choice of lunch. We encourage all eligible students to ride their assigned bus.

## **DISMISSAL**

Please use the Matunuck School Dismissal Form found on our website. This ensures we have all information needed if your child's dismissal routine is changed. "Call in" dismissal changes are STRONGLY discouraged for the safety of all children.

**\*\*Only in the event of an UNEXPECTED change, should a call be made to the office. Please avoid calling the office after 2:45pm.**

Parents who are picking up their child(ren) at the end of the day are expected to park in the front lot and will be let into the building through the side doors after 3:05. Parents/guardians will proceed to the cafeteria where they will be required to show a picture ID prior to signing their child(ren) out. If you arrive late to pick up your child(ren), please proceed to the front office where you can be checked-in by the office staff. You will be asked to show ID.

In an effort to maximize instructional time, we ask that students remain in school from 8:53-3:13 unless it is absolutely necessary to dismiss them. If you must dismiss your child early, please provide the classroom teacher with the Matunuck School Dismissal Form first thing in the morning. This will ensure that the dismissal is documented appropriately by the office staff and your child(ren) are dismissed safely.

◆ **Bus Students:** Bus students must ride the bus to the stop which they are assigned and are required to disembark at their assigned bus stop only. Any changes require the approval of the principal and bus company upon **written** request from a parent.

◆ **Students dismissed to their parents:** The side door will be opened at 3:10 p.m. Parents/Adults who pick up their children at the end of the day must be on file in our office and be prepared to show identification. Students will be waiting for you in the cafeteria once you have cleared the check-in procedure. Children will not be released to a person who is not listed as an emergency contact on the Student Information Sheet. Please enter and exit through designated doors. Thank you for your cooperation in every aspect of this dismissal procedure.

◆ **YMCA Daycare:** The YMCA provides before and after school care at Peace Dale School. Registration is handled through the YMCA, however our office **must be made aware of any changes in this routine** as well as the YMCA in order to be sure students are where they need to be at the end of the day. Students are transported to and from Wakefield School by the YMCA. **Please contact the YMCA for more information (783-3900).**

## ATTENDANCE/TRUANCY POLICY

### **School Absences:**

Please call the school (360-1400, Ext. 2) and leave a message on the absence line if your child will be absent from school. **Please do not email the teacher about your child's absence.** If you do not call the absence line, a school official will contact you to be certain the child is at home or with a designee. If you desire homework for your child, please call the school by 9:30 a.m. It may be sent home with another child or picked up at the main office at the end of the day. Also, do not send a child to school if s/he is sick. You will be called to pick up any child deemed sick by the school nurse. A doctor's note is required after three consecutive absences in order for your child to be admitted back into school.

### **Excused Absence:**

Excused absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, family emergencies to be approved by an administrator, doctor excused illness or injury (a note from a doctor or medical professional excuse must be submitted within 3 days of the absence), or funerals. If a student is absent for a medical reason 3 or more days, a doctor's note **MUST** be provided to the principal or school nurse when re-entering.

### **Unexcused Absence:**

Every absence is considered “unexcused” even when a phone call by the parent/guardian has been received stating the specific reason for the absence by the attendance office. For an absence that is 1 or more days in length to be considered excused, a note from a doctor or medical professional must be received within 3 days of the absence. Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. The number of days missed will be counted as unexcused absences.

### **Truancy:**

A student is considered truant when he/she purposely stays away from school without parent/guardian permission and or is consistently late or dismissed early. Students who do miss school with parent/guardian permission, however, can be considered truant at the discretion of the administration.

### **Tardy/Early Dismissal:**

By Rhode Island State law, dismissals from school for any reason are considered part of a student’s attendance record and are counted as an absence. Students who arrive late and leave early miss out on valuable instructional time and causes a distraction to the teaching and learning going on in the classroom. Please make every effort to help your child be in school on time every day and stay in school for the entire day.

### **Vacations During School Calendar:**

We discourage families from scheduling vacations outside of the regular school vacations, holidays, and summer break, as quality learning time will have been lost. Teachers are not responsible for preparing school work that a student will miss during a vacation that is not scheduled during school vacation periods. Vacations are not excused absences and will affect truancy.

### **Your student’s attendance information can be found on South Kingstown’s Student Information Management System, Skyward/Family**

**Access component on the South Kingstown School’s web page [www.skschools.net](http://www.skschools.net) under the Parent heading.** (Ex: *Username(parent):*

*smithj PW: southkingstown\**)

*Consistent student attendance is essential to productive learning.*

## LUNCH AND RECESS

Chartwells School Dining Services runs our school's breakfast and lunch program. Each month a menu will be sent home with the lunch selections on the front and breakfast selections the the back. You can pre-pay for your student's meals by visiting [www.myschoolbucks.com](http://www.myschoolbucks.com) to pay for school breakfast and lunch.

Recess is part of the daily routine for all children, it is important to their social and physical development. All children are expected to participate unless there is written notice from a parent. Recess will be held outdoors unless the determination is made by the school nurse teacher that the health and welfare of students is at risk. All schools will use the Child Care Weather Watch chart for guidance in making the decision for inside/outside recess. **Students are also expected to be dressed properly for the weather. Snow boots, snow pants, coats, hats, mittens, should be worn or at the very least stored in the backpack during the cold months because we go outside year-round. We also strongly urge you to write your child's name in all clothing so that we can return it as soon as we find it.**

### **Lost and Found**

**Please put your child's name on every item brought to school.** We will donate unclaimed, unmarked items to a charity such as The Jonnycake Center. Check the Lost and Found frequently for any items lost. Sometimes the items do not appear in the Lost and Found immediately, but surface later.

## Matunuck School & Bus Expectations & Rules

Three rules apply to all areas of the school. The school bus is considered an extension of the school. The rules are basically the same in all areas with some modifications for specific settings. All students are responsible for their own behavior. Please review with your child.



### Matunuck Manta Ray School Rules:

**Respect**  
All others  
Yourself  
Surroundings

	All Settings	Hallways	Playgrounds	Cafeteria	Classrooms	Bathrooms	Assemblies	Bus
<b>Respect All Others</b>	Be kind. Hands and feet to self. Help and share.	Walk quietly. Walk in line. Hands by your side	Include others. Share equipment. Friendly competition	Good table manners. Inside voices.	Follow directions. Good listening. Inside voices. One speaker.	Respect privacy.	Listen and watch. Use appropriate Applause.	Use a quiet voice. Stay in your seat.
<b>Respect Yourself</b>	Be on task. Give your best effort. Be honest.	Walk safely.	Have a plan. Play safe. Whistle blows- line up.	Eat your own food.	Be prepared. Take care of yourself. Raise hand.	Flush. Wash hands.	Sit in one spot on the floor.	Sit in seat. Backpacks on lap.
<b>Respect Surrounding</b>	Clean up after self.	Pick up litter.	Use equipment properly. Respect nature.	Clean up. Throw trash in cans.	Clean up. Use materials properly.	Keep it clean. Respect property.	Pick up after yourself.	Sit appropriately

## **PBIS (Positive Behavioral Interventions and Support)**

PBIS is the behavior system adopted in all South Kingstown Schools. We understand that school-wide discipline systems are integral parts of how we will form the Peaceful Community at school. Our positive behavioral systems will promote pro-social behavior, thus increasing opportunities for maximizing academic achievement. In addition, PBIS will prevent occurrences of problem behaviors. An important component is the tracking of negative behaviors on a computer system designed for PBIS. Using this data we will be able to better address the needs of all students. All expected behaviors are taught and practiced in all areas of the school. The PBIS Team in each school has created lesson plans for such everyday expectations whether children are in the hallway/bathrooms/cafeteria for keeping the classroom neat and tidy. An additional method of teaching positive behavior that exists in our classrooms is Second Step. Each School has devised clearly stated behavioral expectations for all students and staff to follow. Through the use of Accountable Talk, staff will work to address the needs and expectations of all students. We will recognize children's accomplishments, both academic and behavioral. Look for more information during the year about PBIS in our schools' monthly newsletters. Please see your school's Behavioral Matrix in this handbook.

### **What does PBIS look like?**

- Greater than 80% of students can tell you what is expected of them and give behavioral examples because they have been taught, actively supervised, practiced and acknowledged
- Positive adult-to-adult interactions exceed negative
- Function based behavior support is foundation for addressing problem behavior
- Data and team-based action planning and implementation are operating
- Administrators are active participants
- Full continuum of behavior support is available to all students

### **School-wide Systems**

- Common purpose and approach to discipline
- Clear set of positive expectations and behaviors
- Procedures for teaching expected behavior

- Continuum of procedures for discouraging inappropriate behavior
- Procedures for on-going monitoring and evaluation

*Source: PBIS Training Manual*

**There are 4 anti-bullying rules at Matunuck School:**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

**The difference between ‘Rough-and-Tumble Play’ and Bullying (excerpt from Olweus Anti-Bully materials)**

<b>Characteristics</b>	<b>‘Rough and Tumble’ Play</b>	<b>Bullying</b>
<b>Relationship Between Children</b>	Usually Friends	Usually Not Friends
<b>Number of Participants</b>	Maybe two, but often more	Two, but often a group against one
<b>Balance of Power</b>	Equal (i.e., physical stature, or age)	Unequal (i.e., unequal physical stature, or age i.e.,)
<b>Expressions/Atmosphere</b>	Smiling faces, laughter	The inferior party: sad, crying, angry The superior party: laughter, scornful smile, not friendly
<b>Underlying Intention</b>	Friendly, positive	Negative, aggressive, desire to humiliate and insult
<b>Role-Switching</b>	Yes	No
<b>Gathering of Bystanders?</b>	No	Yes
<b>Relationship immediately after incident</b>	Parties can often participate in a new common activity	The participants leave each other.



## **DISCIPLINE PROCEDURES**

(School Committee Policies Section 8325)

Through PBIS (Positive Behavior Intervention and Support) and our OLWEUS BULLY PREVENTION PROGRAM (OBPP), our focus is on recognizing and reinforcing positive behaviors, however we must also have structures for addressing behaviors that disrupt learning or may result in harm to others. Our school's expectations are to Respect Ourselves, Others and our Community (ROC!). We also have 4 Anti-bullying rules that are explicitly taught throughout the school year through class meetings using the OLWEUS curriculum. They are; 1. We will not bully others. 2. We will try to help students who are bullied. 3. We will try to include students who are left out. 4. If we know that somebody is being bullied we will tell an adult at school and an adult at home. The matrix below outlines the expectations in all areas of the school.

Students are expected to demonstrate good citizenship and appropriate social behavior at all times. Behavior is never to infringe upon the rights of other students or adults, thereby disrupting the learning process or school environment. A teacher or supervisory adult may remove a student from the classroom or playground area when the student deliberately caused a discipline offense that violates the safety or civil respect of others. At that time our PBIS structures are used to reteach the expected behavior and to communicate with families as necessary. Please do not hesitate to contact your child's teacher directly at any time if you feel there is an issue that needs to be brought to our attention.

### **BUS DISCIPLINE (School Committee Policy 8325)**

Behavioral expectations for a safe bus ride are explicitly taught during the first few days of school and reviewed throughout the year. The bus rules are clearly explained by school staff and the bus driver. Bus riders must see that their bodies are safely in the seat and that books and personal belongings are kept out of the aisles. Special permission must be granted by school authorities and the bus company to transport large items. Band instruments that cannot be kept on the student's lap may not be permitted on the bus. School projects which cannot be kept on the student's lap are not permitted. Students must ride their assigned buses, getting on and off at their assigned stop unless a yellow, Change in Student Dismissal form is sent into the school, written by a parent/guardian granting permission to ride a different bus or get off at a different stop. This would be a change in the child's REGULAR HOME ROUTINE.

The policy governing suspension of bus privileges is below.

First Offense:	Verbal reprimand, letter to parents
Second Offense:	Warning letter to parents
Third Offense:	Five (5) school-day bus suspension and conference with parent, bus driver, student, and principal
Fourth Offense:	Bus suspension for remainder of year

### **SUSPENSION AND EXPULSION (School Committee Policy 8305)**

Suspension means an exclusion of a student from attendance at school, school property, and all school sponsored activities for disciplinary reasons, it may not be given for more than ten consecutive days, provided such suspension shall not extend beyond the end of the school year in which it is imposed. Suspension is determined by an authorized member of the administrative staff. Listed are some examples of breaches of conduct that may lead to suspension/expulsion:

- **Threats**
- **Striking or assaulting a student or member of the staff**
- **Use of obscene or profane language**
- **Deliberate refusal to obey a member of the school staff**
- **Possession of a weapon or alcohol, or dangerous drugs or narcotics**
- **Destruction of school property**
- **Disruption of school day by bomb threat or false alarms**

## **BCI PROCEDURES FOR FIELD TRIPS AND VOLUNTEERING**

If you are interested in being a school volunteer, mentor or chaperone for a field trip, please contact CARES at [www.skcares.org](http://www.skcares.org) or 360-1304. Please note that a YEARLY BCI (background check) is required to volunteer in school and on field trips. All BCI's must be on file with the South Kingstown School Department at the School Administration building – 307 Curtis Corner Rd., Wakefield, RI. in order to participate in any school field trip and to volunteer at school.

- **Field Trips:** To comply with the field trip policy, you must have a cleared and current BCI on file. The BCI must be dated within 12 months of the trip. Please take note that many chaperones apply for their BCI during field trip “season” and that is also when they expire so please plan accordingly.
- **Volunteers/Mentors:** If you hope to volunteer in a classroom or become a mentor for a South Kingstown student, you must have a current BCI **AND** receive training from SK CARES – see the CARES website for information on becoming CARES trained.

### **FIELD TRIP POLICY (School Committee Policy 7120)**

**All chaperones must be at least 21 years of age and have an annual background check (BCI) that meets the satisfaction of the school department and state requirements.** All information is found on the skschools.net website and through the CARES organization. **Medical Guidelines:** If any student has a serious medical condition, be sure that his/her doctor writes a letter indicating the child may safely attend and participate in trip activities. For students possibly needing prescribed medical care while on the field trip, there must be an exchange of information between the school nurse teacher and the teachers on the field trip regarding care of the student. Students requiring specialized medical care must be chaperoned by a school nurse or medically trained equivalent. Parents may attend or designate another adult to attend in their place in order to relieve the necessity of a licensed nurse to attend in order to dispense medication or perform specialized procedures. No student shall be denied access to a field trip or other activity solely on the basis of disability or medical condition.

Access to a field trip can be denied for behavior only if the behavior is not related to a student’s disability and this standard is equally applied to all students.

**\*Please note: All field trips begin and end at the school. No one can drop off or take a student home from the place of the field trip.**

## **CLASS PLACEMENT (School Committee Policy 8135)**

Elementary age students are placed heterogeneously (classrooms with mixed ability levels.) The professionals who work with the students make placement decisions. Grade level teachers, special education teachers, and the principal will make placement decisions based upon information gathered throughout the course of the year. To make balanced classes, student placement decisions will take into consideration the child's gender, developmental level, cognitive abilities, academic level, learning style, work habits, individual needs, and school behaviors. Other factors will be class size, social composition, and peer relationships. All parents will have the opportunity to inform the school of their child's special learning needs through the use of the Student Information Form (available in the office in April and due by May 1<sup>st</sup>). The staff values your insight and will take this information into account in our placement decisions. Please remember that parent input is only one of the many criteria we use when we consider class placement. Notification of a student's placement for the upcoming year will be placed on the last report card of the current school year. Unanticipated personnel and enrollment changes, which occur during the summer, may affect and change a child's assignment. Parents and students will be notified as soon as changes are confirmed.

### **APPOINTMENTS/DISCUSSION OF SCHOOL ISSUES**

One time per year formal Parent/Teacher conferences will be scheduled by the district. There will be no school that day and you will be notified in advance. At any time during the school year, if you need to speak to your child's teacher or the principal, please leave a message on voice-mail, send an email or a note. We will reply as soon as possible.

### **BOOKS**

Throughout the year, your child will be bringing home hundreds of practice reading books as part of their daily reading workshop. These books need to be returned to the school the VERY NEXT day so that your child's classmates can use them the next night. **They may be small books and seemingly insignificant, but they are precious to us.** Please ensure that your child reads them, then, puts them back in their book bags/backpack each night. Books not returned in a timely manner will be charged as a cost to your family because we will need to replace the book and put it back into the classroom's reading library.

### **CELEBRATIONS (School Committee Policy 7751)**

Due to the many food allergies, including those that are life-threatening, we do not allow treats to be brought to school for distribution to the whole class. An alternative option to honor a birthday might be to purchase a book for the class or school library with a bookplate honoring your child. Stickers or pencils are also options to consider. If teachers request food, they will be specific about the allergies of concern. All food brought to the class must include ingredients and be approved by the school nurse. Please be very careful. We allow invitations to be distributed in the classroom **only if ALL classmates are invited.**

### **DRESS CODE**

Children should dress appropriately for school and the weather. Clothing should conform to reasonable standards of modesty and cleanliness. “The bottom of the tops should touch the top of the bottoms.” Tee shirts and other clothing with messages should be appropriate for elementary school children. Children should wear suitable clothing and footwear on the days they have physical education. No hats are to be worn inside the school building or classrooms. Labeling clothing helps us to keep the number of lost and found items at a minimum.

### **EMERGENCY PROCEDURES**

The General Assembly of Rhode Island enacted a law entitled “Health and Safety of Pupils,” which requires school districts to have comprehensive safety plans. We routinely practice Fire Drills, Lockdown and Emergency Evacuation drills. In the event of an emergency, the principal will determine if students and staff should be evacuated outside of the building, or to a nearby relocation site. Crisis Team Members will coordinate the orderly transfer of students to the evacuation center. Each school has a designated primary relocation site and parents will be notified by the district automated telephone system with important information regarding reunification. Please be sure to update your telephone contact information throughout the year. State law requires 15 fire and emergency drills per year. Students are expected to leave the building in an orderly, quiet manner. The teacher will take attendance to assure accountability for all children. It is imperative that all classroom volunteers sign in and out consistently so that everyone is counted accurately.

## **FORGOTTEN ITEMS**

Forgotten items from home including homework, lunches, band instruments, etc., may be left at the office for delivery at a time which will not disrupt classroom routine. Unless the item is absolutely necessary for the day, we suggest helping your child become responsible by allowing her/him to experience consequences for forgetting the item(s). This will help develop a sense of responsibility and self-reliance.

## **HEALTH AND WELLNESS**

### **MEDICATIONS (School Committee Policy 5141)**

Parents/guardians are requested, whenever possible, to schedule administration of medication outside of the normal school day. Parents of students needing medication during the school day are required to bring the medication to the school nurse with an authorization form signed by your physician. **Both prescription and nonprescription medications require licensed health care provider's written order and a written parent authorization.** All medication must be in a pharmacy labeled and/or prescription container and/or manufacturer's container. At the time the prescription is filled, the parent/guardian shall have the pharmacist dispense an extra labeled container for use at school. No student shall have in his/her possession any medication while on school property. **All medication shall be dispensed by a School Nurse -Teacher. No medication shall be dispensed without following this procedure. Never send your child to school with medication.**

### **COMMUNICABLE DISEASES**

Please notify the school if your child has any communicable conditions such as Strep Throat, Lice, Chicken Pox, Fifth disease, etc... This is a responsibility that must be practiced by all families.

### **PEANUT FREE/NUT FREE CLASSROOMS**

By law, several classrooms and cafeteria areas are designated as "nut free" due to severe food allergies of students in our schools. You will be notified if your child is in a "nut free" classroom. They will not be allowed to eat any food containing nuts in the classroom at any time. However, food containing nuts may be eaten in the lunchroom.

### **SCHOOL INSURANCE**

School insurance is available at the beginning of the year. You are not obligated to purchase this insurance. If your child is not covered by health insurance, it is strongly recommended that you purchase the insurance in the unfortunate possibility of your child being injured at school.

Brochures and applications are online at [www.skschools.net](http://www.skschools.net). For any questions, call Maria Parrillo at 360-1306.

### **HEALTHY KIDS! HEALTHY SCHOOLS!**

Research shows that healthy kids learn better. HKHS is a subcommittee of the School Improvement Team and consists of parents, teachers, principal and the school nurse teacher. They assess, evaluate and improve all nine areas of the Comprehensive School Health Program which includes nutrition, health services, health education, physical education, physical environment, health promotion for staff, family and community involvement, counseling, psychological and social services, and school climate. Please see the SK district Wellness Policy at [www.skschools.net](http://www.skschools.net).

### **BICYCLES**

We ask students not to ride bicycles to Matunuck School due to heavy traffic on nearby roads. A written request to be signed by the parent and submitted for approval by the principal must be on file before any student may ride a bike to school. The principal may not honor the request if a there is a safety issue. No students will be allowed to ride bicycles on, or across, Route 1. Protective helmets are mandatory for all children under the age of 15 (Rhode Island Law).

### **HOMEWORK POLICY (School Committee Policy 7125)**

Suggested Total Times for Daily Homework (10 minutes per grade level)

Kindergarten	May read or be read to for 10 minutes per day
Grades 1-2	10-20 minutes per night
Grades 3-4	30-40 minutes per night

Role of the Student:

- Understand the homework assignment before leaving school;
- Take home all necessary materials to complete the assignment;
- Schedule time for homework that is compatible with family and/or after-school activities;
- Do their best on homework assignments with a minimum of parental help;
- Complete and return homework on time.

**LEGAL CUSTODY (School Committee Policy 8410)**

Anyone (parent, relative, friend) having a court order granting custody of a child must file a copy of said order with the principal of any school which the child attends. Changes in said documentation must also be submitted to the principal. Permission to release children to others must be in writing to the building principal and signed by the person having custody. No child may be released without this written permission.

**OPEN HOUSE/REPORT NIGHT**

During our Open House in September, Matunuck Elementary will conduct a report to the community about our school's state classification and state assessments. The whole community is invited.

We hope you have found this information helpful. Please feel free to contact Principal Liz McGuire, 360-1234, if you need further assistance.



### **PERSONAL PROPERTY**

Children are not to bring toys to school. **We do not allow children to buy or trade personal items with other children** and we will not mediate differences of opinion about ownership of items brought to school that are not labeled with a child's name. **Electronic devices are not to be used during school or recess unless they are part of the academic program. If devices are confiscated, parents will be notified to pick up item from the principal.** (They sometimes help children who have long bus rides. The use of these devices is between the parent/guardian and the bus driver.)

### **PUBLICATION CONSENT**

There may be times when the school may wish to release for publication, photos for newspapers, videotaping, pictures on the school web page, Facebook, Twitter etc... If you DO NOT want your child/ren to participate, you may opt out by writing a letter to our office stating so.

### **REPORT CARDS**

Report cards are distributed quarterly in November, February, April, and June. Parents are encouraged to request an appointment with their child's teacher when there is a concern about their child's academic or social progress.

### **REPORTING CHILD ABUSE (School Committee Policy 4205)**

School Committee Policy requires that parents of all children be informed of the following requirement concerning child abuse or neglect: **In compliance with Chapter 11 of Title 40 of the General Laws of the State of Rhode Island, employees of the school department are required to report any knowledge or suspicion of child abuse or neglect to the Rhode Island Department of Children and their Families no later than 24 hours after such knowledge is learned or suspicion is raised.**

## **RESPECT FOR PROPERTY**

We expect that proper care and attention be given to school materials. Lost or destroyed textbooks, library books, supplies, and materials must be replaced by the student or parent.

## **SCHOOL CANCELLATION ANNOUNCEMENTS**

The superintendent will make the decision to close schools. A district-wide automated phone message will be sent to the telephone number listed on student's' Emergency Information form. Cancellation, delay or dismissal information can also be found on local television and radio stations. If school is dismissed early due to inclement weather or emergency circumstances, any activity planned in the school that evening is canceled. When an after-school program is canceled due to inclement weather or other factors, the sponsoring organization is responsible for notifying parents of the cancellation.

## **SCHOOL COMMUNICATION**

We use several resources to distribute important news and information (Home-School Communication Folder, web page, list- serv, school messenger, Facebook and Twitter). Currently we post information on the Wakefield School website, on Facebook at facebook.com/matunuck and on Twitter @matunuckschool. You can also download the school district app by searching South Kingstown School District App.

## **SCHOOL IMPROVEMENT TEAM**

The Matunuck Elementary School Improvement Team (MESIT) consists of interested parents, teachers, and staff members. Their responsibilities are to facilitate communication at the school among stake holders, conduct self-study activities to direct school improvement efforts, assist in determining how certain revenues will be expended, plan professional development related to student learning and reflect the needs of all students. We form subcommittees to conduct portions of this work. If you are interested in being on a committee, please contact the school office at 360-1234.

## **STATE TESTING**

### **PARCC (Partnership for Assessment of Readiness for College and Career)**

The PARCC assessment is aligned with the Common Core State Standards and is designed to measure higher-order skills such as critical thinking, problem-solving and communicating effectively. The PARCC assessment will be administered in grades 3 and 4 in the spring. Please encourage your child to do his/her best and be well rested during the assessment window. For more information, visit the PARCC website at [www.parcconline.org](http://www.parcconline.org) or at the RIDE website at [www.eride.ri.gov](http://www.eride.ri.gov).

### **NEW ENGLAND COMMON ASSESSMENT PROGRAM (NECAP) SCIENCE**

Science NECAP is taken in the spring by grade 4 students. Please do not schedule vacations or appointments for your children during this time, as it is very important that all students participate in testing. The school will notify you of the exact testing schedule.

### **STUDENT PLANNERS**

Students in grades three and four will be issued a student planner at the start of the school year. If lost or destroyed, it will be the responsibility of the student to replace. Another planner may be purchased at the school office.

### **UNIFIED ARTS**

All students in grades Kindergarten through four have Art, Music, and Library once a week and Physical Education twice a week. The teachers will provide a schedule to students the first week of school. Students in grade four may participate in the school Chorus. Also, students in grade four may participate in “Strings.” Instruction is available in school at no cost to students. The “Strings” teacher will send home announcements in early September notifying students and parents of their options. **Reminder: According to bus transportation regulations, instruments that cannot be accommodated on a child’s lap may not be brought on the bus.**

### **VISITORS**

Parents and community are welcome to visit our school upon prior notification and approval; however, for the safety of students and staff, **all visitors must stop at the office to sign in to obtain a VISITOR BADGE.** Children should **not** be escorted to their classroom door by their parent, including parent volunteers, unless special permission is granted by the principal. *(Please refer to policy #1250 for additional information.)*



**Smoking is not permitted in any school building or on immediate school grounds.**

### **CALENDAR**

All important dates and activities will come home in the Friday Folders. This information can also be found on the Matunuck website ([www.skschools.net](http://www.skschools.net)) or will be sent electronically on the Listserv. Please sign up for the Matunuck School Listserv. All important notices from school will also be sent out through our automated phone system.

## South Kingstown School Department School Calendar 2016-2017

### BELL TIMES

**SKHS 7:30 AM - 2:02 PM**  
**CCMS 7:35 AM - 1:47 PM**  
**BRMS 7:45 AM - 1:57 PM**  
**ELEMENTARY 8:53 AM - 3:13 PM**

### August 1 day

M	T	W	Th	F
		30	31	

- 30 Teacher Orientation Day
- 31 Students report

### September 20 days

M	T	W	Th	F
			1	2
X	6	7	8	9
12	X	14	15	16
19	20	21	22	23
26	27	28	29	30

Cumulative Days 21

- 5 Labor Day (No School)
- 13 District PD/Primary Election Day (No School)

### October 19 days

M	T	W	Th	F
X	4	5	6	7
X	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Cumulative Days 40

- 3 Rosh Hashanah (No School)
- 10 Columbus Day (No School)

### November 18 days

M	T	W	Th	F
	1	2	3	4
7	X	9	10	X
14	15	16	17	18
21	22	23	X	X
28	29	30		

Cumulative Days 58

- 7 End First Quarter
- 8 Election Day (No School)
- 11 Veterans Day (No School)
- 24-25 Thanksgiving (No School)

### December 16 days

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	X
X	X	X	X	X

Cumulative Days 74

- 23-30 Holiday Recess (No School)

### January 20 days

M	T	W	Th	F
X	3	4	5	6
9	10	11	12	13
X	17	18	19	20
23	24	25	26	27
30	31			

Cumulative Days 94

- 2 New Year's Recess (No School)
- 16 M.L. King Day (No School)
- 25 End Second Quarter

### February 14 days

M	T	W	Th	F
		1	2	3
6	7	8	9	X
13	14	15	16	17
X	X	X	X	X
27	28			

Cumulative Days 108

- 10 PK-8 Parent Conf.; SKHS Portfolio Day (No School)
- 20-24 Winter Recess (No School)

### March 23 days

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Cumulative Days 131

### April 14 days

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	X
X	X	X	X	X
24	25	26	27	28

Cumulative Days 145

- 6 End Third Quarter
- 14 Good Friday (No School)
- 17-21 Spring Recess (No School)

### May 22 days

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
X	30	31		

Cumulative Days 167

- 29 Memorial Day (No School)

### June 13 days

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	(20)	(21)	(22)	(23)
(26)	(27)	(28)	(29)	(30)

Cumulative Days 180

- TBA Last Instructional Day for Seniors
- TBA Graduation
- 19 180th Day of School
- 20-30 Make-up Days (if needed)