

# Smithfield Public Schools

## Elementary School Handbook

Revised August 2018



# Smithfield Public Schools

## Elementary School Handbook

Dear Elementary Families:

Welcome to the Smithfield Elementary Schools. This handbook is prepared for the families of elementary school children in the Smithfield Public Schools. It is designed to provide you with information about our schools, district policies, and how families and schools share in students' school experiences and success.

In order for us to work together effectively, we must maintain good communication between home and school. Please contact us whenever you have questions or concerns. Home-school partnerships are essential to the success of our students.

We look forward to working with you during the upcoming school year. As parents, you are key members of your children's educational team. We truly hope that both you and your children enjoy a positive and productive year with us.

Sincerely,

Brian Ackerman, William Winsor  
Paul Barrette, Old County Road  
Julie Dorsey, Raymond C. LaPerche  
Catherine Pleau, Anna McCabe

# Smithfield Public Schools

## Elementary School Handbook

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# SMITHFIELD PUBLIC SCHOOLS

## Our Promise



### Smithfield Public Schools

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Smithfield, RI 02917  
phone: (401) 231-6606  
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**Mr. Angelo Mencucci, Building and Grounds Manager**

[amencucci@smithfield-ps.org](mailto:amencucci@smithfield-ps.org)

**Bus Company: Transportation Services**

Durham School Services (401) 349-2770

## Elementary School Contact Information

### **Anna M. McCabe School**

Mrs. Catherine Pleau, Principal  
100 Pleasant View Avenue  
Smithfield, RI 02917  
(401) 949-2058  
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[cpleau@smithfield-ps.org](mailto:cpleau@smithfield-ps.org)

### **Raymond C. LaPerche School**

Mrs. Julie Dorsey, Principal  
11 Limerock Road  
Smithfield, RI 02917  
(401) 231-6652  
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[jdorsey@smithfield-ps.org](mailto:jdorsey@smithfield-ps.org)

### **Old County Road School**

Mr. Paul Barrette, Principal  
200 Old County Road  
Smithfield, RI 02917  
(401) 231-6613  
(401) 231-2292 - fax  
[pbarrette@smithfield-ps.org](mailto:pbarrette@smithfield-ps.org)

### **William Winsor School**

Mr. Brian Ackerman, Principal  
562 Putnam Pike  
Greenville, RI 02828  
(401) 949-2059  
(401) 949-7385 - fax  
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## Academic Screening

All students in grades K-5 participate in benchmark assessments in Reading and Math three times per year. Teachers use the screening results to make instructional decisions. Targeted instruction is designed to meet the needs of all learners.

## Animals in the Classroom

Health and safety are of primary concern when considering the presence of animals on school grounds. Animals may visit schools only for educational or therapeutic purposes.. All animal visits are at the discretion of the school principal. Classroom pets are NOT allowed.

## Arrival Procedures

**School begins at 8:20 a.m. for Old County and William Winsor Schools.** Students may arrive at school at 8:00 a.m. Supervision is not available prior to 8:00, so students may not be dropped off any earlier.

**School begins at 8:50 a.m. for LaPerche and McCabe Schools.** Students may arrive at 8:20 a.m. Supervision is not available prior to 8:20, so students may not be dropped off any earlier.

When driving students to school, families must follow individual school drop-off procedures. Crossing guards are scheduled according to the drop-off times above.

When weather permits, students gather in the schoolyard. During inclement weather, students meet in the cafeteria/gym. Students who need to order lunch and/or eat breakfast at school shall proceed directly to the cafeteria upon arrival, then report to the schoolyard.

Upon arriving in their classrooms, students organize their materials for the day and begin morning jobs or assignments.

## Assessments - State

Students in grades 3-5 participate in state mandated assessments each year. Smithfield curricula are aligned with Rhode Island approved standards. Individual student results are reported to parents. School and district results are public information and are reported by the media and by the school.

## Attendance

Children are expected to be in school every day unless they are ill or there is an emergency in the family. If children are ill, it is better to keep them home than expose others to illness. When a student will be absent for any reason, the parent is expected to notify the school. **According to the Smithfield Public Schools Attendance Policy, families are required to call the school on the day of their child's absence to provide a clearly-stated reason for the absence.** If there is no call, safety calls are made to verify your child's location.

Daily attendance for all students in the school district is monitored. The cooperation of parents in not scheduling personal appointments during the day is requested whenever possible. Chronic truancy or tardiness/early dismissal will be referred to the School Administration and/or appropriate authorities.

For further information, please see the Smithfield Public Schools Attendance Policy at <https://policies.smithfield-ps.org>

## **Automobile Parking**

Entrance areas at all schools are designated for loading and unloading school buses and are designated fire lanes. For the safety of our students, parking is not allowed in these areas.

## **Bicycles**

Please check with individual Principals to learn if your child's elementary school falls within a Safe Walk Zone prior to making plans to send your child to and from school by bicycle. If the school does meet these requirements then simply notify the school office in writing that your child will be riding his/her bicycle to or from school. Bicycles are to be walked when on school grounds and when crossing the street where crossing guards are on duty. State law requires that children wear helmets. Schools are not responsible for lost, stolen, or damaged bicycles.

## **Bus Rules**

Student codes of conduct apply when students ride the school bus. Students are expected to remain in their seats, refrain from using inappropriate language, and keep hands and feet to themselves. Should a student exhibit behaviors that are disruptive or unsafe, parents will be contacted by the bus company and/or a conduct report will be completed by the bus company employee/s and submitted to the school principal who will make a determination regarding appropriate consequences.

Students must ride their assigned buses unless there is written parental consent and approval from the principal. Any requests for changes in bus transportation routines must be made in writing to the school principal and bus company. Last minute phone calls to change bus transportation routines should be avoided.

## **Class Placement**

It is the policy of Smithfield Public Schools to place elementary school students in heterogeneous classes. Each spring, teams consisting of the principal, teachers and support staff work collaboratively to create balanced groups of students, taking into consideration such factors as learning styles, classroom performance, developmental levels, gender, peer relationships, social development, and class size. Input from parents regarding learning style will be taken into consideration when placement decisions are being made. A request for a specific teacher is discouraged, and may not always be granted due to the complexity of the placement process. Information about your child's learning style must be submitted to the principal in writing prior to May 1st each year. No changes will be made following the release of the classroom assignments.

## **Discipline**

We encourage and expect good citizenship and appropriate social behavior at all times. All students are expected to show respect to their peers and all adults in the building. Inappropriate behavior infringes upon the rights of other students and teachers and disrupts the learning process and environment. A student shall not behave in a way that could cause physical injury to other students, any school employee, or other persons in the school building, on school property, or on the school bus. This rule also applies during school related activities off school premises.

Examples of inappropriate behavior include, but are not limited to:

- throwing snowballs, stones, or other objects
- leaving school grounds
- hitting, kicking, spitting, or fighting
- being openly disrespectful or insubordinate to members of the school staff
- vandalizing school property of deliberately damaging or destroying the property of others
- open use of profanity or abusive language
- disruptive behavior on the school bus, bus stop, in the classroom, cafeteria, halls, lavatories, recess yard, or school grounds
- sexual harassment of any kind or any type of harassment toward a student or staff member
- threatening or bullying another student or staff member
- drawing offensive or violent pictures or writing offensive words
- possession of liquor, fireworks, or weapon(s)
- using any object as a weapon

Violations of school rules will result in consequences. Minor offenses are handled by the teacher. Repeated minor offenses or major infractions result in a referral to the school principal and parent/guardian notification. Consequences may include a conference, individual instruction, assigned seating, loss of privilege, detention, or suspension. Detention may be held during lunch and/or after school hours. Families will be notified a day in advance of any after-school detentions.

Please review the Smithfield Public Schools Discipline Policy in its entirety for further information.

## Dress Code

The school reserves the right at all times to establish conditions of dress and conduct deemed appropriate and acceptable to a school environment. Any clothing that interferes with or disrupts the educational environment is unacceptable.

- Distracting extremes in apparel or make up are inappropriate and unacceptable
- Apparel shall cover the torso, shoulders, hips and upper legs and be opaque
- Pajama tops/bottoms are prohibited
- No sagging or low-cut pants worn below the waist or excessively short skirts or shorts are appropriate
- No apparel or accessories shall advocate drugs, alcohol, sex, violence or discrimination
- Caps, hats, hoods, bandanas and other head attire are not to be worn during the school day
- No flip flops

## Electronic Devices

We are aware that technology has become an integral part of education today. When requested by the teacher, students may be allowed to bring electronic devices for educational purposes. Without approval from school personnel, students may not bring any electronic devices and/or accessories to school. This includes, but is not limited to: iPods, cameras, game consoles, tablets and cellular phones. If a student is found to have brought an electronic device to school without prior permission, the student will be directed to place the device in his/her backpack. After one reminder, the device will be placed in the Principal's Office for the parent to retrieve. **The School is not responsible for any lost, stolen or damaged devices.**



## Field Trips

During the school year, various classes take field trips. Permission slips are sent home for families to sign, thus giving permission for a student to go on a field trip. In the event that a student does not provide a signed permission slip, provisions will be made for the student to be placed in another classroom for the day. All chaperones must have a yearly Background Check and School Volunteer Training with the school principal.

## Food Service Program

All students are welcome to purchase breakfast and/or lunch at school.

- Breakfast - \$1.00
- Reduced Breakfast - \$.30
- Lunch - \$2.70
- Reduced Lunch - \$.40
- Milk Only - \$.50
- Bottled Water - \$.75

Breakfast is available during morning arrival prior to the start of the school day (8:00 a.m. at Winsor and Old County Road; 8:20 a.m. at LaPerche and McCabe). Students who plan to have breakfast should go directly to the cafeteria upon their arrival at school. Students who do not ride the bus should arrive at school early enough to allow for sufficient time to eat breakfast before school begins.

Once a student has placed his/her lunch order, changes may not be made, as meals are prepared based on student orders.

Our schools' lunch program employs a Point of Sale system. Students receive a PIN number that enables them to access their individual food service accounts. Deposits may be made to students' accounts by cash or check. Please make checks payable to: Smithfield School Lunch Program. On line payments can also be made by visiting [www.smithfield-ps.org](http://www.smithfield-ps.org) and selecting the [MySchoolBucks link](#).

Our schools participate in the federal school lunch program and offer free or reduced price breakfast and lunch to students who qualify. Applications for this program are sent home with students during the first week of school and are available upon request throughout the school year. Please do not hesitate to fill out an application if you think your child(ren) may be eligible for free or reduced meals. Students who are eligible for free or reduced lunch are automatically eligible for free or reduced breakfast.

Besides being a lunchroom, the cafeteria is also a place where social skills can be developed. Students are expected to practice the general rules of good manners. Some simple rules of courteous behavior will help make the lunch period pleasant and relaxed.

All children are expected to:

1. Observe appropriate table manners
2. Respect their classmates and adults at all times
3. Leave the table and surrounding area clean and orderly
4. Put trash and recycling in proper containers
5. Return trays and dishes to the proper area
6. Remain in the cafeteria while eating or carrying food
7. Refrain from bringing glass bottles to school

8. Adhere to school-based cafeteria etiquette expectations
9. Refrain from sharing food with others

The elementary schools comply with the Smithfield Public Schools Wellness Policy. For further information, please see the Smithfield Public Schools Attendance Policy at <https://policies.smithfield-ps.org>. We encourage all students to eat nutritious meals and snacks. Please do not allow children to bring soda or candy to school. **All classrooms are peanut-free and tree nut-free. Snacks containing nut products are not allowed in classrooms. Nut products may be eaten in the cafeteria during lunch. A peanut- and tree nut-free table is available in the cafeteria during all lunches.**

#### **Negative Balance Procedures for the School Lunch Program** Policy EFA 8-7-2017

In order to provide students and parents in the Smithfield School Department with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding student lunch account balances will be implemented **effective August 28, 2012:**

1. The Smithfield School Lunch Program encourages parents to pre-pay meals for their children, thereby eliminating situations that could develop during lunchtime over negative balances. Pre-payments for lunch and breakfast can now be made through the [www.MySchoolBucks.com](http://www.MySchoolBucks.com) website. Cash and check payments (payable to Smithfield School Lunch Program) will continue to be accepted at each school; however, payments made through MySchoolBucks.com or by check are preferred.
2. Students wanting a lunch and not having money to purchase a lunch will be allowed to charge a lunch, with repayment expected within two (2) school days.
3. Once a student has charged a total of \$10.00 with no repayment, that student will receive a lunch consisting of a Sunnybutter & jelly sandwich OR a cheese sandwich, fruit or vegetable, and milk in place of a hot lunch. Sunnybutter is a sunflower seed butter that is processed at a nut-free facility. This meal maintains the USDA standards surrounding reimbursable meals and will be charged at *full price* to the student's account; students should not go through the interior lunch line but should proceed directly to the cashier if they are not eligible to charge any more lunches.
4. Students may charge their accounts only for a reimbursable meal or milk – students will not be permitted to charge a la carte items.
5. A bi-weekly list of negative account balances of more than \$10 will be forwarded to each principal by the Smithfield School Lunch Program. The Food Service Office will send letters bi-weekly to parents of elementary school students whose balances exceed \$10.00. Once the balance notification has been sent out, parents will have ten (10) days to pay or make arrangements to pay outstanding student balances. Student accounts with balances higher than negative twenty dollars (-\$20) for which payment arrangements have not been made are subject to closure by the Smithfield School Department. Both principals and parents will be notified of any account closures.
6. Parents are strongly encouraged to submit free/reduced hot lunch application forms yearly as well as when their household information or income changes. Applications can be submitted at any time and are available during registration or through the Smithfield School Lunch Program and individual schools, as well as on the district's website: [www.smithfield-ps.org](http://www.smithfield-ps.org). Free/reduced applications will also become a part of all paperwork provided to families of students transferring into the Smithfield School Department. While the Smithfield School Lunch Program strongly encourages families to apply for free/reduced meal benefits, the final application responsibility lies with the parents.
7. In extreme hardship situations, the building administrator may authorize a one-time exception to the charge policy by providing the student with a signed authorization form to be presented to the cashier at lunch.

8. Parents are strongly encouraged to monitor their students' breakfast/lunch account activity through the [MySchoolBucks.com](http://MySchoolBucks.com) online system. This system can be used to confirm payments have been received, make payments, and monitor account activity. MySchoolBucks.com also has the ability to automatically send out balance alerts to parents as their students draw down from their accounts. To register, parents go directly to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) or follow the link through the Smithfield School Department website [www.smithfield-ps.org](http://www.smithfield-ps.org).
9. The Smithfield School Lunch Program is committed to providing meals to students who choose to participate in the program. However, there is a responsibility on the part of the students and parents to satisfy all financial obligations to the lunch program in a timely manner.

## Gum Chewing

Gum chewing is not allowed in the schools unless part of an individual accommodation plan or at the discretion of the principal.

## Home/School Communication

Communication between home and school is vital to creating a successful community of learners. Families are welcome to call or e-mail the teachers with any questions or concerns during school hours. When classes are in session, teachers may not be available to answer the phone/e-mail. A message may be left with the school secretary and teachers will return calls/emails as soon as possible. Most faculty and staff e-mail addresses begin with the individual's first name initial followed by last name and "@smithfield-ps.org". Please visit the school websites for staff email addresses.

## Homework

Homework is defined as written or non-written tasks that are assigned by teachers to be completed by students outside of the classroom. The purposes of homework are:

- To practice newly taught skills.
- To conduct research and/or complete various projects.
- To prepare for upcoming discussions, lessons, and/or assessments.
- To develop independent study habits.

Appropriate time allotments for the elementary grades, **inclusive of independent reading**, are:

- In grade K, up to 15 minutes of homework 2-3 days per week.
- In grades 1-2, up to 15 minutes of homework 2-3 days per week.
- In grades 3-4, up to 30 minutes of homework 3-4 days per week.
- In grade 5, up to 40 minutes of homework 4 days per week.

Students' Responsibilities

- Know what the homework assignments are before leaving school.
- Ask the teacher for clarification when unclear about homework.
- Take home all necessary resources.
- Spend the necessary time on homework.
- Submit the completed homework to the teacher by the due date.
- Be responsible for getting assignments when absent from school.
- Seek help from parents only when needed.

- Produce work that reflects academic integrity, best effort, and high quality.

#### Parents'/Guardians' Responsibilities

- Understand and reinforce expectations for the quality of student work.
- Provide structure, a location, and tools needed to help the child organize and complete homework.
- Communicate with the student and his or her teacher when there is a homework concern.
- Support a reasonable schedule for time outside of school that supports both extracurricular activities and school work.

#### Teachers' Responsibilities

- Align homework in accordance with this policy
- Communicate expectations to students.
- Post all assignments before the end of the period and provide time for students to record them.
- Ensure that resources and materials required for homework projects are easily obtained by students.
- Ensure that the individual needs of students are considered when assigning homework.
- Show value to the work done by students through opportunities for review or by providing timely feedback.
- Communicate with parents regarding concerns with missing or inconsistent assignments.

#### Principals' Responsibilities

- Ensure that homework is consistent with the district's educational goals.
- Support the teachers in the implementation of homework guidelines.
- Facilitate the communication process between the school and home as it relates to homework.

## Kindergarten Early Entrance

Please refer to the [Smithfield Public Schools School Entrance](#) policy for information regarding the process for requesting a waiver for early entrance to kindergarten.

## Lost and Found

Each elementary school has a Lost and Found container. Families are welcome to check the Lost and Found for articles at any time. A good time to do so is during conferences or other school activities. Lost and Found containers are emptied and donated periodically.

## Parent-Teacher Conferences

Parent/Guardian-teacher conferences take place in December of each year. Families receive information regarding conference dates and times from the school. Teachers contact families for specific appointment times. In addition to the annual conferences in December, families may request a conference at any time during the school year by writing or telephoning the teacher(s). Teachers may invite families to participate in additional conferences at any time during the year.

## Peanut/Tree Nut Free Zone

The Smithfield Public Schools complies with the Rhode Island State General Law 16-21-30.

Rhode Island State General Law 16-21-30 mandates that schools have peanut/tree nut free zones within a school where there is a student or students with known peanut or tree nut allergies. The law requires schools to post notices at all entrances to the school and the cafeteria and to eliminate the sale of peanuts/tree nuts or peanut/tree nut based products in the cafeteria.

In complying with Rhode Island State General Law 16-21-30 and in an effort to maintain the highest levels of health, wellness, and safety for all students, particularly those who have serious food allergies, we have developed several protocols for our elementary schools.

**Snacks-** Smithfield Schools are peanut/tree nut-free **snack** schools. No **snacks** may be sent into school that contain any peanut/tree nut products in them.

**Lunch/Cafeteria-** All schools will designate one or more tables in the cafeteria as peanut/tree nut free. Students who bring **lunches from home** that may contain peanut/nut products will not be seated at the nut-free table in the cafeteria.

**Classroom/School Celebrations-** Food may not be sent to school for birthday or special celebrations.

Our goal is ensure that we do all we can to prevent children from allergic reactions from just a mere exposure. Please know that we are doing everything we can to provide our students with the safest environment in which to learn.

## **Phone Numbers/Email Addresses**

It is very important that we have an EMERGENCY CONTACT NUMBER AND EMAIL ADDRESS for each student so families can be reached at any time. A census form will be distributed to each child at the beginning of the school year. It is essential that you return your child's form to the office as soon as possible. It is necessary that you include the name and phone number of someone who can be reached in your absence in the event of illness or emergency. Please notify us of any change in numbers (home, business, or cell) or email addresses during the school year.

## **Photographs/Videos/Social Media**

Photographs are taken in our buildings throughout the school year. Some of these photographs will be used in school or district publications or submitted to outside publications. Video recording, for district use and by news organizations, may also occur. Requests not to photograph or film specific students will be honored. Students are not allowed to bring cameras to school to photograph faculty, staff, or other students.

Please be mindful that some families don't want photos or videos of their child taken during the school day and/or school event posted on social media. Additionally, permission to post school-related photos only authorizes school personnel to share school related photos or videos.

**See Photo Permission form in the first day packet.**

## Physical Education and Recess

Children are expected to participate in physical education and recess activities unless they have an injury or health-related situation that precludes participation in physical activity. In order for a student to be excused from physical education classes for more than one week, a doctor's note is required. Once a student has been excused from physical education, he/she will need a doctor's permission before resuming participation. All students are expected to wear rubber-soled athletic shoes and casual clothing appropriate for physical activity. Students who do not dress appropriately will not participate in physical activity and will be given an alternative activity.

**Flip flops are not allowed at school anytime due to safety concerns.**

Students should be dressed accordingly for outdoor play. Outdoor recess occurs daily as long as temperatures with wind chill are above 20 degrees.

## Records

Student records are maintained by the school and district. Educational records are treated as confidential material, and the privacy rights of parents and students are safeguarded.

## Registration

Students enrolled in our elementary schools are automatically registered in the spring of the year for the following school year including students in pre-k. Children entering kindergarten in the fall must register in the winter/spring during kindergarten registration. Winter/spring kindergarten registration is held at the respective elementary schools.

Children entering kindergarten must be five years of age on or before September 1st. Verification of the child's birth date is required, as is verification of all immunizations and proof of residency. (See also [Kindergarten Early Entrance Policy](#))

Children who move during the summer months from one attendance area to another within the district will need to verify their new address at the district administration office. Students new to the community should register prior to school opening in the fall also at the district administration office. Registration for new students in grades K-5 is held at the Smithfield Public Schools district administration office which can be found at 49 Farnum Pike.

## Standards-Based Report Cards

Standards-Based Report Cards inform you of your child's progress three times a year, once at the end of each trimester. A standards-based report card provides detailed information about how a student is doing in each subject. In addition, it will:

- Promote more meaningful conversations at parent/teacher conferences
- Reflect grade level standards and expectations so parents gain a complete understanding of student progress
- Enable teachers and parents to work together to ensure student success

## School Celebrations

Classroom celebrations take place occasionally during the school year. Parents who do not wish for their children to participate for personal reasons should notify the classroom teacher in writing.

Classroom celebrations/activities will not include food, except if the food items are part of a curriculum-related activity. As a substitute to food, please refer to [Appendix II of the Smithfield Public Schools Wellness Policy](#) for non-food reward suggestions for classroom celebrations. On rare occasions where food is utilized for a curriculum-related activity, all food items must be pre-approved by the classroom teacher, principal, and/or school nurse teacher. These special occasions must be recorded and included in the Annual Health and Wellness Assessment

## School Closings

In the event of extreme weather conditions or emergency circumstances, the Superintendent may close school before school begins or during the school day. An official announcement will be made through the automated alert system, and on the following radio and television stations:

Radio:

WPRO 630 AM

WWLI 105.1 FM

WLKW 790 AM

WSNE 93.3

TV:

WLNE Channel 6

WPRI Channel 12

WJAR Channel 10

When adverse conditions exist, buses may run late. Parents are advised to make provisions for the care of their children in the event of a school closing, late start, or early dismissal. Children should be informed of those provisions. Since our schools have limited phone lines, please do not call the school to inquire about early dismissals or to change your child's dismissal plan on the day of the dismissal.

## School Security

We encourage parents to visit school and participate in school activities. Please pre-arrange visits with your child's classroom teacher. For your child's safety, and the safety of all Smithfield students and staff, all parents and visitors must report to the Main Office of the school to sign in and get an identification badge. Visitors must also sign out at the end of each visit. All school volunteers must comply with Smithfield's Volunteer Background Check mandates as well as have completed Volunteer Training with the school principal. Visitors may be asked to provide identification.

## Student Support Services

**Child Outreach is a free service that is offered to all Smithfield children 3 to 5 years old, by the district, in partnership with the Rhode Island Department of Education.**

Smithfield Public Schools offers Child Outreach screenings, which provide families with information about child development. Child Outreach also offers information about resources that are available in the community. For further information, please contact the district's Child Outreach Coordinator at 401-231-6608.

The elementary schools recognize the importance of promoting the **social and emotional growth** of children along with their academic growth. The school psychologist and school social worker consult with teachers, parents, and other agencies to give children a well-balanced educational setting. The school psychologist and/or school social worker meet with students in large and small groups and may see them individually.

Every elementary school student who has not been previously screened for **speech/language** impairments is screened by a trained and qualified person.

Each elementary school has at least one reading specialist who holds a specialized certificate in the area of reading instruction. The reading specialist works with students who are identified as in need of support to meet grade-level expectations in the area of reading.

**Special education** services are provided to students identified as having a disability and being in need of specially designed instruction in accordance with state and federal regulations. Certified teachers are employed by Smithfield Public Schools to deliver specialized instruction to students with special needs and to work collaboratively with classroom teachers. Related services including but not limited to occupational therapy, physical therapy, adapted physical education, and counseling are available to eligible students.

Most referrals are made to special education by classroom teachers using the Response to Intervention process. Evaluation teams in each school are responsible for reviewing all referrals in accordance with federal law and state regulations.

Parents play key roles as team members in determining whether a child should be assessed or receive special education services and can refer their child at any time. They are also members of the team that develops the student's individualized education plan (IEP), which is reviewed and adjusted on an annual basis.

## **Student Health Services**

Each school health clinic is staffed by a certified school nurse teacher. He/she evaluates the health status of the students and staff. When children become ill or are injured, the certified school nurse teacher provides emergency care and determines the seriousness of the ailment. The school nurse will contact families as necessary.

The certified school nurse teacher gives support and guidance to the school community by counseling students, parents, staff and others regarding health matters, helps prevent and control diseases, and serves as a resource person. The school nurse teacher is responsible for creating health plans and emergency care plans for students as needed.

**School Health Records:** The certified school nurse teacher is responsible for compiling a cumulative school health record for each student at the school in which the student is enrolled. The cumulative health record is confidential and subject to HIPAA. School health records include immunizations, a health history including chronic conditions and health plans, screening results and follow-up, health examination reports, documentation of traumatic injuries and sudden illness referred for emergency health care, and orders for medication administration with physician and parent authorizations.



**Immunization Records:** In compliance with the State of Rhode Island “Rules and Regulations for School Health Programs Pertaining to Immunization and Testing for Communicable Diseases,” all students attending preschool through grade 12 in Rhode Island are required to have a complete immunization record on file at school. No child is allowed to enroll or remain enrolled without a physician signed record of required immunizations. The certified school nurse teacher at each school assesses immunization records as part of the school registration process and is required to notify administration of any students who do not meet immunization standards.

**Physical Examinations:** Every student who enrolls in a school in Rhode Island for the first time is required to have a health history and physical exam completed. It can be conducted in the 12 months preceding the date of school entry, but if not, must be completed within 6 months of entry. The results of this exam should be provided to the school nurse for entry into the student’s permanent school health record.

**Medication Policy:** Please refer to the [Smithfield Public Schools Medication Policy](#) for information regarding the administration of prescription and non-prescription medications (including cough drops) and the various forms to be completed by families.

**Medical Concerns:** It is imperative that all school personnel know of any allergies such as bee sting, peanut, or latex allergies or other life threatening conditions such as asthma, diabetes, or seizure activity. This information should be provided to the certified school nurse teacher, who will see to it that the appropriate personnel are notified. If medications are needed to care for your child’s condition, please refer to the medication policy.

Any injuries that occur at home that require the use of crutches or other adaptive changes for the child must be reported to the certified school nurse teacher so that assistance can be provided. This would include broken bones, sprains, or other injuries that require restrictions from physical education or sports. A medical note from the physician must be provided for any child using adaptive equipment such as crutches.

**Keeping Your Child Home from School:** Parents should observe for symptoms of illness each morning before school. For the safety of all students, please follow our district policy on when to keep your child home.

Exclude from school if child has:

- Temperature above 100 F **within the past 24 hours** and/or general condition is poor in spite of temperature
- Sore throat and/or swollen glands
- Earache and/or discharge from the ear canal
- Itchy red eyes, with or without drainage
- Frequent or uncontrolled cough and/or runny nose
- Severe headache
- Unidentified rash
- Vomiting or diarrhea **within the past 24 hours**
- Seizures

Any child with the above symptoms should stay home. **Parents are required to notify the school on the morning of each absence.**

Please inform the school office or the nurse if your child is absent or has an extended illness or surgery.

If your child has been diagnosed with a throat or eye infection, (i.e. Strep throat or pink eye) and is put on an antibiotic, **he/she needs to stay home for a full 24 hours before returning to school.**

**Illness in School:** When a child becomes ill or complains of not feeling well, a parent/guardian will be notified when necessary. The child will not be allowed to leave the school unless proper identification of parent/guardian or designated person is presented to school authorities. It is the responsibility of the parent to make arrangements for transportation in a timely manner. When picking up students, please report to the main office.

**Pediculosis:** Any child suspected of having head lice will be referred to their health care provider for proper diagnosis and treatment. The school nurse will monitor the effectiveness of the treatment.

**Screenings:** During the course of your child's school years, periodic vision, hearing, and dental screenings will be done. Vision screenings are conducted annually by the school nurse-teacher for children in all grades. Hearing screenings are conducted by the Rhode Island School for the Deaf for children in grades pre K-3. Dental screenings are conducted by the school dentist annually in grades K-5. Students who provide documentation of a private dental screening are exempt from the screening. The school nurse-teacher will inform you if there is a problem which requires further attention.

**Lead Screening:** Prior to enrollment in preschool and kindergarten, documentation should be provided that lead screening has been conducted.

**Homeward Bound Instruction:** If it is necessary for your child to be absent from school for several weeks due to serious illness or injury, arrangements may be made for homebound instruction. Parents must contact their building principal to request that provisions be made. Documentation of the need for homebound instruction is required.

## **Volunteer Program**

We encourage families to volunteer at all of our elementary schools. Please contact the school for details if you would like to volunteer at school. Families must participate in a volunteer training in order to volunteer at school or chaperone a field trip. All school volunteers must comply with Smithfield's Volunteer Background Check mandates and Volunteer Training. All volunteers must have a yearly BCI check.

## **Withdrawal from School**

If a student withdraws from school before the end of the school year, the school's office should be notified one week before departure. All books and school-owned supplies must be returned. A transcript of the student's records will be sent to the new school upon receipt of a signed release from the parent.

## PARENT SIGNATURE PAGE

Please return to your school by Friday, September 7, 2018

In addition to the contents of this handbook, other pertinent rules and regulations for the safety and well-being of the students deemed necessary are in effect in each school. Smithfield School Policy Handbook is available for parents and staff to view at each elementary school.

Please return signed with any comments, if desired.

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<b>Child's Name</b> <i>*Please list all children in your family that attend Elementary School</i>	<b>Grade</b>

**I have received and read the Smithfield Public Schools Elementary Handbook.**

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Signature of Parent or Legal Guardian

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Date

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