

# Wilbur & McMahon School Student Handbook

## 2021-2022

**Little Compton Public Schools**

P.O. Box 178

28 Commons

Little Compton, Rhode Island 02837

401-592-0363

<http://lcsd.k12.ri.us>



August 27, 2021

# Little Compton School Committee

Polly Allen  
Travis Auty  
Hannah Ayotte  
Rita Kenahan  
Michael Rocha

## Welcome

Dear Parents and Guardians of Wilbur McMahon School Students:

During this global pandemic, it is clear that, once again, we cannot plan for a “normal” school year. We have the opportunity to envision and create a new and better normal in a manner that honors the unique strengths, interests and talents of all students. We would like to extend a warm welcome to the families who make up our Little Compton learning community. We look forward to partnering with you throughout the academic year.

### Guiding Principles During the Pandemic:

- We will put safety first. We will leverage science, data, and public health leadership to inform the choices we make.
- We will be transparent. We will share what we know and what we do not know. We will be clear about what we can control and what is outside of our control.
- We will center decisions on what is best for all students, families, and educators, especially those most impacted by educational inequities and COVID-19. We will remember that equitable does not mean equal, and we will strive to give students, families, educators, and communities what they need, knowing that our communities have been hit by the virus at different magnitudes.
- We will listen. We will bring together diverse stakeholders and experts to understand the realities on the ground and develop and share creative solutions.
- We will be decisive. Given the size and scope of the challenge, we must move deliberately and make tough choices. We will need to be flexible and nimble, and we will adapt quickly as variables on the ground change. This means the ability to toggle seamlessly between on-site and remote learning for some or all learners is critical for the upcoming school year.

This handbook has been compiled as a guide to our school. Please read and discuss it with your child. Should you have any additional questions that are not answered here, please do not hesitate to call the school office at 401-592-0363, ext. 1000 or reach out to your child’s teacher. It is our intent to keep you informed and the lines of communication open.

Dr. Laurie Dias-Mitchell  
Superintendent

Sonya P. Whipp  
Principal

## Our Vision

Wilbur & McMahon School is dedicated to preparing students for educational and life experiences in an atmosphere where there is respect for the dignity of every person and an enthusiasm for learning. Wilbur & McMahon School is dedicated to the principle that educational programs be both challenging and supportive, distinguished by consistent high standards and by attention to the needs and potential of individual students.

## Our Mission

The mission of the Wilbur & McMahon School is to develop a comprehensive educational community with high academic standards that challenge all students to love learning and to become skilled communicators and critical thinkers who are respectful, motivated, responsible, and self confident contributors to their community and their world.

## Our Beliefs

The following beliefs encompass the fundamental convictions, values and character of the Little Compton School District and direct the activities of our school.

- We can always improve.
- We are equitable: each student accesses an educational experience based on high standards.
- Not all children will achieve the standards in the same way or at the same time.
- School must provide safe, secure, nurturing learning environments.
- School must be flexible to change.
- Education is a shared responsibility requiring the cooperation of the student, home, school and community.
- School prepares and challenges students to contribute to the community.
- Love of learning fosters lifelong educational growth.

## Our Motto

	<p><b>Wilbur says SOAR!</b></p> <p><b>S</b>top and Listen</p> <p><b>O</b>pen the Door to Making <i>Good Choices</i></p> <p><b>A</b>ct Responsibly</p> <p><b>R</b>espect Self and Others - <i>Be Kind!</i></p>
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# Wilbur & McMahon School Staff

## Administrative Staff

Superintendent	Dr. Laurie Dias-Mitchell
Principal	Sonya Whipp
Technology Director	Jonathan Gabriel
Business Manager	John McNamee
Assistant to Principal	Heather Fitzgerald
HR Director/ Assistant to Superintendent	Carolyn Sedgwick

## Teaching Staff

Pre-Kindergarten	Kimberly Smith
Kindergarten	Marianne Vareika Jennifer Segala
1st Grade	Catherine Aguiar Gabrielle Sullivan
2nd Grade	Mary Morash
3rd Gr ELA/SS	Erin Bowley
3rd Gr Math/Science	Cindy Pineau
4th Gr ELA/SS	Stephanie Costello
4th Gr Math/Science	Stephanie Harlow
5th Gr ELA/SS	Kristen Moniz
5th Gr Math/Science	TBD
6th Gr ELA/SS	Cheryl Comley
6th Gr Math/Science	Aimee MacLean
7 & 8 Gr Math	Kenneth Hileman
7 & 8 Gr SS	Ann Connolly
7 & 8 Gr Science	Marissa Brasil
7 & 8 Gr ELA	Michael Tomasso

## Specialists

Art	Michael DeLeo
Library/Media	Karen Corrigan
Music	Nicholas Kirby Nicole Oriol
PE & Health	Jason Ford Noelle Kiernan
Spanish	TBD
Technology	TBD
Literacy Specialists	Nicola Philp Jennifer Giles
Special Educators	Courtney Stoller Bryan Goodwin Mary Ellen Roeben
Title 1 Math	Debra Lambert Suzie Shaw

## Support Staff

School Counselor & Social Worker	Mary Elizabeth Miller
School Nurse	Jean Dunn
Social Worker	Leslie Brackett
Social Worker & Behavioral Support	Kara DeGiulio
Speech Pathologist	Kayla Bailey
School Psychologist	Jamie Sunderland
Head Custodian	Chris Osborne, Jr.
Custodians	Paul Borges Jeffrey Lopes
Teacher Assistants	Joshua Guay Marjorie Harnedy Allison Morgan Beth Turcotte Carla Woodhouse

# The School Day

## Morning Arrivals

Students may start arriving at school at 8 a.m. when staff supervision begins. Please do not drop off your son or daughter early and leave them unattended. Grade levels will have assigned locations at arrival time either outside or inside the building.

**PARENT DROP OFF:** For parents dropping off from a vehicle, please drop off at Veteran's Field for elementary students and the basketball court for middle school students. Students should walk via the sidewalk to either the basketball courts (middle school) or playground (elementary). For parents escorting their child to the playground, you must cross the street at the crosswalk (near the middle school entrance.) There is usually a police officer on duty at this time. To keep everyone safe, we ask that parents and students not cross in front of and between off-loading buses. Pedestrians should NOT cross the street in front of the bank or bus circle. An alternative is to park in Veteran's Field Parking Lot and walk via the track.

**PARENT DROP OFF - INCLEMENT WEATHER:** On inclement weather days, all drop off should be at the school's main entrance. (This is the only exception for cars entering the bus circle in the morning.) Students will then report to either the commons or the cafeteria.

**LATE ARRIVAL:** All students who arrive after the start of the school day, must report to the main office and sign in.

## Daily Schedule

8:00 to 8:25 a.m.	Student drop off/buses arrival
8:25 a.m.	Students report to homeroom
8:30 a.m.	Instructional Day Begins
<b>Lunch</b>	
11:20 am	Kindergarten, First and Second Grade Students
11:45 am	Third, Fourth and Fifth Grade Students
12:15 pm	Sixth & Seventh Grade Students
12:40 pm	Eighth Grade Students
<b>Recess</b>	
10:55 am	Kindergarten, First and Second Grade Students
11:20 am	Third, Fourth and Fifth Grade Students
2:55 p.m.	Instructional Day Ends
3:00-3:10 p.m.	Dismissal

## Afternoon Dismissal Procedures

Students' instructional day ends at 2:55 p.m. The dismissal process is from 2:55 p.m to 3:10 p.m. Specific dismissal procedures will be communicated to the school community that adhere to social distancing practices to ensure the safety and well being of everyone.

## **After School**

After school activities will be limited until conditions allow for activities to occur in a safe manner.

## **Allergies**

To protect the health of all students and personnel with food and latex allergies, latex balloons will not be allowed in the school building and some areas have been designated as peanut/tree nut free.

For more specifics refer to the Little Compton School District Policy: [Severe Food Allergies Policy 6003](#)

## **Attendance**

The goal of the Attendance Policy of the Little Compton School District (LCSD) is to support and improve the regular attendance and performance of our students. The School Committee and Administration recognize that regular attendance is vital to a student's success in school. In order to take full advantage of the educational programs offered, students must attend school regularly. Regular attendance and parent support coupled with student effort are critical factors in learning and being successful in school. Ensuring that a student maintains regular attendance requires a cooperative effort by the student, parent(s)/guardian(s), and personnel.

### ***Expectations***

[RIGL 16-19-1](#) requires that the parent(s)/guardian(s) ensure the regular attendance of their children and the LCSD requires that parent(s)/guardian(s) inform the school of any absences and the causes of such absences.

### ***Absence Notification Procedure***

- All absences are recorded and reported as unexcused until notification of an approved reason for the absence is provided to the main office.
- A parent/guardian is required to call/email the school to report their child's absence prior to the start of the school day on which the student will be absent.
- It is the responsibility of the parent/guardian to provide documentation regarding a family emergency or court appointment, and to provide written documentation from a medical professional in the event of a medically excused absence.
- Excuses will not be accepted later than five school days after the absence.

### ***Tardiness Procedure***

- Any student arriving after the start of the regular school day must sign in at the main office.
- All tardies are recorded and reported as unexcused until an approved reason for an excused tardy is provided to the main office.
- It is the responsibility of the parent/guardian to provide documentation regarding a family emergency or court appointment, and to provide written documentation from a medical professional in the event of a medically excused tardy.
- Excuses will not be accepted later than two school days after the tardy.

### ***Early Dismissal Procedure***

Students shall be granted early dismissal only with the permission of a parent/guardian. An early dismissal that is recommended by the school nurse shall be recorded and reported as an excused early dismissal.

All other early dismissals shall be recorded and reported as unexcused until an approved reason for an excused early dismissal is provided to the main office.

It is the responsibility of the parent/guardian to provide documentation regarding a family emergency or court appointment, and to provide written documentation from a medical professional in the event of a medically excused early dismissal.

Excuses will not be accepted later than two school days after the early dismissal.

### ***Intervention***

Step 1: A student shall not miss ten percent (10%) or more of the days in a particular school year unexcused. Once a student has had 5 unexcused absences, tardies and/or early dismissals, administrators shall be notified in writing. The school then shall arrange for a meeting with appropriate school personnel, the LCSD's attendance officer and the parent/guardian.

Step 2: In the event that the procedures in Step 1 have been exhausted without improvement in a student's attendance, the principal will authorize the officer appointed by the LCPD to file a petition in the Newport County Family Court against the parent/guardian of the student. IEPs and 504 accommodation plans may be considered in the administrators' decision.

For more specifics refer to the Little Compton School District Policy: [Attendance Policy 6020](#)

### **Backpacks**

A backpack or tote bag of some sort is suggested to assist in carrying any necessary articles back and forth to school. The bag must be able to fit into your child's locker. Safety Note: It is very important that loose straps, keys, or dangling ornaments not be attached to the backpack as they might cause a safety hazard. Due to safety concerns, students will not be allowed to have backpacks with them during the school day. *(Note: This may be relaxed, at the discretion of the teacher, if it is deemed more appropriate to ensure the health and safety of students.)*

### **Behavioral Expectations**

Students at Wilbur McMahon School are expected to behave as responsible community members, displaying the best possible citizenship at all times. Students are expected to treat one another with respect, show tolerance for diversity, employ honesty, strive energetically and cooperatively toward learning goals, and take responsibility for their actions.



## Wilbur & McMahon School Expectations

<b>An Eagle SOARs</b>	<b>All Settings</b>	<b>Cafeteria</b>	<b>Hallways</b>	<b>Library</b>	<b>Bus</b>	<b>Virtual Spaces</b>
<b>Safe</b>	Be physically respectful  Follow directions  Stay in assigned areas	Clean up spills	Walk on the right side	Respect materials and space	Walk  Get on and off safely  Stay seated	Keep private information private  Use only school approved websites
<b>Optimistic</b>	Positive attitude	Welcome and accept others	Appropriate communication	Use resources for positive educational purposes	Use positive words and actions	Communicate in a positive manner
<b>Achievers</b>	Give your best effort	Eat healthy food at a healthy pace	Move with a purpose	Select “just right” books	Honor pick-up and drop-off times	Integrate technology in learning
<b>Respectful/ Responsible</b>	Follow adult directions  Be kind  Help clean up  Take care of property  Be on task and prepared  Be on time	Follow adult directions  Be courteous  Wait in line calmly  Respect space and property and leave everything clean  Quiet voices	Follow adult directions  Hands and feet to yourself  Quiet voices  Be aware of time	Follow adult directions  Use appropriate language and voices  Follow check-in and check-out procedures	Follow adult directions  Be considerate  Manage your belongings  Dress for weather conditions  Use appropriate language and voices	Handle equipment with care  Digital citizenship

For more specifics refer to the Little Compton School District Policy: [Standards for Student Behavior 6026](#)

### **Bullying/Cyberbullying**

Bullying is prohibited in the public schools of Little Compton, RI. Wilbur McMahon School will not tolerate bullying in ANY form including but not limited to physical or verbal intimidation, abetting bullying or cyberbullying in or out of school. Any type of bullying is taken very seriously by Wilbur McMahon School administration, faculty and staff and we expect it to be reported immediately.

### ***Bullying Prevention Resources and Services***

The Little Compton School Department takes the issue of bullying/cyberbullying very seriously. In order to enhance the school's capacity to prevent, intervene early, and respond effectively to bullying, the following resources may be made available to address the social emotional needs of the targets and aggressors, students and/or staff.

- Referral to school-based services
- Guest speakers/assemblies
- Staff workshops
- Social Skills Groups
- Wilbur McMahon School has a Social Emotional Learning Committee that addresses anti-bullying needs that meets regularly and on an as-needed basis to continuously monitor and address any issues.

For more specifics refer to the Little Compton School District Policy: [Rhode Island Statewide Bullying Policy 6001](#)

### **Cafeteria**

#### Breakfast/Lunch

Breakfast will be served 8:15 to 8:30 a.m. every morning before school. Nutritionally balanced meals are offered along with juice and/or milk. Participation is optional.

#### Daily Lunch Schedule:

- Grades K, 1 & 2            11:20 am
- Grades 3, 4 & 5           11:45 am
- Grades 6 & 7              12:15 pm
- Grades 8                    12:40 pm

If your child brings in a lunchbox, or a Thermos, please take the time to mark or identify these items with your child's name. For safety reasons, please do not send glass containers to school. Lunch menus are published on the school website.

#### Meal Costs

- Breakfast Cost: \$1.25
- Lunch Cost: \$2.85
- Milk Cost: \$.55
- Snack Cost: \$.25 - \$1.50 (Available for middle school students only.)

### **Meal Payment Options**

A computerized cash register system allows you to pay in advance for meals and/or a la carte foods (juice drinks, snacks, cookies, etc.) The system works with a key PIN pad. Each student will be given a PIN number, which will be the last five digits of his/her lunch ID number (student ID number/local identifier). Please note that this system is very confidential. All students will be required to enter their PIN number regardless of meal status of payment method, thus ensuring the child's privacy.

At the time of service (breakfast or lunch) students punch PIN numbers into a keypad. All students will have an established debit account, although parents are not required to make advanced payments. The system has the ability to accept cash payments on a daily basis. However, for your convenience, you may wish to choose one of the following options for making advance payments.

- Send a check into school in an envelope with your child's name/grade written on it
- Create a My School Bucks account and transfer money electronically [www.myschoolbucks.com](http://www.myschoolbucks.com)  
This option allows parents to also check account balances.

Please ensure that your child has a positive balance in his/her account. When a student has a negative balance in his/her account, and the student did not bring lunch, a sandwich and drink will be served to the student. Parents may request a detailed account of a student's purchases at any time by calling the cafeteria staff at 592-0363 ext. 1133.

### **Cafeteria Expectations**

In order for proper maintenance of the school's lunch program, there are a few guidelines designed to assure the students a pleasant and enjoyable break in their busy academic day.

- Students are expected to eat lunch in a quiet and orderly manner.
- Proper table manners and eating habits are expected.
- Quiet talking is permitted; however, at any time announcements are made, all students are to stop talking and listen to the announcements.
- Students respect and adhere to nut free table guidelines to ensure safety for students with food allergies.

### **Cancellation of School**

In the event of inclement weather or some other unusual occurrence, a school cancellation may occur. Cancellation announcements will be made through ParentSquare (email and text) and through most of the local radio and television stations. Additionally, you may sign up for text/email alerts through the Rhode Island Broadcasters Association (RIBA).

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

No toys or electronic devices are to be brought to school unless the teacher grants permission. Radios, cellular phones, laser pointers, iPods, electronic games, etc. are not allowed to be on the student's person during school hours. The penalty for violation of this policy shall be the confiscation of said items, and releasing said items to the parent of the student. School is not liable for loss/theft of toys/electronics brought to school.

For more specifics refer to the Little Compton School District Policy: [Standards for Student Behavior 6026](#)

### **Cheating/Plagiarism**

Cheating will not be tolerated. This may result in a grade reduction and/or a zero on the assignment. Parents/guardians will be notified after each offense.

Plagiarism is defined as getting ideas from a person or another source and not giving credit to the person who developed the idea. This could include, but not limited to, copying from an encyclopedia or other book or paper or from the computer.

For more specifics refer to the Little Compton School District Policy: [Standards for Student Behavior 6026](#)

## **Classroom Celebrations/Birthday Celebrations**

In compliance with the WELLNESS POLICY food items may not be brought to school for celebrations such as birthdays. In the event that a classroom event includes food, it will be at the discretion of the classroom teacher and must comply with the WELLNESS POLICY.

For more specifics refer to the Little Compton School District Policy: [Wellness Policy 6021](#)

## **Dress Code**

It is the policy of the Little Compton School Department that the student and their parent/guardian hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags).

Schools are responsible for ensuring that student attire, footwear, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

If dress is disruptive to learning, school authorities will have the prerogative to take corrective action.

The district's core values regarding student dress are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance. Students must wear:
  - Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
  - Bottom (pants, shorts, skirt, dress, etc.); and
  - Footwear with backs.

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts. Clothing must cover private parts in opaque (not able to be seen-through) material;
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose); or
- Demonstrate gang association/affiliation. Attire worn in observance of a student's religion are not subject to this policy.

Enforcement Principals are required to ensure that all staff are aware of and understand the guidelines of this policy. Staff will use reasonable efforts to avoid dress-coding students in front of other students. Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be referred to as "a distraction" due to their appearance or attire. The Principal or their designee should notify a student's parent/guardian of the school's response to violations of the student dress policy.

All students are required to comply with Federal and State laws which include [CDC Regulations and Guidance](#), Rhode Island Executive Orders related to health and safety, R.I. Department of Health regulations, town ordinances, Little Compton School Department policies, administrative regulations, and guidance related to public health crises, including COVID-19. The applicable laws and guidance related to the public health crises may change as the public health crisis evolves and therefore any reference to said laws or guidance will be considered to refer to the most current laws and guidance as enacted or promulgated and will supersede any contradictory language herein.

When applicable laws and guidance direct, all students at Wilbur McMahon School ("WMS") shall be required to properly wear a mask or face covering that is compliant with CDC and state regulations at all times while present in any school building, facility, and anywhere on school property/grounds unless excused by a medical practitioner.

All students at Wilbur McMahon School shall be required to wear a mask or face covering that covers mouth and nose at all times while present in any school building, facility, and anywhere on school property/grounds. All face coverings must be disposable surgical masks or multi-layer clean, reusable cloth masks. The following masks do not effectively stop droplets from being released and therefore are considered ineffective and unacceptable: masks with valves; neck gaiters, scarves, bandanas, and other single-layer masks; masks with openings, holes, or gaps in the design material; and masks that are wet, damaged, ripped, or torn.

School personnel will follow best practices when working with younger students, students with medical or other health conditions, disabilities, or developmental needs on exceptions where needed. Students

whose health or safety is put at risk by wearing a mask or cloth face-covering are required to provide medical documentation.

Should a student need a mask, one will be provided by the school.

Any student who refuses to wear a mask or face covering shall be removed from their instructional setting and redirected. If the issue cannot be resolved the student will be required to participate in full distance learning.

For more specifics refer to the Little Compton School District Policy: [Student Dress Code 6023](#)

### **Early Dismissal Requests**

It is important that students remain in school for the full regularly scheduled session. However, certain family emergencies and other contingencies such as scheduled doctor and dentist appointments can be valid reasons for being absent from school for a day or part of a day. A written note should be sent in the morning with the child to advise the teacher of the early dismissal time. This note should include date, time, reason for dismissal, telephone number for verification and signature of the parent/guardian. When coming to pick up a child early from school, the parent/guardian must stop at the school office. The child will then be paged from the classroom to the school office for dismissal.

For more specifics refer to the Little Compton School District Policy: [Attendance Policy 6020](#)

### **Emergency Contact Information Sheet**

At the beginning of each school year an emergency contact information sheet must be completed and returned to the school. This page includes important information needed if an emergency arises. This information is very important to ensure the safety and well-being of your child.

It is important that you inform the office if someone will care for your child other than yourself when you are out of town. Please make sure that all medical authorization forms have been completed and that the school has a copy.

Please be sure to keep the school office informed of any changes in your address, telephone, email address, emergency contacts, so that we may ensure your child's safety and maintain contact with you. Please note that we can't release your child to someone who is not listed on your emergency contact list.

### **Family Education Rights and Privacy Act (FERPA) Notice**

The Little Compton School Department complies with the Family Educational Rights and Privacy Act (FERPA). The information can be found on the district website at [www.lcsd.k12.ri.us](http://www.lcsd.k12.ri.us). It is also provided in its entirety at the end of this handbook (Appendix A). If we do not hear from you in writing within 45 calendar days, your child's information will be included in the directory information. Note that if

you opt your child's directory information out via FERPA, your child will not appear in the yearbook, graduation, drama or talent show program, etc...

Additionally, you may simply request that your email address will not be shared with outside agencies who request the school's Listserv via the Access to Public Records Act (APRA). There is a form included with the FERPA you can fill out to make this request. Be sure to include the email addresses that you want to be used only for school purposes.

If you have any questions, please contact Carolyn Sedgwick at [csedgwick@lcsd.k12.ri.us](mailto:csedgwick@lcsd.k12.ri.us) or 401-592-0363.

## **Family Travel and Vacation**

Student absence from class for purposes of family travel or vacation is a loss of valuable classroom instructional time and is strongly discouraged. All missed work will be provided only upon return to school. Students are required to make-up all missed work. Absences due to family travel and vacation are considered unexcused absences.

For more specifics refer to the Little Compton School District Policy: [Attendance Policy 6020](#)

## **Field Trips**

Teachers may schedule field trips to educational points of interest throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources in the community. Parents receive notices of the field trip in advance and are asked to sign a field trip or permission form for each trip or series of trips. No child will be permitted to accompany his/her class without a signed permission slip. Reminder: All chaperones need a police background check.

Parents/Guardians who are interested in assisting classrooms or on field trips, please see the main office for information regarding background checks. ALL VOLUNTEERS need a police check to be able to support classroom activities in and out of school. Background check forms can be found on the school website. Your form can also be notarized at the school's main office. Once completed, parents/guardians should bring the form to the police station for processing. Police will provide parents/guardians with a background check letter that should be brought to the school. This letter will be kept on file and is valid for one year.

In no case shall a pupil be denied the opportunity to participate on a field trip on a financial basis. Please direct any questions to the building principal, Sonya Whipp [swhipp@lcsd.k12.ri.us](mailto:swhipp@lcsd.k12.ri.us), 401-592-0363 ext. 1000.

For more specifics refer to the Little Compton School District Policy: [Field Trip Policy 6004](#) and [Volunteer Background Screening 7002](#)

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

The State of Rhode Island and the Department of Education require 15 fire, evacuation and lockdown drills throughout the year. Students are to assume that all fire alarms indicate an actual fire, unless told otherwise by administration. Students are to file out of the building quickly and silently, following all instructions which might be given. At the beginning of the school year teachers will review procedures with students. Students who exhibit unacceptable behavior will be referred to the administration for an appropriate consequence.

## **Guidance/Counseling**

The school counselor provides services for Grades K-8. These services include:

- Referrals: if a child is suspected of having difficulty in learning, the parent/guardian should first contact the child's teacher with his/her concerns. If the learning obstacle continues, the parent/guardian and teacher will work collaboratively with the guidance counselor to discuss the best ways to meet the needs of the child. Any questions regarding this process are welcomed.
- Support Agencies: For families of children in need of outside supportive agencies and social services, recommendations are made according to need.
- Counseling Services: In order to promote the emotional well-being of the children, counseling services are available. A referral for counseling services may be made by teachers, parents, or the students may refer themselves.
- High School Preparation: As a liaison to Portsmouth High School, information is given regarding course selection for Grade 9. A parents' information night is held and schedules are then made for Grade 9. All parents are invited to attend the scheduling sessions. Vocational information from Rogers High School - Newport County Area Tech School is also available. A parents' information night is also held for these programs. It is strongly urged that parents/guardians and students start discussions about future high school plans as early as grade seven. Excellent programs are available and the more time and research given, the more opportunities may be available for future endeavors.
- Study Skills Training: Students needing assistance in study skills are coached in areas of time management, listening skills and organizational skills.
- State Testing Coordination: The guidance counselor coordinates testing schedules, and disseminates and collects test materials for all students. If you have any questions regarding testing, please contact the guidance office.

## **Gum Chewing**

Gum chewing is not allowed at Wilbur & McMahon School.

For more specifics refer to the Little Compton School District Policy: [Standards for Student Behavior 6026](#)



## Health Examinations

Every student who has not been previously enrolled in a public or on-public school in this state shall have a medical history and medical examination completed. The health examination shall be conducted by a student's family physician, a physician's assistant under a physician's supervision, or a certified registered nurse practitioner who may collaborate with a physician. In addition, a second general health examination and health clearance will be required upon entry to the 7th grade. This exam may be performed during the 6th grade, but no later than six months after entry into the 7th grade. Said general health examination shall be a complete, age appropriate history and physical examination, assessing the health and well-being of the child and evaluating any challenges to the child's success in school and school related activities.

For more specifics refer to the Little Compton School District Policy: [Health Services Policy 6002](#)

## Health Screening Procedures

Each year, as required by state law, children participate in several screenings. These are not tests, but rather procedures to identify children who are to be referred for testing. The screening procedures are:

- Dental: Every student who has not previously been enrolled in a public or nonpublic school in this state shall be given a dental screening by a licensed dentist or a licensed dental hygienist. Students will have annual dental screenings through the fifth grade. Students screened by a private dentist/dental hygienist and who provide written documents of the screening, shall be exempt from the requirements and may elect not to be screened. When a school dental screening has revealed that a dental problem may exist, the parent shall be notified so that a dental visit may be arranged.
- Vision: Every student shall be given a vision screening upon entry to school and in grades, 1, 2, 3, 4, 5, 6 and 7. Students who fail the vision screen will be re-screened. Parents of those students who fail to meet the minimal visual requirements on the second screening shall be notified in order to arrange for a comprehensive vision examination by an eye care provider.
- Hearing: Beginning with the first year of enrollment, school children shall be given a hearing screening by a properly trained and qualified person in the manner and at such intervals as comports with current guidelines of the American Speech-Language-Hearing Association (ASHA). The parent of a student who does not meet the "passing" criteria shall be notified in order to arrange for a comprehensive medical and/or audiological evaluation.
- Scoliosis (curvature of the spine): The school health program shall provide yearly screening for all students in grades 6-8. The parents of any child who is found to have positive signs of scoliosis will be notified so that they may arrange for further evaluation or treatment.
- Head Lice: Screening is routinely done on all students near the beginning of the school year. It is important to frequently check your child's hair for whitish eggs (nits) or gray/brown bugs. If lice are found, treat promptly to avoid infestation to your family and community. Ask your doctor, pharmacist or school nurse for treatment instructions. Please promptly report any diagnosis of head lice to the school nurse.

*Protocols will be adjusted following RIDOH/CDC guidelines to ensure health and safety during the current global pandemic.*

For more specifics refer to the Little Compton School District Policy: [Health Services Policy 6002](#)

## **Health Records**

A confidential permanent cumulative school health record for each student is maintained in the school nurse teacher's office. Any medical information to be added or deleted from that record should be done directly with the school nurse.

For more specifics refer to the Little Compton School District Policy: [Health Services Policy 6002](#)

## **Homework**

The Little Compton School District believes that homework is an important part of schoolwork. It is an extension and reinforcement of classroom activities. Homework also serves to provide basic practice in skill areas and foster independent learning. All students will be assigned reasonable homework on a regular basis.

### ***Homework Expectations***

Parents, students and teachers share responsibility in ensuring that homework supports student achievement. Outlined below are suggested practices to achieve that goal.

#### Student Expectations

- Will write down all assignments
- Will take home materials essential to the completion of the assigned work
- Will schedule time.
- Will have a quiet study place.
- Will take the primary responsibility to complete all assignments to standard and on time.

#### Parent Expectations

- Will promote a positive attitude toward homework.
- Will reserve a specific time for homework.
- Will take an interest in what the students are doing and allow students to complete homework as independently as possible.
- Will encourage the pupil to work and complete each homework assignment and return it when due.

#### Teacher Expectations

- Will provide meaningful and appropriate homework activities.
- Will explain criteria for grading homework.
- Will consider student performance levels when assigning homework.
- Will adhere to the suggested guidelines for time.
- Will check, review, and provide timely feedback for homework.

For more specifics refer to the policy section - Little Compton Schools [Homework Policy 5001](#)

## **Honor Roll**

There is a quarterly honor roll for grades 5 through 8. To attain this honor, a student must achieve the following:

- High Honors: All As in academics and co-curricula
- Honors: All As and Bs (or all Bs) in academics and co-curricula.

## **Immunizations**

Each student upon initial entrance to school must provide evidence that the student has been immunized as required by RI Rules and Regulations Pertaining to Immunization Testing and Testing of Communicable Diseases.

For more specifics refer to the Little Compton School District Policy: [Health Services Policy 6002](#)

## **In Case of Illness**

If your child is diagnosed with a communicable disease (such as coronavirus, conjunctivitis, pink eye, strep throat, chickenpox, flu) please notify the school nurse. Children with a fever (temperature of 100° or more) or with signs of a contagious disease, such as nausea, vomiting, diarrhea, rash, persistent cough or continuous runny nose should stay home. If your child has any health issues such as asthma, diabetes, bee sting allergy, and food allergy or any other allergies or medical concerns, please contact the school nurse to discuss a procedure for care during school hours. If your child becomes sick at school, you will be contacted. Student Emergency Contact Sheets are sent home in September for parents to complete and provide appropriate contact numbers in case of injury or illness.

For more specifics refer to the Little Compton School District Policy: [Health Services Policy 6002](#)

## **International Baccalaureate Middle Years Program (MYP)**

We are in the candidacy phase of our application process to become an IB Middle Years Program school! IB learners strive to become inquirers, knowledgeable, thinkers, communicators, principled, open minded, caring, risk-takers, balanced and reflective. These attributes represent a broad range of human capacities and responsibilities that go beyond intellectual development and academic success. This is the IB's educational philosophy.

The Middle Years Program (MYP) aims to develop active learners and internationally minded young people who can empathize with others and pursue lives of purpose and meaning.

The program empowers students to inquire into a wide range of issues and ideas of significance locally, nationally and globally. The result is young people who are creative, critical and reflective thinkers.



## Lost and Found

Students' clothing and personal items that are found around the school building and grounds are deposited at the Lost and Found located near the Commons Area. Reminder: Labeling children's clothing and items helps keep lost and found empty!

## Lunch/Snacks

All students should have lunch with them unless they are going to be buying from the school's lunch program. In accordance with the Little Compton School District WELLNESS POLICY, families are asked to send nutritionally sound lunches and snacks. K-4 students should bring a healthy snack of appropriate size, typically water, juice and some fruit or crackers. Please note some classrooms may be nut free - in these classrooms snacks must be nut free.

For more specifics refer to the Little Compton School District Policy: [Wellness Policy 6021](#)

## **Medication**

If your child requires medication during school hours (both prescription and over-the counter), a medication permission form must be completed by the child's physician. Permission forms can be obtained from the school nurse. Prescription medication must be labeled by the pharmacy with the child's name, medication and dosage. Over-the-counter medication must be in the original labeled bottle. All medications must be transported to the school and given to the school nurse by a responsible adult. Students are not to transport medication to and from school. All medications are secured in a locked cabinet in the Nurse's Office.

For more specifics refer to the Little Compton School District Policy: [Health Services Policy 6002](#)

## **Messages to School**

A note to the classroom teacher is the best way to deliver routine messages to the school. The telephone should only be used for those immediate messages that cannot be handled by a note. Teachers may not be called to the telephone during classroom instruction time. You may leave a message on the teacher's voice mail, email or through the school's main office at 401-592-0363 extension 1000.

## **Personal Property**

Students are assigned personal desks and lockers for storage of study materials and clothing items associated with normal school activities. Personal desks and lockers are the property of the Little Compton School Department, and students should have no expectation of privacy in the content of desks and lockers. They should be used for that purpose only and are subject to inspection by school officials. We strongly advise that students not bring excessive amounts of money or valuable belongings to school. No toys/stuffed animals should be brought to school unless the teacher grants permission. Radios, cellular phones, laser pointers, iPods, electronic games, etc. are not allowed in classrooms or corridors during school hours. The penalty for violation of this policy shall be the confiscation of said devices, and releasing said devices to the parent of the student.

## **Recess**

Students in grades K through 5 have a minimum of 20 minutes for recess daily. Children go outside to the playground area and, therefore, should dress accordingly. Only under severe weather conditions will children have indoor recess. At Wilbur McMahan School we will make every effort to get children outside.

## **Report Cards and Parent Conferences**

Report cards are designed to define student progress and provide information about the skills that have or have not been acquired. The goal of these conferences is to inform parents about the academic performance and social growth of their child. Informal parent/teacher conferences can be requested at

any time during the school year by parents or teachers as needed. Teachers should be contacted by note or phone call to the Main Office.

**2021-2022 Parent/Teacher Conferences November 10 and 16, 2021 4:00 to 7:00 p.m.**

## **Section 504 of the Rehabilitation Act of 1973**

Section 504 is a federal civil right non-discrimination law which was enacted to prohibit discrimination against individuals with disabilities. This policy prohibits discrimination solely on the basis of disability. Referrals for consideration of Section 504 can be made by school personnel, parents, guardian, physician, or individual working professionally with the student. All referrals should be forwarded to:

Mary Elizabeth Miller, School Counselor  
Wilbur & McMahon School  
28 Commons, PO Box 178  
Little Compton, RI 02837

For more specifics refer to the Little Compton School District Policy: [Standards for Student Behavior 6026](#)

## **Sexual Harassment**

Sexual harassment is defined as discrimination and bias against one sex by another. Students engaging in sexual harassment will be subject to administrative disciplinary action. A report will be completed by administration/designee and kept on file. The student's parents will be contacted.

For more specifics refer to the Little Compton School District Policy: [Standards for Student Behavior 6026](#)

## **Smoking**

The School building and grounds are designated as a smoke-free area. Students smoking in school or on school grounds will be subject to immediate suspension and/or administrative disciplinary action. The student's parents will be contacted.

For more specifics refer to the Little Compton School District Policy: [Standards for Student Behavior 6026](#) & [Smoke-Free School 4007](#)

## **Standards for Student Behavior**

The Standards for Student Behavior are designed to support a positive environment for all students. The expectation for student behavior is that students will conform to respectful and responsible standards of student behavior while at school or while engaged in school functions away from school.

The school recognizes the value of immediate and positive response to disrespectful, inappropriate and irresponsible student behavior. The response is designed to make students aware of their action and the impact that their behavior has with regard to others in the school environment.

Wilbur McMahan School embraces **Restorative Practices** at school. Restorative Practice is a proactive, pro-social mindset that holds all community members to high expectations at the same time as giving them high levels of support. The practices focus on building strong relationships, maintaining the community and repairing harm when it has taken place.

Restorative Practices:

- Are intrinsically democratic, allowing all voices to be heard.
- Teach social skills, reinforcing common courtesy and mutual respect.
- Develop good listening and speaking skills.
- Increase awareness of how one's words and actions affect others.
- Provide a safe forum for strong feelings, while minimizing aggression.
- Reduce blaming and paralysis.
- Eliminate "elephants in the room."
- Create protocols for restitution and repairing harm.
- Promote self-regulation.
- Teach social skills.
- Develop work and career-ready attitudes.
- Minimize disruption, distraction, interpersonal friction and bullying.
- Hold wrong-doers accountable for the effects of their actions on others.
- Help students' succeed according to standard measures, including test scores.

Restorative practices are not a program, but a way of being together. Conflict is a part of life, but it doesn't have to be destructive. In fact, working together to resolve disagreements and handle misbehavior constructively builds social and emotional competencies, a strong sense of community, and mutual caring.

Parents/guardians are recognized as an important factor in the development of their children's behavior and reinforcing of the school's behavior standards. Interaction with parents/guardians is, therefore, designed to encourage their involvement, enlist their support in teaching positive behavior and recognizing that the school is not solely responsible for the development and expectations of positive standards of behavior.

## **Consequences for not following expectations**

Support for students who do not follow expectations is provided in leveled Tiers, as described below:

**Tier 1:** The behavior will be immediately addressed and retaught. If after three attempts at restorative responses, the behavior continues the teacher will document the incident (Tier 1 Form). Parents will be notified by the teacher.

**Tier 2:** The student is referred to the behavioral support team (Principal, Head Teacher(s), Counselor, other team members). A plan will be created to target and address the behavioral issue.

Restorative practices such as a restorative chat or a circle to repair harm may occur (those harmed will be invited to participate). Suspension (in or out of school) or further behavioral interventions may also be determined. The teacher as well as administration will document the incident.

**Tier 3:** If Tier 2 supports are not effective, the student will be referred to the behavioral support team who will make parent/guardian contact. The behavior plan will be revised and further behavior interventions will be determined, including restorative practices. Parent/guardian involvement in the plan is necessary. Teacher Detention, Lunch Detention, In School Suspension or Out of School Suspension and possible outside referrals **may** be assigned. In extreme cases, an expulsion may be recommended.

Modification of a consequence may occur in special circumstances or if it is determined that the modification will have a positive effect on the student's future conduct. In such cases, the administration, the teacher, and the parent/guardian may confer and agree upon the appropriate action prior to the disposition of the case with the student.

For more specifics refer to the Little Compton School District Policy: [Standards for Student Behavior 6026](#) & [Student Suspension Policy 6016](#)

## **Student Pictures**

Every fall the school arranges for a photography studio to come and take portraits of each student as well as a class picture. The purchase of pictures is optional and the quantity is up to the parent. If a child is absent that day, she/he will miss out on the class photo, but another individual portrait can be taken.

***Monday, October 18, 2021 is picture day! Friday, November 19, 2021 is retake day!***

## **Substance Abuse**

Students using controlled substances in school or on school grounds will be subject to immediate suspension and/or administrative disciplinary action. The use or possession of a controlled substance in school or on school grounds will be reported to the police for appropriate legal action. The student's parents will be contacted.

## **School Buses**

Every student attending the Wilbur & McMahon School will have the option of riding the school bus. A schedule is made up each year based on the enrollment and students' proximity to the school. The school bus pick-up schedule is listed in the Sakonnet Times and on our website. For the first several days, until the schedule works itself out, buses can be delayed by up to 10 to 15 minutes. Each bus is staffed with a monitor to assist the students on and off the buses and to supervise the activity inside the bus while it is running. ***Please note that there will be assigned seating on the school bus and that mask wearing is mandatory.***

All kindergarten, first, and second grade students must have an adult waiting for them at their bus stop in the afternoon or they will not be dropped off. Instead they will be returned to the school.

## **School Bus Safety**



Bus drivers are in complete charge of their vehicles and have supervisory responsibilities relative to riders on their buses. In the event that a student violates the Standards for Student Behavior, bus personnel will notify the Principal.

All Standards for Student Behavior apply on school buses.

For more specifics refer to the Little Compton School District Policy: [Bus Behavior Code 6009](#) & [Standards for Student Behavior 6026](#)

## **School Website**

We welcome parents to visit our website at <http://lcsd.k12.ri.us>. Here you will be able to read about the latest happenings within our building, check the school calendar for events or activities, learn about accomplishments by our students and staff, review school committee minutes, or contact your child's teacher.

## **Student Records**

A parent or guardian may obtain access and/or a copy of their student's record. To obtain access and/or a copy of their student's record, a parent or guardian should make a written request to the superintendent.

A parent or guardian has the right to challenge the content of any part of a school record. If a parent or guardian wants to challenge the content of any part of a school record, the superintendent will meet the parent and/or guardian to discuss the request and make a determination. The decision of the superintendent may be appealed to the School Committee.

## **Tardiness**

We expect all students to be in the building by 8:25 a.m. We hope that all of our students will develop a lifelong habit of punctuality. Children who arrive after 8:30 a.m. must report to the office with a parent/guardian to sign them in.

For more specifics refer to the Little Compton School District Policy: [Attendance Policy 6020](#)

## **Technology**

### **Educational Purpose and Use**

The use of the internet has been provided to teachers and students for educational application. Use of the Internet for illegal, commercial or unethical actions is strictly prohibited. Illegal activities, such as transmission of any material in violation of any U.S. or state regulation are prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.

The Technology Committee, School Administration, and/or the School Committee reserve the rights to place reasonable restrictions on any materials accessible throughout the Little Compton School local area network, or the Internet, that are deemed educationally unacceptable (not in compliance with the curriculum guidelines of the Little Compton School Department).

The use of the Internet must be for educational and research activities and be consistent with the educational objectives of the Little Compton School Department.

During school, teachers of younger students will guide them in accessing appropriate materials. Outside of school, families must bear responsibility for such guidance - as they also must with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The following are not permitted:

- Sending or accessing offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using passwords of others.
- Trespassing in others' folders or files.
- Intentionally wasting resources.
- Employing the network for commercial purposes.
- Searching for inappropriate materials.

### ***Violation of Policy***

If a user is found to be in violation of any of the statements detailed in the above mentioned policy, all network and Internet rights and privileges will be suspended until an investigation is conducted. Upon completion of the investigation, a decision will be given by the building administrator(s) to revoke or reinstate the computer users' privileges. Such violations may also result in further disciplinary measures or legal actions.

### ***Limitation of Liability***

The Little Compton School Department will make every effort to screen all material available on the Internet; however, it is possible for some of the vast amount of inappropriate information to reach the computer user.

Little Compton School Department Internet users apply for Internet access by completing the Internet Acceptable Use Form/Technology Policy. If a student does not have a signed permission form on file, he or she will not be allowed to access the Internet at school.

We will keep records of this form and your requests throughout your child's time at the Little Compton Schools. If your needs should ever change, please notify us.

For more specifics refer to the Little Compton School District Policy: [Social Networking and Text Messaging Policy 6018](#) and [Technology Responsible Use Policy 6019](#)

## **Visitors**

To ensure the safety and security of all of our children, you must use the buzzer located to the right of the entrance to be admitted to the building and check in at the office every time that you come into Wilbur McMahon School.

Visitors to the building will be limited to ensure health and safety of staff and students. All visitors must report to the school office before visiting the classroom. Once in the main office, please sign in, record the reason for your visit using the school's visitor management system kiosk. To expedite this process, please remember to bring your driver's license when checking in. A Visitor sticker, which must be worn in a visible place while visiting the school, will be automatically printed upon sign in. Please note: A classroom must not be interrupted during instruction time. Forgotten lunches or assignments are to be left in the school office.

For more specifics refer to the Little Compton School District Policy: [Visitors 7003](#)

**Appendix A: Family Educational Rights and Privacy Act (FERPA)  
Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Little Compton School Department, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Little Compton School Department may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Little Compton School Department to include this type of information from your child’s education record in certain school publications. Examples of school publication include:

- A playbill, showing your student’s role in a musical or drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Little Compton School Department to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing 45 calendar days from the receipt of this notice or the first day of your student’s enrollment if enrolled after the first day of school. The Little Compton School Department has designated the following information as directory information:

<ul style="list-style-type: none"> <li>● Student’s name</li> <li>● Address</li> <li>● Telephone listing</li> <li>● Electronic mail address</li> <li>● Photograph</li> <li>● Date and place of birth</li> <li>● Dates of attendance</li> <li>● Grade Level</li> </ul>	<ul style="list-style-type: none"> <li>● Participation in officially recognized activities and sports</li> <li>● Honors and awards received</li> <li>● Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. ( A students’ SSN, in whole or in part, CANNOT be used for this purpose.)</li> </ul>
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**Rights under FERPA for Students Attending Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Little Compton School Department ("School") receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Little Compton School Department to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

The Little Compton School Department Annual FERPA Directory Information notification can be found at [www.lcsd.k12.ri.us](http://www.lcsd.k12.ri.us).

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to parent or eligible student § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student -

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided the conditions listed in § 99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorize representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal - or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosure of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35.)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organization to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Little Compton School Department to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or Ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. Income, other than as required by law to determine program eligibility.

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes (“marketing surveys”). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or service for, or to, students or education institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.

The Little Compton School Department will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-outs transfers from parents to any student who is 18 years old or an emancipated minor under State law.

# Little Compton School Committee Policies

The Little Compton School Committee policies listed below are referenced in the student handbook. The most up to date version of these policies can be found on the school website [www.lcsd.k12.ri.us](http://www.lcsd.k12.ri.us).

[504 Policy 1003](#)

[Attendance Policy 6020](#)

[Bus Behavior Code 6009](#)

[Field Trip Policy 6004](#)

[Food Services Account Policy 2022](#)

[Health Services Policy 6002](#)

[Homework Policy 5001](#)

[Rhode Island Statewide Bullying Policy 6001](#)

[Severe Food Allergies Policy 6003](#)

[Social Networking and Text Messaging Policy 6018](#)

[Smoke-Free School 4007](#)

[Standards for Student Behavior 6026](#)

[Student Suspension Policy 6016](#)

[Technology Responsible Use Policy 6019](#)

[Visitors 7003](#)

[Volunteer Background Screening 7002](#)

[Wellness Policy 6021](#)