

Wilbur & McMahon School

Student Handbook

2016-2017

Little Compton Public Schools

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

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Introduction

Welcome

Dear Parents and Friends of Wilbur McMahan School Students:

We would like to extend a warm welcome to the families that make-up our Little Compton learning community. We look forward to a happy, productive and fulfilling school year. We hold high standards for ourselves and for our students in terms of academic excellence, hard work, and cooperative behavior.

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. It is our intent to keep you informed and the lines of communication open.

We invite you to be involved in the many activities that will take place throughout the school year.

Best wishes for a productive and exciting school year.

Dr. Robert B. Power
Superintendent

Kathleen Almanzor
Interim 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 attentive to the needs and potential of each student.

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.
- Each student has the right to an educational experience based on high standards. All children can achieve high standards.
- Not all children will achieve the standards in the same way or the sametime.
- 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 life-long educational growth.

The School Day

Morning Arrivals

School begins at 8:30 a.m. Parents are asked to ensure their children's safety by having them arrive at school no earlier than 8:15 a.m., as there is no adult supervision prior to that time.

School Dismissal

All students are released at 2:55 p.m. for pick up or their bus ride home.

Transportation

If children are driven to school by car rather than riding the bus, they should be dropped off at the basketball court between the school and the town's maintenance department garage. (*In case of inclement weather or late arrival, the drop-off is at the school's main entrance.*) There will be teachers' aides and teachers at the basketball court to assist. Teachers will help the children find their classrooms. Parents are asked not to pass a stopped bus in the parking area but to wait and follow the buses out in an orderly fashion.

Lunch/Snacks

All students should have a lunch with them unless they are going to be buying from the school's lunch program. K-5 students should bring a healthy snack of appropriate size, typically water, juice and some fruit or crackers.

Backpack

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. The children will receive notice as to any other supplies they may need during the school year. Safety Note: It is very important that loose straps, keys, or dangling ornaments should not be attached to the backpack as they might be caught by projections on school bus or automobiles.

Daily Schedule

- 8:15 to 8:30 a.m.: Student drop off/buses arrive/breakfast in cafeteria
- 8:25 a.m.: Students report to homeroom
- 8:30 a.m.: Classes start
- 11:30-11:55 a.m.: Lunch Grades 5, 6, 7 and 8
- 12:00-12:25 p.m. Lunch Grades K, 3 and 4
- 12:30 to 12:55 p.m. Lunch Grades 1 and 2
- 2:55 p.m.: Dismissal

Specials

Students are regularly scheduled for Art, Music, Physical Education, Computers and Library. Your child's teacher will notify you of these assigned times.

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. Under severe weather conditions, children will have indoor recess.

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, whenever announcements are made, all students are to stop talking and listen to the announcements.

Afternoon Dismissal Procedures

Students not taking the bus will be required to go to the cafeteria for dismissal when the bell rings. Parents, grandparents, and others picking up students at the end of the school day will go to the cafeteria using the entrance near the basketball court. The cafeteria door will be opened at 2:30 for your convenience. Students who are being picked up will report to the cafeteria when dismissed. *Please do not enter the building by way of the main entrance for end of the day school pick-up.* Once students are picked up by parents, everyone will exit through the same cafeteria door. Students taking the bus and organizational groups such as the After School Club at the Little Compton Community Center, Girl Scouts, Boys Scouts, etc. will go to the Cafeteria or a specifically designated area for dismissal.

After School

Any student wishing to stay after school must bring a written note from a parent/guardian stating the reason why she/he is not going home at the regular time. If a student wants to stay after school and remain on the school property but does not have a permission slip, she/he will either be sent home or the parent/guardian or emergency contact will be notified to determine where the child should be. Students are not allowed to simply "hang around" the lobby of the school or the playground. Any unsupervised student on the playground after school should have the written consent of his/her parent.

Homework Policy

Homework is an important extension of the school day and an integral part of the educational process. It allows a student to practice skills or complete enrichment activities to enhance learning. Homework also encourages the development of a sense of responsibility. Because students, parents, and teacher teamwork is so vital to homework and school success, we endorse the following expectations:

Students

- Accept responsibility for homework
- Complete homework assignments in a timely manner
- Pace long-term projects to avoid a last-minute rush
- Read every night
- Accept consequences for late, incomplete, or missing homework
- Discuss homework problems with teacher

Parents

- Provide a quiet student area that is equipped with necessary supplies
- Provide minimal assistance in completing homework if needed
- Support students in pacing long-term projects and learning time management skills
- Encourage and support daily reading
- Expect homework to be completed in a timely manner
- Support consequences for late, incomplete, or missing homework
- Notify teacher if child is having difficulty completing homework

Teachers:

- Assign homework that can be completed independently or with minimal assistance
- Assign homework that can be completed in a reasonable amount of time (Estimated time is to add a zero to child's grade level, i.e. Grade 3 = 30 minutes, Grade 6 = 60 minutes, etc.)
- Support at-home reading with books from classroom and school libraries
- Expect homework to be completed in a timely manner
- Provide appropriate consequences for late, incomplete, or missing homework
- Notify parents if problems with homework are occurring

Parent Information

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. Important school news is also printed in the Principal's Monthly Newsletter. You can also meet with the Principal at the Parent Coffee Hour held on the last Friday of each month from 8:30 to 9:30 a.m.

School Open House

Wilbur and McMahon School will host an Open House in the Fall. This is an opportunity for you to meet your child's teacher, visit his/her classroom, and learn about expectations for the up and coming year. The date of the Open House is September 14, 2016 at 6:30 p.m.

Emergency Contact Information Sheet

Each September 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 before you leave.

Please be sure to keep the school office informed of any changes in your address, telephone, emergency contacts, so that we may ensure your child's safety and maintain contact with you.

Attendance

Daily attendance at school is important and children are expected to attend school on a daily basis. Students are expected to be in school each day that is it opened. Appointments and vacations should be scheduled so as not to interfere with the student's education.

The health and well-being of all students is very important so that students are healthy and able to come to school. For this reason, sick children should not be sent to school. If a child becomes ill at school, the school will notify a parent of designated guardian. When children are absent the following attendance procedures apply:

- **Absent one day** - The parents should notify the school office before 9:00 a.m. on the day their child will be out of school. If a parent does not call, school personnel will make every effort to contact the parent to determine the reason for the child's absence.
- If your child is absent from school due to illness, you must notify the school nurse directly or by leaving a message indicating the nature of the illness. If your child is absent from school more than one day due to illness, the nurse must be notified each day. If absent more than five (5) consecutive school days, the principal will direct the nurse to request a medical statement indicating the nature of the child's illness and medical clearance to return to school.

- **Absent a total of ten (10) days** - The principal/nurse attendance officer will send a letter to notify parents of their child's absences in order to promote regular attendance. All state/federal regulations regarding student attendance will be helpful.

Good attendance is essential for success in school. Poor attendance may result in school failure and non-promotion.

Please note: Students absent from school will not be permitted to participate in any during, after school, or evening activities on the day of an unexcused absence.

Absences due to the following situations may, in the sole discretion of the principal (or designee) be considered excused absences and therefore not be counted towards the above absence limitations:

- excused health care reason
- school suspensions
- death in the immediate family
- other reasonable excuse as determined by the principal (or designee)

Whenever a student requests that an absence be excused, the student may be required to provide reasonable written proof of the necessity for said absence (e.g. doctor's note, parent's note, etc.)

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.** A reasonable excuse, detailing the exact cause of the tardiness, will be expected from a parent/guardian. If a 5th, 6th, 7th, or 8th grade student doesn't have a reasonable excuse or is late more than three times per quarter; the student will receive a detention. Some examples of valid reasons for tardiness are personal illness, family emergency, religious holiday, doctor's appointment, or inclement weather. Some examples of invalid reasons for being late to school are oversleeping, studying for a test, malfunctioning alarm clocks, missing the school bus, conducting errands, etc.

Voluntary Absenteeism/Family Vacations

School is in session for 180 days. Vacations during school time are not encouraged as valuable learning time is missed. Under Federal Law (No Child Left Behind Act) students' progress and attendance is extremely important. There is an expectation that each child have an attendance rate of 92 percent or higher.

If a child will be absent, it is requested that a note be sent to the teacher/school office at least one week prior, if at all possible.

Upon returning it is the responsibility of the student/parent to check in with the teacher about work that was missed. Arrangements will be made for the student to make up his or her work. The student will have the same number of days as he/she was absent to complete and return the "make up" work.

If parents wish to take work along, the following is recommended: keeping a journal, enriching reading, and activities involving math and geography.

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 note should be sent in the morning with the child to advise the teacher of the early dismissal time. 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. Before leaving the school, the child should be signed out on the sign-out sheet in the school office.

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 or through the school's main office at 635-2351.

If a student is not going home directly from school, he/she must have a note from a parent as to where he/she will be going.

Field Trips

Parents/Guardians who are interested in assisting classrooms or on field trips, please see the classroom teacher 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.

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.**

Parents and guardians are very welcome to come into school. However, in the interest of safety and welfare of our 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 in the log book, and pick up your Visitor sticker, which must be worn in a visible place while visiting the school. *Please note: A classroom must not be interrupted during instruction time. Forgotten lunches or assignments are to be left in the school office.*

No School Procedures

In the event of inclement weather or some other unusual occurrence, a school cancellation may occur. Cancellation announcements will be made via the school list-serv, via the Code Red Emergency Notification System, and on the following radio/television channels:
Television: WPRI Channel 12, WJAR Channel 10 and WPLN Channel 6
Radio: WPRO (630 AM), WHJJ (920 AM), WLKW (790 AM), WALE (990 AM)

Student Conduct and Discipline

Student Conduct and Expectations

Wilbur and McMahon School is dedicated to creating an atmosphere where there is respect and dignity for every student. Consistent behavioral expectations lead to improved academic results. A focus on teaching and modeling positive behavior through social skills and academic expectations develops a cooperative atmosphere for all.

Discipline Policy

The purpose of our discipline code is to provide a safe and nurturing school environment that is conducive to learning. The discipline code is also designed to promote respect for each student, the school community, and school property.

We advocate a discipline code that:

- effectively deals with student behavior
- treats students with dignity
- integrates discipline with effective teaching to help students understand the consequences of their actions
- helps students develop strategies to avoid misbehaviors in the future

The discipline code shall apply to any student in the school building, on school premises, on school buses, at school-related activities, or using school computers. The discipline code shall apply at any time that a student is subject to the authority of school personnel, including before, during and after school hours.

In the event that violations of school policy are also violations of state and federal law, involvement with the legal system may be pursued.

School officials will maintain an accurate and complete record of all disciplinary procedures.

Student Life

Behavioral Expectations

Students at Wilbur McMahan 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.

Behaviors that are disrespectful toward the community, and will be subject to disciplinary action, include, but are not limited to:

- vulgar languages/gestures
- repeated disruption of classroom activities
- insolence and insubordination
- academic misconduct (cheating, chronically unprepared)
- stealing
- defacing or destroying school property
- inappropriate physical contact between students
- excessive tardiness or absenteeism

THERE IS A ZERO TOLERANCE POLICY FOR WEAPONS, DRUGS, AND VIOLENCE IN OUR SCHOOL

Bullying/Harassment

Bullying, Cyber-bullying, Teen Dating Violence, and Sexual Assault disrupts a school's ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence. All students have a right to work and study in a safe, supportive environment that is free from harassment, intimidation, bullying, and violence of any type.

The Little Compton Public Schools recognizes that all educational agencies must provide all people and groups with full access to educational opportunities and barriers to student participation based on sexual orientation or gender identity/expression must be identified and removed. We recognize that all students, without exception, have the right to attend a school in which they feel safe and able to express their identity without fear.

We recognize that certain students, because of their actual or perceived sexual orientation or gender identity/expression, have been subject to discrimination through abuse, harassment, bullying, and/or exclusion from full participation in educational activities. These conditions undermine the beliefs of the Little Compton Public Schools.

Therefore, it is our policy that no student shall be excluded from any educational program or activity or discriminated against, bullied, or harassed in any public education setting based upon actual or perceived sexual orientation or gender identity/expression or through their association with people with the aforementioned characteristics. This policy shall include but is not limited to admissions, guidance services, co-curricular and extra-curricular activities.

We will continue to review programs, services and activities to assure that such offerings are conducted in a manner that is free of inadvertent or intentional bias based upon sexual orientation and/or gender identity/expression. We are required by law to address harassment and bullying based on sexual orientation and/or gender identity/expression through the development and enforcement of appropriate student and staff behavior and disciplinary policies and to provide protections against reprisal, retaliation or false accusation.

Bullying

Bullying is prohibited in the public schools of Little Compton, RI. State Law (Rhode Island General Law: 16-21-26)

While bullying can occur with a single incident, it generally involves a pattern of conduct over time by which student is "picked on". Bullying may include conduct such as:

- Physical intimidation or assault
- Oral or written threats
- Teasing
- Putdowns
- Name-calling
- Stalking
- Threatening looks, gestures, or actions
- Cruel rumors
- False accusations
- Social isolation

Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spreads rumors about another student creating a hostile environment.

Cyber-Bullying

Cyber-bullying is defined as bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but it not limited to, email, instant messages, text messages, and Internet postings.

- Sending text messages over the Internet or using a cell phone or texting device
- Sending or posting text, images, audio, or video on or over the Internet or through a cell phone or electronic network (sexting), including social networking sites
- Sending a threatening, intimidating, graphic or sexually explicit picture or video via the Internet using a cell phone or electronic network, including social networking sites

In the context of these regulations, the phrase *at school* includes the following places and situations:

- In a classroom
- Elsewhere in the school
- On School property
- Immediately adjacent to school property
- On a school bus or other school vehicle
- At school bus stops
- While students are walking to or from school

- At any school-sponsored activity or event, whether or not held on school premises

Disciplinary sanctions for bullying may include:

- Warnings, admonitions, and/or counseling
- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises
- Loss of school bus transportation
- In-school suspension
- Short-term school suspension
- Long-term school suspension

Bullying Definitions

- **Aggressor:** Someone who engages in bullying, cyber-bullying or retaliation
- **Bystander:** Someone who is aware of the bullying, cyber-bullying, dating violence, or sexual violence, but does not intervene or help the victim. The bystander is expected to report to the school staff any and all incidents of bullying that they witness or of which they become aware.
- **Dating Violence:** A pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal, or emotional abuse to control his or her dating partner.
- **Hostile Environment:** A situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.
- **Retaliation:** Any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.
- **Sexual Assault:** Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure.
- **Target:** Someone against whom bullying, cyber-bullying, or retaliation has been perpetrated.

Reporting Process

The person or persons responsible for reporting bullying are:

- The victim of the bullying
- Anyone who witnesses the bullying
- Anyone who has information that an act of bullying is taking place.

Reporting by Staff: Any staff member who becomes aware of bullying or retaliation will immediately report the incident to the Principal or designee. A School Report Form will be completed and kept on file.

Reporting by Students: Students who believe they are targets of bullying or retaliation, or who know about bullying conduct, should report the conduct to the Principal or designee. Students may also report the conduct to a teacher, guidance counselor, or other school staff member, who will in turn report the incident to the Principal or designee.

Reporting by Parents or Guardians: Parents or guardians, who witness or become aware of an instance of bullying or retaliation involving a student, are expected to report it to the Principal or designee.

The reporter will complete a Bullying/Cyber-bullying Report Form. These forms are available in the main office, school library, guidance office, and on-line. Students, who need assistance completing this form, will be provided with help from a school staff member. The Principal or designee will then investigate further where appropriate, and the district's School Report Form will be completed. Copies of the completed forms will be forwarded to the attention of the appropriate administrator or designee. Where an incident of bullying is substantiated, the appropriate discipline will be implemented. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

Disciplinary Sanctions

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the Principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

Disciplinary sanctions for bullying may include:

- Warnings, admonitions, and/or counseling
- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises
- Loss of school bus transportation
- In-school suspension
- Short-term school suspension
- Long-term school suspension

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

Bullying Prevention Resources and Services

The Little Compton School Department takes the issue of bullying/cyber-bullying 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
- Starting this school year, Wilbur McMahon School has an Anti-Bullying Committee that meets monthly and on an as-needed basis to continuously monitor and address any bullying issues.

Little Compton School Department Safe School Act Statewide Bullying Policy

INTRODUCTION

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school. Nothing in this policy prohibits the Little Compton School Department from complying with federal antidiscrimination laws

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1. DEFINITIONS:

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a) Causes physical or emotional harm to the student or damage to the student's property;
- b) Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c) Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d) Infringes on the rights of the student to participate in school activities; or
- e) Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity

and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

If the expression, physical act or gesture includes an incident or incidents that may be reasonably perceived as being motivated by characteristics or harassment based on race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability then the matter should be investigated under the District's Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

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

Forms of cyber-bullying may include but are not limited to:

- a) The creation of a web page or blog in which the creator assumes the identity of another person;
- b) The knowing impersonation of another person as the author of posted content or messages; or
- c) The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

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

2. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY

The school Principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy.

The school Principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16-7.1-2(e)) and school safety plan (§16-21-24).

4. INFORMATION DISSEMINATION

The school Principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a) Distributed annually to students, staff, volunteers, and parents/legal guardians
- b) Included in student codes of conduct, disciplinary policies, and student handbooks
- c) Prominently posted link on the home page of the school/district website.

5. REPORTING

The school Principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon.

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

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

- **Responsibility of Staff:** School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.
- **Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation

may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

- ***Prohibition against Retaliation:*** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.
- ***False Reporting/Accusations:*** A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.
- ***Reports in Good Faith:*** A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6. INVESTIGATION/RESPONSE

The school Principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

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

Protection: If a student is the victim of serious or persistent bullying:

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

7. DISCIPLINARY ACTION

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

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

- a) Admonitions and warnings
- b) Parental/Guardian notification and meetings
- c) Detention

- d) In-school suspension
- e) Loss of school-provided transportation
- f) Loss of the opportunity to participate in extracurricular activities
- g) Loss of the opportunity to participate in school social activities
- h) Loss of the opportunity participate in graduation exercises or middle school promotional activities
- i) Police contact
- j) School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

8. SOCIAL SERVICES/COUNSELING

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

9. SOCIAL NETWORKING

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

10. OTHER REDRESS

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

11. ADOPTION OF POLICY

The Little Compton School Committee hereby adopts this policy, in its entirety effective immediately.

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 anywhere in school 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 responsible for loss/theft of toys/electronics brought to school.

Cheating/Plagiarism

Cheating will not be tolerated. A student cheating for the first time will receive a zero on the assignment or test. A second offense may result in failure for the quarter in which the offense occurred. Parents/guardians will be notified after each offense.

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

Dress Code

All students K-8 are expected to dress in a manner that is appropriate to a school environment. Any clothing, hair styles or makeup that detracts from an environment of learning, or that could be detrimental to the health, safety or emotional well-being of the student body, are prohibited.

Clothing that is not acceptable for wear in school includes:

- Tank tops or spaghetti strap tops
- Shorts or skirts that are shorter than the student's fingertips when extended by one's sides
- double meaning shirts
- bare midriffs
- hats and other headgear except for medical reasons or on special "dress up days"
- any article of clothing that is of an overly revealing fashion
- sunglasses inside the school building unless required for medical reasons
- inappropriate and unsafe footwear including flip flops
- clothing that advertises drugs or refers to alcohol, tobacco, violence or profanity

Students in violation of the dress code will be required to immediately make the necessary adjustments to comply with the code. Parents will be immediately contacted if students are unable to comply because of the need for other clothing or modification of appearance so that the situation can be corrected. Teachers and administrators have the authority to interpret and enforce the dress code. Please note that after three violations the student will be issued a detention.

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.

Gum Chewing

Gum chewing is not allowed at Wilbur & McMahan School.

Homework

Homework is an important extension of the school day and an integral part of the educational process. It allows a student to practice skills or complete enrichment activities to enhance learning. Homework also encourages the development of a sense of responsibility. Because students, parents, teacher teamwork is so vital to homework and school success, we endorse the following expectations:

Students:

- Accept responsibility for homework
- Complete homework assignments in a timely manner
- Pace long-term projects to avoid a last-minute rush
- Read every night
- Accept consequences for late, incomplete or missing homework
- Discuss homework problems with teacher

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 in two plastic tubs. Reminder: Labeling children's clothing and items helps keep lost and found empty!

Parties

Grades K-4. each class has several parties throughout the year that are planned by the teacher and room parents. If you wish to send in a treat for your child's birthday, please be sure the treat complies with the school's health and wellness policy and please be sure to notify the teacher and nurse a day in advance. Do NOT send in drink or a cake that must be served. Also balloons, flowers, and food containing peanuts or tree nuts are not permitted due to student allergies. ***To ensure the happiness of all students, party invitations may be sent to school only if every member of the class is to receive one.***

Personal Property

Students are assigned personal desks and lockers for storage of study materials and clothing items associated with normal school activities. They should be used for that purpose only and are subject to inspection by school officials. We strongly advise that pupils not bring excessive amounts of money or valuable belongings to school. No toys 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.

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, a guardian, physician, or individual working professionally with the student. All referrals should be forwarded to:

Interim Principal
Kathleen Almanzor
Wilbur & McMahan School
28 Commons
PO Box 178
Little Compton, RI 02837

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.

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.

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.

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.

Weapons

A weapon is designated as any tool or device used in fighting. Weapons are not permitted in the school building or on the school grounds. Children bringing weapons to school will be subject to immediate suspension and/or administrative disciplinary action. All incidents involving weapons will be reported to the police for appropriate legal action. The student's parents will be contacted.

Disciplinary Action

Students who are involved in inappropriate behavior will be subject to disciplinary action. Disciplinary action will be timely, firm, fair and consistently applied, in order to effectively manage behavior. While most behavioral issues will be managed by the classroom teacher, more serious infractions will result in referral to an administrator. Disciplinary action will be taken in accordance with the seriousness of the offense. The range of disciplinary actions include the following:

- **Verbal warning/informal talk**
- **Written Warning:** School report form is sent home to parents. Parents are expected to sign and return the report.
- **Parent involvement:** Parent is notified by phone, letter or in person. A conference may be conducted in the presence of the student.
- **Detention:** Detention is a punishment for disrupting the orderly management of the educational process. Detention is normally held every afternoon from 3:00 to 4:00 p.m. It is the student's responsibility to make arrangements to attend the detention session. Detention is not designed to be convenient for the student.
- **Loss of privilege:** Students involved in behaviors that are disruptive or a threat to the safety or well-being of others may lose privileges. Privileges include riding on the school bus, participation in class activities, participation in interscholastic or intramural sports, and representing the school at state and regional academic or cultural events.
- **Dismissal:** Parents are immediately notified of behavioral infraction. The student may not return to school unless accompanied by a parent or guardian to meet with an administrator to discuss the situation. A satisfactory resolution during this conference will result in the student's return to class. An unsatisfactory conclusion to the conference could result in an in-house suspension or suspension from school for up to five days.
- **In-school suspension:** Parents are immediately notified of behavioral infraction. The student is kept apart from one or more classes in a supervised area, but remains at school and is expected to complete all academic assignments.
- **Suspension for less than 10 days:** The parent is immediately notified of behavioral infraction. A suspension hearing is scheduled. The child may be removed from school from one to ten days. A letter citing all details is sent to the parent and the school superintendent. The student is readmitted only after a second conference with the parent.
- **Suspension in excess of ten days:** Students may be suspended for more than ten days after review by the School Committee.

Student Assessments

Performance Assessment

Wilbur & McMahan School is committed to consistent and systematic monitoring of each student's progress in relation to the grade level expectations. One method used to measure student progress is test scores. District assessments are used to measure student progress in math, reading and writing. All students are expected to participate in district and state assessments.

Parents and guardians will be notified of all testing times.

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.

Parent/Teacher conferences will be held on November 17 and 21, 2016 from 4:00 to 7:00 p.m. 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. The following are topics you may want to discuss to help make your visit worthwhile and supportive for your child:

- The teacher's grading factors and procedures
- the teacher's expectations for your child
- your child's strengths and areas needing improvement
- suggestions for helping your child learn
- copy of curriculum or grade level expectations

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.
- Also students must have a 1 or 2 in behavior and effort.

Student Records

Student records are made available to parents of all students. The responsibility of opening school records is vested in the school superintendent who may delegate the responsibility. It will be the responsibility of the superintendent or his/her designee to inform parents if there is a disciplinary record on file. Any request by parents or teachers for the opening of school records will be carried out by appointment only through the superintendent's office. The school will inform parents, through the designated head of school with whom the records are maintained, of their right to a hearing to challenge the content of any part of the school record. All school department offices maintaining student records will also maintain a log of all persons, agencies, and organization using a student's file. A written form, which all such users for a file must sign, is to be kept permanently with the folder and may only be inspected by the student's parents.

Promotion and Retention

Students receive notification of promotion into the following grade and class on their final report card of the year. If the school is considering the retention of a child in the same grade for the next year, parents/guardians are notified well in advance through conferences and written correspondence. Parents are involved in the process and the decision regarding retention or promotion. The decision will be made before the end of the school year.

Guidance

The guidance 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.

Glossary of Commonly Used Terms

- **Comprehensive Literacy:** Wilbur & McMahon School is committed to making high-quality reading instruction a priority. A comprehensive reading program helps develop a wide range of competencies in children/ According to the Rhode Island Reading Policy (December 2005) these components include direction instruction in phonemic awareness; phonics; sequential program of word study; strategies to increase comprehension and fluency, writing experiences; daily adult reading of high-quality literature; and frequent assessments tied to instruction. No skill is more important in a child's education than learning to read. School districts, boards of education, parents and communities all have important roles to play in ensuring that children learn to read. Parents are encouraged to give their children a strong start in reading by talking with them, telling them stories, and reading to them.
- **Guided reading:** Guided Reading is characterized by the use of specifically designed literature geared to each child's individual reading level. Guided reading is implemented along with writing, word study and self-selected reading as part of a comprehensive literacy program.
- **Engage NY Math:** Engage NY Mathematics emphasizes problem solving and higher level thinking skills, in combination with computation and basic fact skills, offering a variety of math experiences. Basic fact drills of addition, subtraction, multiplication, and division should be practiced at home on a daily basis depending upon the student grade level.
- **Fossil Kits:** The Fossil Kits Program is a hands-on inquiry-based science program. The East Bay Educational Collaborative provides materials and teacher professional development for these kits.
- **Integrated Arts:** The integrated arts program provides interdisciplinary connections across the curriculum. Classroom, music, art, physical education, and library teachers work together to implement units of study that will expand upon subjects that are currently being taught in the classroom.
- **Personal Literacy Folder:** Literacy folders contain information documenting a student's growth from year to year. They are also used as a reference tool to inform instruction. Each child in grades K-8 at Wilbur & McMahon School will have a Personal Literacy Folder.
- **Differentiated Teaching/Learning:** Differentiation is a teaching concept in which the classroom teacher plans for the diverse needs of the students. Through professional development training, the staff of Wilbur & McMahon School is always modifying and updating effective teaching strategies to meet the different individual needs in all classrooms. In a differentiated program, the teacher adjusts content, process and procedure in response to student readiness, interests and learning profiles. Students and teachers are collaborators in learning.
- **RTI (Response to Intervention)** as it related to general and special education. The RTI process is a federal and state mandate intended to improve general education. RTI procedures are designed to help struggling students make gains within the general education system by providing "interventions" or changes in how the curriculum is presented to or access by the student. Once an intervention is in place, the student is assessed at regular intervals for a set period of time to see if the intervention is working. If the student is making progress, the intervention system is kept in place and modified as needed. If the student is not making progress, the intervention may be continued for more time, intensified, or changes. The data collected in this process provide valuable information to general educators about effective classroom practices and to the special education team about eligibility of services. RTI is a problem solving collaborate process conducted by teachers. Student needs and progress are

closely monitored by observations, assessments, meaningful data collection, and a team approach. Parents are kept informed and involved during the RTI process.

- **School Improvement Team (SIT):** SIT is a team of teachers, parents and the principal representing various facets of the school community. SIT oversees the school improvement planning process and strives to improve the performance of all students. The School Improvement Team acts upon the beliefs of our district's strategic plan. Its mission is to support and enhance teach child's educational program through the assessment of school community needs.

Volunteer School Organizations

Involvement in school organizations by parents and community members is greatly encouraged and significantly benefits our school.

LCEF

The Little Compton Education Foundation is an independent, non-profit 501c3 organization whose mission is to enhance the educational experiences of Little Compton public school students by fostering community support for the Wilbur McMahan School.

The Little Compton Education Foundation believes offering a wide variety of educational experiences that tap into students' interests will help enrich the high-quality public education they currently receive. Whether it's providing a greater exposure to the arts, more access to current and innovative technologies, a better understanding of the history of the community, a deeper awareness of our ecological surroundings, or offering any number of other programs, the Foundation is committed to providing educational opportunities that can ignite a child's passion for learning.

PST

Wilbur & McMahan's Parent Student Teacher organization is an active group of parents, students and teachers who plan and organize various activities throughout the year. The purpose of the PST organization is to promote the welfare of children in the home, school and community. The PST is dedicated to providing support for the teachers and classrooms during the school year and to provide communications between school and home.

Student Health and Safety

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 area have been designated as peanut/tree nut free. Please notify the nurse and teacher prior to sending in food that will be shared with other students.

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 hygienists 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 audio logical 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.

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.

Health Records

A 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.

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 or Communicable Diseases.

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.

In Case of Illness

If your child is diagnosed with a communicable disease (such as conjunctivitis, pinkeye, strep throat, chicken pox, 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 allergy or medical concern, 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 Biographical Data Sheets are sent home in September for parents to complete and provide appropriate contact numbers in case of injury illness.

Fire Drills

The State of Rhode Island and the Department of Education require several fire drills throughout the year. These will take place eight times in the months from September to November and seven times from April to June. There is a full outline of the Fire Drill Code available at the school office should you wish to see it.

School Evacuation Drills/Lock Down Drills

Occasionally unusual events or incidents may result in the evacuation or lockdown of the school. Children will be moved to pre-designated locations where they will be kept until the situation is resolved. They may be returned to school, transported home by school bus, or picked up by parent or guardian.

Internet/Technology Policy

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 message 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.

All terms and conditions as stated in the document are applicable to the Little Compton School Department, Little Compton, Rhode Island. These terms and conditions shall be governed and interpreted in accordance with the laws of the city of Little Compton, the State of Rhode Island, and the United States of America.

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. Thank you for your cooperation.

Little Compton School Department Technology User Policy

I understand that it is a privilege to use the Little Compton, Wilbur & McMahon School's (LCWMS) technology responsibly, including LCWMS's devices, internal network and its connection to the Internet. Responsible use is defined by the following guidelines contained in this document and Policy LC1062. Should problems or questions arise, I agree to seek help, and if I become aware of any abuses, I agree to contact an appropriate faculty or staff member. I further agree to abide by any additional rules and regulations governing the use of technology put forth by LCWMS.

Terms and Conditions:

Information gathered via the Internet shall be related to the educational purposes of enhancing the teaching program and student achievement, providing support for instructional and curricula goals, and assisting students in the attainment of skills necessary to continue their development as lifelong learners in a technologically advanced world.

- I will use appropriate language on the Internet and/or when creating content (documents, presentations, etc.)
- I understand Internet traffic is monitored and I will not deliberately access inappropriate material/sites or content
- I will respect and uphold copyright laws
- I will protect my password and will not use another individual's password or gain unauthorized access to devices and/or the Internet/Intranet
- I will not use technology to bully, harass or threaten others
- I will not publish material on the Internet/Intranet that has not been approved by appropriate school personnel
- I will use all technology at LCWMS carefully and in a manner that avoids/minimizes damage or unnecessary wear and tear
- I will not attempt to access the LCWMS network, data, or devices without proper authorization
- I will not attempt to bypass security and/or content filters to access internet content
- Examples of prohibited conduct include:
 - Downloading\installing software, streaming music\video, public domain, shareware or any other unauthorized programs
 - Accessing social websites (e.g. MySpace, Flickr, Facebook, Twitter, Tumblr, Pinterest) without appropriate approvals
 - Participating on message boards or in live chat rooms without faculty/staff supervision or directions

Technology User

I understand and will abide by the terms and conditions for using the technology at the Little Compton, Wilbur & McMahon School. I understand that any violation of the guidelines set forth in this document, may be determined to be unethical and will be addressed accordingly.

Name of Technology User (Print)

Technology User's Signature

Date

Parent/Guardian

I hereby release LCWMS and its personnel from any and all claims and damages that may arise from the use of technology at the Little Compton, Wilbur & McMahon School.

I will instruct my child regarding the rules of use of the resources contained in this document. I understand that it is impossible for LCWMS to restrict access to all materials deemed as questionable, and I will not hold the LCWMS responsible for such materials accessed using LCWMS technology resources. I also agree to report any inappropriate use of technology to the administration.

As the parent/guardian of this student, I have read the Student Technology Acceptable Use Agreement and Policy LC 1062. I acknowledge that my child may have access to LCWMS’s technology to leverage instructional resources with access to the Internet.

Parent/Guardian’s Name

Parent/Guardian’s Signature

Date

**Little Compton School Department
Policy on Social Networking and Text Messaging**

PURPOSE

The Little Compton School Department ("Department") recognizes the increasingly important role that technology plays in the educational process as well as in the personal lives of the students, faculty and staff of the Department. Online discourse through social computing, including the use of networking sites, text messaging, and the like empowers educators and students in the scope of their respective interactions. Instead of "mass communication" this environment represents "masses of communicators." The Department respects the importance of open exchange and teaming related to enhancing the educational environment in Little Compton and supports this process. Within this context, it is important that all participants feel free to express their thoughts and ideas in a manner that does not disrupt the educational process, or create unnecessary distractions to, or adversely impact, the interpersonal relationships between the students, faculty and staff. The Policy is intended to foster a thoughtful, responsible use of social networking and related technological communication tools that will minimize risk and be appropriately professional and respectful.

POLICY GUIDELINES

No student ("Student"), employee, faculty or staff of the Little Compton School Department ("School Personnel") shall post, forward, or otherwise disseminate any data, documents, photos, images, videos, or other information using any technology medium, including social networking websites (e.g. Facebook, MySpace, Twitter, Flickr), which might result in a disruption of classroom activity or the educational process. Fraternization, including, but not limited to, stalking, sexual harassment, and other objectively inappropriate behavior enabled by a position of authority, via the Internet, instant messaging, text messaging, or otherwise between School Personnel and Students (whether by mobile telephone, computer, or other communication medium) is prohibited. Students are prohibited from engaging in stalking, sexual harassment, and other objectively inappropriate behavior among and/or between fellow Students, via the Internet, instant messaging, text messaging, or otherwise (whether by mobile telephone, computer, or other communication medium).

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.

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 and returned to the school.

School Bus Safety Code

Safe and efficient transportation of students requires the maximum cooperation of parents, educators, and bus personnel. Any student action or demeanor which deviates from civil practices of boarding, riding, or exiting buses must be reported in writing to the principal.

Students should do the following while riding on the bus:

- Students must have all notes signed by the office staff when he/she is taking a bus other than his or her assigned bus
- Students should be respectful and follow bus driver and bus monitor instructions
- Students are not to litter or throw objects out of the windows as stipulated by state law.
- Students must remain seated until the bus reaches its destination
- Students may be assigned seats by the bus driver/bus monitor, if necessary, following any inappropriate behavior. The bus driver/bus monitor will notify the principal/designee of the assigned seat in a written report.
- Smoking of any substance on the school bus is prohibited.
- To keep the bus clean, no food or drink is to be consumed on the bus.

Violations of the school bus safety code will result in disciplinary action. The normal sequence of disciplinary action is solely the responsibility and authority of the school principal designee. Usually, the following steps will be observed:

- **First Offense** - A warning and/or school detention /or assigned seat.
- **Second Offense** - A three (3) day suspension of the school bus.
- **Third Offense** - Loss of bus privileges.

All violations will be turned in to the Principal/designee on the approved referral form. The students will have the opportunity to exercise all due process rights as in accordance with the school behavior code. All provisions of the school behavior code are applicable while students are riding the bus.

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 a juice and/or milk. Participation is optional.

There are three lunch periods daily. 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.

Cafeteria Payments

- Breakfast Cost: \$1.25
- Lunch Cost: \$2.75
- Milk Cost: \$.55
- Snack Cost: \$.25 - \$1.50

Financial assistance is available from the state for income-eligible children.

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. PIN numbers will be issued on the first day of school. A student's PIN number will be the last five digits of his/her lunch ID number. Please note that this system is very confidential. All students will be required to enter their PIN number regardless of meal status or payment method, thus insuring the child's privacy.

How the Cafeteria System works:

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 advanced payments.

Cash on Account

A cash debit account is created by making a payment of a certain dollar amount (\$5, \$10, \$20) to the cafeteria. These funds are then deposited into your son's or daughter's cafeteria account and are available to your student when purchasing meals and/or a la carte foods in the cafeteria.

Prepaid Meals Only

Monies can be designated for student meals only. No snacks or a la carte food items can be purchased with this payment. Your son or daughter will need to pay cash for any snack or a la carte items being purchased.

Both Prepaid Meals and Cash on Account:

Parents may purchase Prepaid Meals and put "cash on account" This option ensures that your student receives a lunch and allows him or her to purchase a la carte foods as well. Money will only be deducted from an account when the student uses the account to purchase meals and/or a la carte items. The system will know the meal status of a student's account (full pay, free or reduced) and will deduct the correct amount from the account. When account balances fall to \$0, the cashier will remind the student by providing him or her with a pre-payment form. When a student has a negative balance in his/her account, and the student did not bring a lunch, a sandwich and drink will be served to the student. All accounts should have positive balances at all times. To make an advanced payment, fill out the information on the form and return the form with payment to the cafeteria or to the mailbox in the school's main office. Parents may request a detailed account of a student's purchases at any time by calling the cafeteria staff at 635-2351 ext. 1133.

My School Bucks

Parents may also sign up for My School Bucks, an online system that allows parents to electronically transfer money and check account balances through their computers. For more information on My School Bucks, please see the Chartwells link on the school website.

Student Deposit Form

Here is a copy of the form to be filled out and returned with your first deposit. Make checks payable to Wilbur McMahan School. For safety purposes, we recommend that advanced payments be sent to the school in the form of a check. Please enclose the form and payment in an envelope with the students' name on the front. If you are paying for more than one student in the school with one payment, please note how much money is to be designated to each student's account. If you do not select a payment option, all monies will be deposited under Cash on Account.

Student Deposit Form

To be returned with Advanced Payment

Student Name: _____ PIN # _____ Grade _____

Parent or Guardian Name: _____

Cash Amount _____ Check Amount _____ Check # _____

(Please make check payable to Wilbur McMahan School)

Choose Payment Option

Option #1 - Cash on Account Cash/Check Amount _____

Option #2 - Prepaid Meals Only

of Breakfasts _____ x \$1.25 = Cash/Check Amount \$ _____

of Breakfasts _____ x \$.30 reduced = Cash/Check Amount \$ _____

of Lunches _____ x \$2.75 = Cash/Check Amount \$ _____

of Lunches _____ x \$.40 reduced = Cash/Check Amount \$ _____

Option #3 - Cash on Account and Prepaid Meals

of Breakfasts _____ x \$1.25 = Cash/Check Amount \$ _____

of Breakfasts _____ x \$.30 reduced = Cash/Check Amount \$ _____

of Lunches _____ x \$2.75 = Cash/Check Amount \$ _____

of Lunches _____ x \$.40 reduced = Cash/Check Amount \$ _____

Total Payment _____

Cafeteria Guidelines

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 when announcements are made, all students are to stop talking and listen to the announcements.

Wilbur & McMahon School Staff

School Committee:

Tom Alder, Chairperson
Polly Allen
Peg Bugara
Lori Craffey, Vice Chairperson
Patrick McHugh, Secretary

Superintendent of School:

Dr. Robert B. Power

Interim Principal of School:

Kathleen Almanzor

Teachers:

Elementary Grades:

Kindergarten: Marianne Vareika, Jennifer Segala

Grade 1: Catherine Aguiar

Grade 2: Mary Morash, Cindy Pineau

Grade 3: Stephanie Harlow, Erin Houlihan

Grade 4: Stephanie Costello, Dietra Medeiros

Middle School Grades:

Grades 5&6: Aimee MacLean, Cheryl Comley,
Deb Daley and Kristen Moniz

Grades 7&8: Ann Connolly, Mike Tomasso,
Marissa Brasil and Nicole Gallo

Specialists:

Art: Michael DeLeo

Music: Nicole Oriol

Band Director: Gary Nitkin

Physical Education & Health: Noelle Kiernan and Jason Ford

Library/Computer: Karen Corrigan

Computer/Robotics: Jason Ford

Spanish/Computer: Kelly Cole

Special Education:

Grades K-2: Amy Quintal

Grades 3-5: Bryan Goodwin

Grades 6-8: Mary Ellen Roeben

Literacy Specialists:

Grades: K-3: Karen Goncalo

Grades 4-6: Gabrielle Sullivan

Title 1 Math:

George Mullins
Suzie Shaw

Support Services:

Speech Pathologist:

Maggie Hayes

School Psychologist:

Jamie Sunderland

Middle School Behavioral Specialist:

Raymond Marcotte

Social Worker

Pam Dowd

Guidance Counselor:

Anne Anthony

Nurse:

Jean Dunn

Teacher Assistants:

Janet Busse
Debra Guay
Diane Massey
Beth Turcotte

Administrative Assistant to the Principal:

Heather Fitzgerald

HR Director/Administrative. Assistant to the Superintendent:

Cheryl Sylvia

Technology Director

Paul Benjamin

Business Manager:

John McNamee

Custodians:

Christopher Osborne Sr.
Christopher Osborne Jr.
Debra Guay