

# **BPS K-5 Handbook**

2018-2019



**A Nationally Recognized Blue Ribbon School of  
Excellence**

*Empowering All Students to Excel*

# **Nayatt School**

400 Nayatt Road  
Barrington, RI 02806  
401.247.3175

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August 2017

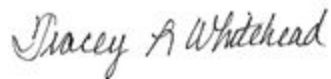
Dear Nayatt Families,

Welcome to Nayatt School, a Nationally Recognized Blue Ribbon School for Exemplary Academic Excellence! This is a great place to be a student, staff member, or parent--- you are joining a wonderful team! In our school, we encourage students and staff to practice the **Nayatt motto, "Be Safe, Be Respectful, Be Responsible."**

This handbook provides useful information about the programs, procedures, rules, and routines at Nayatt. They are in compliance with state and federal regulations as well as district policies. Please take the time to review these with your child. The mission of the Barrington Public Schools and Nayatt School is to **"Empower All Students to Excel"**. This resource will help all stakeholders at Nayatt to fulfill this mission.

This will be another exciting year, filled with many adventures in learning, and of course lots of fun! We have a highly engaged school community. We welcome your feedback and participation at school. Please feel free to contact me with any questions or concerns at [whiteheadt@barringtonschools.org](mailto:whiteheadt@barringtonschools.org) or at (247-3175). **School office hours are 7:30-AM-3:15 PM.**

Sincerely,



Tracey L. Whitehead  
Principal



**School Committee****401-245-5000**


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Kate Brody, Chair	(401) 245-0818	katebrody7@gmail.com
Anna S. Clancy, Vice Chair	(401) 247-1572	aclancy@residentialproperties.com
John D. Alessandro, Jr.	(401) 289-0423	johnabsc@gmail.com
Megan P. Douglas, M.D.	(401) 237-0341	Meganpdouglas@me.com
Gina M. Pine	(401) 447-3918	gpinelicsw@gmail.com

**Administration Office****245-5000**


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Mr. Michael B. Messore, III	Superintendent	Ext. 1
Dr. Paula A. Dillon	Assistant Superintendent	Ext. 2
TBD	Director of Finance/Admin.	Ext. 5
Mrs. Kristen Matthes	Director of Pupil Personnel	Ext. 6
Mr. David Burrows	Director of Technology	Ext. 8
Mr. Skip Learned	Director of Facilities	Ext. 7

**School Hours**


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8:15 a.m. - 2:40 p.m.	Grades K-3
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**Office Hours**


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7:30 a.m. - 3:15 p.m.

**Office Staff**


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Ms. Tracey Whitehead	Principal
Ms. Katie McBride	Admin. Assistant
Mrs. Lynn Rathbone	Teacher Assistant



## School Directory

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Phone (401) 247-3175  
Fax (401) 245-5003  
Email [whiteheadt@barringtonschools.org](mailto:whiteheadt@barringtonschools.org)  
WebSite [www.nayattschool.org](http://www.nayattschool.org)

## School Staff 2017-2018

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<u>Name</u>	<u>Position</u>	<u>Room</u>
<u>Ms. Tracey L. Whitehead</u>	<u>Principal</u>	<u>Office</u>
<u>Ms. Katie McBride</u>	<u>Admin. Assistant</u>	<u>Office</u>
<u>Mrs. Denise DeFanti</u>	<u>Kindergarten</u>	<u>8</u>
<u>Mrs. Kerry Livingston</u>	<u>Kindergarten</u>	<u>16</u>
<u>Mrs. Rania Milman</u>	<u>Kindergarten</u>	<u>7</u>
<u>Mrs. Candace Roberts</u>	<u>Kindergarten</u>	<u>17</u>
<u>Mrs. Tara Cunningham</u>	<u>Grade 1</u>	<u>3</u>
<u>Mrs. Samantha Danielian</u>	<u>Grade 1</u>	<u>2</u>
<u>Mrs. Terrie Kovolyan</u>	<u>Grade 1</u>	<u>1</u>
<u>Ms. Michelle Pereira</u>	<u>Grade 1-Multi-Age</u>	<u>1A</u>
<u>Mrs. SueAnne Baxter</u>	<u>Grade 2</u>	<u>10</u>
<u>Mrs. Cristen Smith</u>	<u>Grade 2</u>	<u>13</u>
<u>Ms. Fran Taft</u>	<u>Grade 2</u>	<u>11</u>
<u>Mrs. Kathy Kwolek</u>	<u>Grade 2-Multi-Age</u>	<u>2A</u>
<u>Mrs. Michelle Blanchette</u>	<u>Grade 3</u>	<u>12</u>
<u>Mrs. Loraine Codega</u>	<u>Grade 3</u>	<u>15</u>
<u>Mrs. Kim Spaight</u>	<u>Grade 3</u>	<u>14</u>



<u>Ms. Deborah Ferreira</u>	<u>Grade 3-Multi-Age</u>	<u>3A</u>
<u>Dr. Dawn Carusi</u>	<u>Reading Specialist</u>	
<u>Ms. Claudia Muccino</u>	<u>Instructional Coach/Enrichment</u>	
<u>Mrs. Amy Gusetti &amp; Mrs. Kristin White</u>	<u>Art</u>	<u>9</u>
<u>Mr. Mike Gesmondi &amp; Mr. Perry Miller</u>	<u>Physical Education</u>	<u>Multipurpose</u>
<u>Mr. Mark Vadnais &amp; Mrs. Karen DeWitt</u>	<u>Music</u>	<u>Room 5</u>
<u>Mrs. Cathy Fales, Maureen Thurston, &amp; Steve Marchetti</u>	<u>Speech/Language &amp; Special Education</u>	<u>4</u>
<u>Mrs. Catarina Anselmo</u>	<u>ELL</u>	
<u>Mrs. CherylAnn Bertoncini</u>	<u>Librarian</u>	<u>Room 6</u>
<u>Mrs. Nichole Collins</u>	<u>School Nurse-Teacher</u>	<u>Health Room</u>
<u>Dr. Karen DeSpirito</u>	<u>Psychologist</u>	
	<u>Physical Therapist</u>	<u>Stage</u>
<u>Mrs. Nancy Voight</u>	<u>Occupational Therapist</u>	<u>Stage</u>
<u>Mrs. Heidi Brousseau</u>	<u>Emotional Regulation Specialist</u>	
<u>Mrs. Patricia Beauchemin</u>	<u>Social Worker</u>	
<u>Mrs. Kathy Flaherty</u>	<u>Building Intern</u>	
<u>Mrs. Kyle Laucella &amp; Ms. Christiana Marra</u>	<u>Kindergarten Interns</u>	
<u>Mrs. Cheryl Acciaro</u>	<u>Teacher Assistant</u>	<u>4</u>



<u>Mrs. Sarah Kelley</u>	<u>Teacher Assistant</u>	<u>4</u>
<u>Mrs. Lynn Rathbone</u>	<u>Teacher Assistant</u>	<u>Office</u>
<u>Mrs. Julie Power</u>	<u>Teacher Assistant</u>	<u>4</u>
<u>Mrs. Heather Smith</u>	<u>Teacher Assistant</u>	<u>4</u>
<u>Mrs. Katie Adams</u>	<u>Teacher Assistant</u>	<u>Office</u>
<u>Mrs. Kristen Patterson</u>	<u>Teacher Assistant</u>	<u>4</u>
<u>Mr. John DiPierro</u>	<u>Custodian</u>	
<u>Mr. Antonio Faria</u>	<u>Custodian</u>	
<u>Mr. Jaime Ferreira</u>	<u>Custodian</u>	

### **Nayatt School Parent Teacher Organization**

The Nayatt School PTO is a partnership of parents, teachers and administrators whose primary purpose is to enhance and enrich the education of our children and students.

<b>Executive Board</b>	
Co-Presidents	Carrie Newton and Alison Reuter
Vice President	
Treasurer	Ray Sander
Recording Secretary	Ashley Phenix
Corresponding Secretary	Kate Davignon
<b>Event/Program Coordinators</b>	
Feinstein Liasons	Cathy Fales and Fran Taft
Fall Family Night Chair	Carrie Newton and Sarah Case
New Student Orientation	
Book Fair	Maya Binerley and Nora Caldarella
Book Fair Family Night	Kaitlin Palmieri
Box Tops	Michelle Aguiar and Stephanie Dokos
Hospitality	Ann Hof Erin Saltzman
Gardens & Grounds	Ivy Miliken
Directory/Technology/Membership	Darrell Lievenese and Sue Andrade
Extended Day	Megan Baille
STEM Night	Susan D'Andrea, Sarah Gaines, Samantha Fillipo, and Jenna Marchal
Grant Writing	Carrie Newton, Nora Caldarella, and Kim Perez



Green Team	Lynn Bria
Health/Wellness Comm.	Melissa Coen
Library Volunteers	
5K Committee	Esther Robbins, Claudia Maiorana (Co-chairs) Ann Hof, Kate Reagan (Sponsorship Co-Chairs)
Fine Arts Night Liason	
Arts Alive Liasons	
Reading Week	Dawn Carusi and CherylAnn Bertoncini
Room Parents	
School Committee Rep	TBD
School Store	
School Picture Day	Jen Arden
Jog-a-thon	Lisa Keswick and Mike Gesmondi
Third Grade Send Off	
Yearbook	Gina Bae

## District Philosophy of Behavioral Expectations

The Barrington Public Schools (BPS) believes that discipline should respond to the social and emotional development of each student. Significantly, BPS commits to a safe and respectful school environment. As such, our behavioral expectations and responses will work in concert to achieve these goals. To achieve this end, the District has adopted [Responsive Classroom](#) and [Positive Behavioral Interventions and Supports](#) (PBIS) at K-5. Further, BPS has instituted the [Collaborative for Social Emotional and Academic Learning](#) (CASEL), which identifies five core competencies students should master to promote healthy and productive learning environments.

The **Responsive Classroom** approach is a way of teaching that emphasizes social, emotional, and academic growth in a strong and safe school community. The approach consists of practical strategies such as interactive modeling, reinforcing, reminding, and redirecting language, and academic choice for helping children build academic and social-emotional competencies day in and day out.

### Guiding Principles

The **Responsive Classroom** approach is informed by the work of educational theorists and the experiences of exemplary classroom teachers.

**Seven principles** guide this approach:

1. The social and emotional curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn.
3. Great cognitive growth occurs through social interaction.
4. To be successful academically and socially, children need to learn a set of social and emotional skills that include cooperation, assertiveness, responsibility, empathy, and self-control.






5. Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach is as important as knowing the children we teach.
7. How we, the adults at school, work together is as important as our individual competence: Lasting change begins with the adult community.

**PBIS-Positive Behavioral Interventions and Supports (PBIS)**

PBIS is a school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. It is a continuum of positive behavior support for all students within a school which is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms).

Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs.

		<b>ROUTINE/SETTING</b> <i>Empowering All Students to Excel</i>								Revised 08/2017
		Bathroom	Arrival	Hallways	Recess	Lunch	Specials	Morning Meeting and Assemblies	Dismissal	Bus
<b>Rules / Expectations</b>	<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>•Go</li> <li>•Flush</li> <li>•Wash</li> <li>•Leave</li> <li>•Return</li> </ul>	<ul style="list-style-type: none"> <li>•Find a square and sit on your bottom</li> <li>•Walk into building and multipurpose room</li> <li>•Stay with your class</li> </ul>	<ul style="list-style-type: none"> <li>•Walk to the RIGHT</li> <li>•Walk around people and things</li> <li>•Stay with line</li> </ul>	<ul style="list-style-type: none"> <li>•Use equipment appropriately</li> <li>•Follow rules</li> <li>•See teacher</li> </ul>	<ul style="list-style-type: none"> <li>•Raise hands</li> <li>•Walk in and walk out</li> <li>•Eat your own food carefully</li> </ul>	<ul style="list-style-type: none"> <li>•Settle in quickly</li> <li>•Get ready to learn</li> <li>•Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>•Find a square</li> <li>•Sit on your bottom</li> <li>•Stay with your class</li> </ul>	<ul style="list-style-type: none"> <li>•Walk to lines and buses</li> <li>•Keep doorways clear</li> <li>•Pay attention and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>•Listen to driver and monitor</li> <li>•Stay in seat</li> </ul>
	<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>•Say a quick "hello", then "goodbye"</li> </ul>	<ul style="list-style-type: none"> <li>•Talk quietly until the signal</li> <li>•Participate in the meeting</li> </ul>	<ul style="list-style-type: none"> <li>•Walk Quietly</li> </ul>	<ul style="list-style-type: none"> <li>•Take turns</li> <li>•Include everyone</li> <li>•Be nice</li> </ul>	<ul style="list-style-type: none"> <li>•Use polite language</li> <li>•Listen to adults</li> <li>•Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>•Listen to teachers</li> <li>•Join the group</li> <li>•Sit in one spot</li> </ul>	<ul style="list-style-type: none"> <li>•Listen together</li> <li>•Clap appropriately</li> </ul>	<ul style="list-style-type: none"> <li>•Say goodbye to friends and adults</li> <li>•Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>•Talk at our seat in quiet voices</li> </ul>
	<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>•Clean up</li> <li>•Report problems</li> </ul>	<ul style="list-style-type: none"> <li>•Keep hands to yourself</li> <li>•Leave a path</li> <li>•Order your food or drink</li> </ul>	<ul style="list-style-type: none"> <li>•Keep hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>•Walk to lines</li> </ul>	<ul style="list-style-type: none"> <li>•Throw trash away, recycle, compost</li> <li>•Clean up spills</li> </ul>	<ul style="list-style-type: none"> <li>•Try your BEST</li> </ul>	<ul style="list-style-type: none"> <li>•Leave a path</li> <li>•Keep hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>•Be ready for dismissal.</li> <li>•Join your lines and stay with your group</li> </ul>	<ul style="list-style-type: none"> <li>•Be ready for your stop</li> <li>•Take your things with you</li> <li>•Follow directions</li> </ul>



The five core social emotional competencies identified by CASEL, The Collaborative for Social, Emotional, and Academic Learning enhance students' capacity to integrate skills, attitudes, and behaviors to deal effectively and ethically with daily tasks and challenges.

### **CASEL Competencies:**

**SELF-AWARENESS** - The ability to accurately recognize one's emotions and thoughts and their influence on behavior. This includes accurately assessing one's strengths and limitations and possessing a well-grounded sense of confidence and optimism.

**SELF-MANAGEMENT** - The ability to regulate one's emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.

**SOCIAL AWARENESS** - The ability to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize family, school, and community resources and supports.

**RELATIONSHIP SKILLS** - The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. This includes communicating clearly, listening actively, cooperating, resisting inappropriate social pressure, negotiating conflict constructively, and seeking and offering help when needed. **RESPONSIBLE**

**DECISION-MAKING** - The ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, and the well-being of self and others.

## **STANDARDS OF BEHAVIOR AND CONDUCT**

A student is expected to observe the basic rules of common courtesy and to show respect for the rights of others. Following the tenets of PBIS, students will be safe, respectful, and responsible. The influence of the parent on a student's school behavior is essential. Accordingly, parents are asked to cooperate with the school in its effort to maintain a well-ordered learning environment for all children.

All teachers and students are trained on the tenets of PBIS and Responsive Classroom. Parents are afforded an overview of PBIS and Responsive Classroom, as well as the process for assigning consequences, through the school handbooks and through the provision of an overview at either a PTO meeting or during open house. Please discuss the following standards of conduct with your child/children so that the home and school are aligned on this important issue and refer to Student Conduct, Behavior and Discipline and Bullying Policy which can be found at [www.barringtonpublicschools.org](http://www.barringtonpublicschools.org) (School Committee, District Policies) for more information.

## **CODE OF CONDUCT-PBIS Expectations at Nayatt School**



We expect that our students' behavior is guided by the principles of **safety, respect and responsibility** in order to foster a positive learning environment. We have three school rules:

1. **Follow the direction of the school staff.**
2. **Keep hands, feet and objects to yourself.**
3. **Use appropriate language at all times.**

### **General Rules of Behavior**

1. Students will be safe, respectful, and responsible
2. Fighting and any other actions which are threats to safety are not permitted
3. Misuse or destruction of property is not permitted
4. Bullying or harassment will not be tolerated

The goal of BPS is to promote the use of natural consequences connected to the behavior being addressed. The following range of consequences may be applied at the discretion principal, depending upon the needs of the child, the nature of the offense, and the frequency of the occurrence:

1. Warning and conference on the behavior issue and choice making
2. Instituting an informal plan to support good choice making
3. Meeting with principal/teacher/parent/student
4. Time out in a designated area
5. Loss of privileges
6. Restoring defaced property
7. Referral for Behavior Plan or Supports
8. In school suspension
9. Out of school suspension-[Suspension Policy](#)

In rare circumstances, to protect the safety of students and others, school personnel may need to use physical restraint in compliance with the District's physical restraint policy found on the District Website.

Staff members in all buildings are trained in Nonviolent Crisis Intervention through the [Crisis Prevention Institute](#), which requires de-escalation techniques

## **DRESS GUIDELINES**

The Barrington Public Schools recognizes that individual student dress is primarily a parental responsibility. Student dress should reflect concern for health and safety of the student and others. When the dress of an individual student constitutes a health problem, seems to be unsuitable for school wear, is a physical danger to any person, or when the student's manner of dress or grooming causes a disruption or disturbance, administrators shall take appropriate action to correct the situation.

Inappropriate items for the school day include but are not exclusive of the following:

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1. Clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocate or promote sexual activity, violence, death, suicide, or the use of alcohol or drugs, or demean, degrade, or intimidate another because of race, gender, sexual orientation, religious persuasions, national origin, disability, or signify gang membership.
2. Apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso and/or undergarments.
3. Any clothing of transparent material through which underwear or any type of undergarment may be seen.
4. Clothing which does not cover backs, clothing which exposes cleavage, halter tops, tank tops with open sides, spaghetti strap tops, and muscle/tank shirts.
5. Skirts, dresses and shorts which are excessively short (mid-thigh or longer is acceptable).

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

Individual building requirements are to be considered to be applicable and in addition to those found here in. Students and their parents should make themselves aware of the requirements of each building which serves those students.

## **School Attendance**

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Parents are urged to support our District Attendance Policy. All children are expected to be in attendance each day unless they are ill or a family emergency arises. **If your child is absent from school, he/she cannot attend any school and/or PTO activities on that day.**

Absence from daily class work hinders a child's academic progress at all grades including kindergarten. For this reason, we encourage you to try to schedule your child's appointments after school hours. Parents are also urged to plan vacations that coincide with school vacations. Extending a school vacation is also discouraged as it interferes with the learning process. This will ensure that students will not miss work planned as part of their comprehensive educational experience as classroom interaction cannot be recaptured.

If your child is absent from school or going to be tardy, please call the school office before 8:30 a.m. If your child is absent and the office does not receive a call by 8:30 a.m., the school will call you at home or at work to confirm the absence. Email notifications cannot be accepted for absences, tardiness, or dismissals.

**Tardiness and absences are significant problems that interfere with classroom instruction.** The school office will monitor excessive absences and late arrivals. When a student is absent due to illness for more than three consecutive school days, a doctor's note will be required upon the child's return to school.

Families with students who are absent or tardy for 10% or more of the school year will receive a letter from the school advising them of the potential for truancy proceedings. If absences and tardies are deemed excused, proceedings will not occur; however, all families will be advised of absent and tardy counts that reach or exceed 10% of the school days.



The Rhode Island Department of Education defines excused and unexcused absences for public schools. Please note absences and tardy codes with a \*\*\* are considered unexcused in the reporting to the Rhode Island Department of Education.

		<b>Excused/Unexcused</b>
Present	In school, regular instructional program	
Present	Out of school, regular instructional program activity	
Present	Out of school, school-approved extracurricular or co-curricular activity	
Absent	Non instructional activity recognized by State or school	Excused
Absent	Religious observation	Excused
Absent	Illness, injury, health treatment, or examination	Excused
Absent	Family emergency or bereavement	Excused
Absent	Disciplinary action, not receiving instruction	Excused
Absent	Legal or judicial requirement	Excused
***Absent	Family activity (such as vacation)	Unexcused
***Absent	Student Employment	Unexcused
Absent	Transportation not available	Excused
***Absent	Student is skipping school	Unexcused
Tardy	Religious observation	Excused
Tardy	Illness, injury, health treatment, or examination	Excused
Tardy	Family Emergency	Excused
Tardy	Legal or judicial requirement	Excused
***Tardy	Family activity	Unexcused
***Tardy	Student Employment	Unexcused
Tardy	Transportation not available	Excused
Early Dismissal	Religious observation	Excused



Early Dismissal	Illness, injury, health treatment, or examination	Excused
Early Dismissal	Family Emergency	Excused
Early Dismissal	Legal or judicial requirement	Excused
***Early Dismissal	Family activity	Unexcused
***Early Dismissal	Student Employment	Unexcused
Early Dismissal	Transportation not available	Excused
Early Dismissal	Disciplinary action, not receiving instruction	Excused



## Classwork Procedure for Extended Absences

As stated under Attendance, parents are urged to plan vacations that coincide with school vacations. Extending a school vacation is also discouraged as it interferes with the learning process, and is considered an unexcused absence. Scheduling vacations during school holidays will ensure that students will not miss work planned as part of their comprehensive educational experience as classroom interaction cannot be recaptured. Schoolwork missed due to family vacations or extended vacations will be handled in the following manner:

Parents/guardians should notify the office and classroom teacher of the dates that your child will be absent from school due to a family vacation or extended vacation. **Email notifications can not be accepted.** It is important to note that family vacations are not excused absences.

- During the absence from school, teachers will save any missed work that the child can complete upon his/her return to school. Teachers are not obligated to provide work in advance.
- Upon returning from a family vacation or extended vacation, the teacher will provide each child with a folder of make-up work to be completed. **Schoolwork will not be provided prior to the family vacation or extended vacation.**
- While the activities in class cannot be replicated, maintaining a travel journal and daily reading are encouraged.

## Excessive Absences

In accordance with Rhode Island General Laws, regular and punctual attendance of every child is required. Parents /guardians of students are expected to cooperate in meeting this expectation by exerting every effort to restrict absences, tardiness and dismissals to those which are necessary for the welfare of the child. Students with excessive absences, late arrivals, and/or dismissals may be considered truant. BPS is required to notify parents/guardians in writing when absences, tardies, and dismissals exceed ten percent of the school year. It is important to note that family vacations are not excused absences.

## Arrival and Dismissal Procedures

### Arrival Guidelines

It is our goal to ensure a safe transition to and from school each day. The following guidelines have been established in order to coordinate a smooth, efficient arrival and dismissal.

- Students may arrive beginning at 7:55 a.m.
- Children who arrive after 8:15 a.m. are late.
- **All students who are late must report to the office with a parent or guardian** where they will be given a tardy slip to class.

We encourage parents to make use of the bus transportation to avoid traffic problems at the school and assure a prompt arrival. Children arriving by bus will be dropped off by the K doors in the side parking lot. Children arriving by car should be dropped off on the sidewalk in the front of the school **no earlier** than 7:55 a.m.

Most students will enter the building via the K doors and travel through the building for Morning Meeting with Ms. Whitehead and Mrs. Rathbone. Students order breakfast, lunch, or milk with Mrs. Rathbone at this time. Lunches must be ordered with Chartwells, the Food Service provider by 9 a.m. If your child will be late due to an appointment or other need, please call the office and order lunch. Lunch menus are posted on the school and district website weekly.

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## Dismissal Guidelines

Kindergarten students transition to their dismissal location five (5) minutes prior to dismissal so that the transition may be carefully supervised.

1. On occasion, you may need to change your child's regular dismissal plan. In this instance a note must be sent to the school office in the morning. At times, plans may need to change during the school day. **You must notify the office of any change by 2:00 p.m. Email notifications can not be accepted. Upon calling the school, you will be directed on the steps necessary to provide verification in writing of the dismissal change.**
2. Photo identification may be required by the person picking up your child. It is the parent's' responsibility to notify the school who is picking up your child and to let that person know to bring photo identification.
3. Also, on some days you may need to pick up your child early. In this instance, a note must be sent to the school office in the morning. **When you arrive at school, you will need to report to the school office, present a photo ID to the school secretary, and sign out your child.** At this time, your child will be called to the office for early dismissal. Please do not go directly to the classroom because it will interrupt instruction.
4. Dismissal takes place at 2:40 p.m. in the following order:
  1. Bus Students and DayCare Vans
  2. Walkers
  3. Car Pick Ups
5. All students who do not live within the ¾ mile walking radius of the school who are not taking the bus must be picked up in the front of the school, under the awning.

## Homework

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### [DISTRICT HOMEWORK POLICY](#)

## Teaching and Learning

e students take ownership in their learning and aware of the process. This will increase student achievement PK-12 through grade level and department PLCs.

## Progress Reports

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Communicating to parents about their child's educational progress is a priority for all staff at Sowams School. In order to make certain that clear, consistent information is discussed with families, we have established opportunities for teachers and parents to discuss their child's learning as well as opportunities during the school year for parents to receive progress reports. The standards listed on the progress reports represent what your child should be able to do at the end of the school year.

In kindergarten through grade five, parents attend parent conferences at the end of the first trimester and receive a progress report at the end of the second and third trimesters. Parents access progress reports through our student information system, Aspen. Progress reports are not sent home with students. When progress reports are posted in Aspen, an email is sent to parents. To access the progress reports you will need your username and password. [Aspen](#) assistance requests can be sent to **X2help@barringtonschools.org**.

Parents may schedule conferences with their child's teacher at any time by contacting the teacher directly to determine a time mutually agreed upon by teacher and parent. The following hints are helpful in preparing for a conference:

1. Prepare a list to help the teacher understand your child better.
2. Make a list of questions for the teacher. You may wish to know about programs, schedules, grading, homework, etc.
3. Be sure to find out from the teacher what you can do at home to help your child.
4. Help create a climate of partnership with the teacher and school.

**Procedure for Classroom Placement Requests** for specific teachers for your children cannot be accepted in the Barrington Public Schools. Our primary responsibility is to develop classes that reflect a balanced distribution of student styles, abilities and needs. Your child's current teacher works with other teachers at the same grade level to develop classes for the next school year. They take this responsibility seriously and do their best to match teachers and students, while still separating children who need to be in different classrooms. Individual needs of each student are considered and weighed in light of the overall composition of the classes.

## **Glossary of Commonly Used Terms**

In order to assist Nayatt School parents in their understanding of the instructional materials that are used to support high quality teaching and learning, some of the more commonly used terms related to curriculum are highlighted below.



**Balanced Literacy:** A balanced literacy or balanced reading program contains key elements that support the development of reading, writing, speaking, and listening skills. According to the Rhode Island Reading Policy (February, 2000) these components include direct 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 classroom assessments tied to instruction.

**Deeper Learning:** Deeper Learning is a focus on integrating the following competencies into instruction across the curriculum: master core academic content,



think critically and solve complex problems, communicate effectively, work collaboratively, learn how to learn, develop academic mindsets.

**Nayatt School Deeper Learning Team:** CherylAnn Bertoncini, Rania Milman, Tara Cunningham, SueAnne Baxter, Michelle Blanchette

**Guided Reading:** Guided reading is a strategy used to teach emergent readers. It is characterized by the use of specially designed literature geared to each child's individual reading level. At Sowams School, guided reading is implemented along with writing, word study and self-selected reading as part of a balanced literacy program

**Inquiry:** This is a learning strategy that requires students to deeply examine a question and build a hypothesis or explanation, before investigating the topic. It is an approach that is frequently used in problem solving, critical thinking, and across our science, technology, arts, and mathematics classes.

**Multi-Tiered System of Support (MTSS):** MTSS is an integrated, comprehensive framework for how we systematize supports to ensure all students have access and opportunity to achieve the Common Core Standards. MTSS includes both academic, behavior and social/emotional supports across three tiers of instruction.

**Personal Literacy Plan (PLP):** A Personal Literacy Plan is a document with literacy learning goals for any student reading below grade level. This is one of the vehicles used at Nayatt School to individualize instruction. A PLP specifically identifies ways that teachers, parents, and students can work together toward improved student achievement.

**Parent Teacher Organization (PTO):** The Nayatt School Parent Teacher Organization (PTO) is an active group of parents and teachers who plan and organize various student activities throughout the year. PTO meetings are held on the first Monday of every month at 7:00 p.m. Babysitting is provided. All parents and teachers are encouraged to join and become active participants in the meetings and the many school functions sponsored by this organization. To assist with attendance, childcare is provided free of charge.

**Problem Based Learning:** PBL is a student-centered approach in which students are posed a problem and dive deeply into their subject matter through a hands-on investigation of a topic through hands-on or experiential learning.

**Problem Solving Team:** This team of teachers, specialists, and the building principal is designed to discuss students having learning and behavioral concerns. The team discusses strategies which can be used to assist the child in being successful in school. The classroom teacher, along with parental support, implements classroom interventions in order for the student to learn to the best of his/her ability.



**Response to Intervention (RTI):** The practice of providing high quality instruction and interventions matched to student needs, monitor progress frequently to make decisions about changes in instruction and applying data to important educational decisions. Members of our problem solving team meet on a regular basis to determine interventions for students having difficulty academically and behaviorally, monitor progress being made toward grade level expectations and determine next steps for individual students.

**Schoolwide Enrichment:** Our Schoolwide Enrichment program is designed to provide extensions and interest development in a variety of topics that support our curriculum. The focus at Nayatt is the development of talents and interests in all of our students.

**Workshop Model:** This is a strategy that begins the lesson with an exploration of the learning objectives, provides students with whole-group and then small group instruction, moves to opportunities for practices using a variety of strategy, and ends with a brief and reflection of the learning. It is frequently used in our math and language arts blocks.

## **Frequently Asked Questions**

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### ***Are the doors locked at Nayatt School to ensure the safety of children?***

To ensure the safety of all members of the Barrington Public Schools community, all schools have security measures in place to monitor who is entering a building. All doors at each of the schools are locked. Any visitor to our schools will need to be let into the building by a school employee. In order to enter the building during school hours, a visitor will need to ring the school's bell, identify themselves, be let into the building, and report directly to the school office to sign in as a visitor and get a visitor's badge. Identification may be requested of any visitor

### ***What is "Backpack Express"?***

The school sends home a various flyers for events and other information at Nayatt School in the student take home folders. Parents are strongly encouraged to set aside time to review these materials.

### ***How do I contact any my child's teachers?***

Parents and teachers should communicate often. If you need to reach your child's teachers you can write a note and send it to school, call the office and leave a message, or email your child's classroom teacher. The email addresses of the Nayatt Staff are their last name, first initial @barringtonschools.org. After receiving the message or note, the teacher will determine the most effective means of responding.

### ***How do I arrange to volunteer in my child's classroom?***



Nayatt School welcomes the help of volunteers to support and enrich the curriculum. Parents and other community members are encouraged to share time with the school on a regular basis or to be on call as a resource offering a particular area of expertise. To volunteer, please contact your child's classroom teacher and/or Anita DiMatteo, the Barrington Public Schools Volunteer Coordinator [dimatteoa@barringtonschools.org](mailto:dimatteoa@barringtonschools.org). Volunteer Opportunities are posted on [myschoolanywhere.com](http://myschoolanywhere.com). Rhode Island law indicates that volunteers in public schools must have a criminal background check prior to starting to volunteer. Barrington also requires volunteers to participate in district training. For more information, you may contact the volunteer office at 289-0345.

***In the event that our family moves, how can we transfer records to our child's new school?***

If you are moving and would like records sent to your new location, please come by the school a few days prior to the withdrawal date to sign the release of records form. This will allow time to complete the necessary paperwork and assure a smooth transition for your child.

***Do you allow celebrations of student birthdays in classrooms? Are there celebrations involving food throughout the year?***

In elementary schools, celebrating birthdays and various holidays is a common practice in classrooms. **For the safety of ALL children, parents cannot send in treats for their child's birthday, holidays (Halloween, Valentine's Day, etc.), or for classroom celebrations to share with classmates.** If food is sent in for a celebration, the item will be left in the office until the end of the day and then sent home with your child. This includes "treat" bags that children bring in to distribute to their classmates. Room Parents and Teachers collaborate on how to handle classroom celebrations throughout the year, crafts and other activities are planned. As a classroom, we will recognize student birthdays (Summer birthdays will be recognized in June).

## Transportation

It is our goal to ensure a safe transition to and from school each day. The following guidelines have been established in order to coordinate a smooth, efficient arrival and dismissal.

### Walkers

At Nayatt School, "walkers" is a general term used to describe all children being picked up by parents, walking home supervised or unsupervised as of Grade 3, or being transported to a daycare facility.

In order to coordinate a smooth, efficient dismissal process at the end of the school day, the following guidelines will be followed for the dismissal of walkers:

- Walkers and DayCare students will be dismissed at 2:40 p.m. All students who are walking home, or being picked-up by their parents will be dismissed in the following order:
  1. Walkers
  2. Bus Riders



### 3. Car Pick-Up

- All walkers will leave through the front door in order to help school personnel monitor dismissal. Students are escorted by staff to the end of the walkways and released to parents on the other side of the crosswalk.
- Parents wait in their their cars and their child will be loaded into their car along the front driveway to the school
- Children being picked up by a daycare provider should report to the cafeteria. Vans are parked at the rear of the building and students are loaded in the back lot where buses also wait.
- A note must be sent in advance if your child usually rides the bus, but on a particular day will be dismissed as a walker.
- After picking up your child, leave with extreme caution while other children are getting to their cars.

### Bicycles

Although bicycle riding provides significant health benefits, the school recognizes a number of safety issues to be considered when determining if a child should use a bicycle as a form of transportation to and from school.

At Nayatt School, it has been deemed unsafe by the Barrington Police Department for students to ride their bikes to and from school. Thank you for your time and attention.

### Bus Transportation

Eligible bus students are assigned to a bus transportation route and must ride the bus to which s/he is assigned. **Students are not allowed to switch buses except in emergency situations with permission from the school principal.**

Parents must provide a note to the school and a copy furnished to the bus driver with the name of the adult (other than the parent) that the driver can release a child to at the normal bus stop. If the driver does not recognize the person, he/she must contact the terminal so that they can contact the school for verification.

In order to minimize delay to all, it is important that the buses be able to get into and out with little difficulty as possible. There is no parking allowed in the front circle because it is a fire lane.

Buses have the priority. Parents should be especially aware of the traffic law that prohibits the passing of a school bus that is stopped. Please watch for the flashing lights and never proceed when those lights are flashing.



# BUS SAFETY



## Bus Safety Code

Safety 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 school administrator(s). The bus driver is in complete charge of the bus, with student safety being his/her primary concern.

**Only eligible children may ride the bus.** All children who are eligible must ride the bus unless a written note from a parent or guardian is received in the office. Students will be allowed off the bus only at school-designated bus stops. ***Kindergarten and grade one children must be picked up at the bus stop by a parent or designated adult. Kindergarten and grade one students not met by a parent or designated adult will be returned to Nayatt.***

As a matter of safety, video cameras may be used on all school buses. To receive a copy of the policy you may contact the Barrington Public Schools at 245-5000 or you may visit the district's web site at [www.barringtonschools.org](http://www.barringtonschools.org).

Some examples of inappropriate behavior are as follows:

- Fighting, roughhousing, and any other actions which are threats to safety.
- Inappropriate language.
- Littering or throwing objects out of the windows.
- Standing or climbing on seats.
- Smoking or using substances.

These behaviors are subject to disciplinary action. The sequence of disciplinary action is solely the responsibility and authority of the school administrator(s).

All riders must keep their hands, head, and arms inside the bus at all times. Students may be assigned seats, if necessary, following an infraction of the bus safety code. Violation or failure of students to obey this request will result in disciplinary action.

Sequence of Discipline:

1. **First Offense:** A warning
2. **Second Offense:** A three (3) day suspension off the school bus.



3. **Third Offense:** A five (5) day suspension off the school bus.
4. **Fourth Offense:** A ten (10) day suspension off the school bus.
5. **Fifth Offense:** Suspension from the school bus for the remainder of the semester.





## Health and Emergency Information

### Health Overview

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The Barrington Public Schools provide a comprehensive, high quality health program for all students. According to R. I. General Laws: "No instruction in the characteristics, symptoms, and the treatment of disease shall be given to any child whose parent or guardian shall present a written statement signed by them stating such instruction should not be given such child because of religious beliefs." Send requests to:

Assistant Superintendent for Curriculum and Instruction  
School Administration Office  
283 County Road  
Barrington, RI 02806

### Medications

School health policy requires special permission for use of any medications by students. If your child has medications prescribed by a physician, arrangements must be made with the school nurse for dispensing during school time. You and your child's physician will be required to sign a consent form. The school nurse will then make arrangements regarding the time the student will come to the office. **A parent or guardian must supply this medication in the original properly labeled pharmacy bottle.**

Effective 7/2000, Rhode Island State Rules and Regulations permit students to self-carry and self-administer a day's supply of medication during an off-site school sponsored activity (e.g. field trip). In such instances, this medication must be supplied by the parent or guardian in the original properly labeled pharmacy bottle. For additional information please refer to the health booklet or speak with the school nurse.

### Sick Children

If your child becomes ill at school, he/she will be sent to the Health Room. The school nurse or office staff will check your child's symptoms and record his/her temperature. If your child has a fever, or if the symptoms indicate it, the school nurse or office staff will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember, we cannot keep seriously ill children at school. **If your child is sick prior to coming to school, he/she should not be sent on that day.**





## **Emergency Information**

### **Emergency Forms**

It is crucial that student emergency forms be filled out completely and returned promptly to the office. We need to have up-to-date information about how to reach you at all times. Please call us at 247-3175 at any time during the year informing us of any changes in your emergency information to avoid issues in the event of an illness or injury.

In an emergency situation, please keep in mind that we will only dismiss your child to a parent or legal guardian unless you have identified other designated adults on the emergency form. In these instances, we will require photo identification before we will dismiss the child. **Emergency contacts can not pick students up on a daily basis without written permission from a parent or legal guardian.**

### **School Cancellations and Emergency Closings**

In the event that a situation arises when students must be dismissed during the course of the day, the following plan will be put into effect:

The Superintendent of Schools or his designee will make the decision at least one hour before the action is taken. He will make this decision after checking with each of the following:

- 1) Police Chief;
- 2) Director of Public Works;
- 3) Transportation Manager;
- 4) Transportation Manager for Special Education; and
- 5) A weather information source.

After the decision is made, the Superintendent and members of the central office staff will notify the principal of each building, informing him/her of the early dismissal time. The Superintendent will then notify the following stations of the early dismissal time or school cancellation. Parents may sign up for direct text notification from the Rhode Island Broadcaster's Association on any local television or radio station website.

The Superintendent may choose to use the district's "Code Red" emergency phone system to notify parents of an early dismissal.

Walkers on all levels (elementary through high school) will be dismissed by the building principal at the announced early dismissal time.

Schools will normally be dismissed in the following order:

- A. Barrington High School
- B. Barrington Middle School
- C. K-3 Schools (Nayatt, Primrose Hill, Sowams)
- D. Hampden Meadows School

**Parents should make arrangements for an alternative destination for their children in the event of an early dismissal.** In the event of an early dismissal, a serious problem could be created for the child who is dismissed from school and has no other destination after arriving at an empty or locked home. In the event of a serious storm warning that has had widespread announcement, parents who choose to should feel free to pick up their children as early as possible.

Please take some time to discuss the possibility of an early dismissal with your children and the alternative arrangements you have made with friends or relatives.



## District Policies

### NON DISCRIMINATION

***The Barrington Public Schools does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, citizenship, or status as a disabled veteran, or past or present honorable military service with respect to access to, the provision of, or employment in its educational services, programs and activities, including admissions, athletics and other District programs.***

Any person aggrieved by a violation of this Policy may file a complaint with Dr. Paula Dillon, Nondiscrimination Compliance Officer, Barrington Public Schools, 283 County Road, Barrington, RI 02806, 401.245.5000 or may also file a complaint with the following: The Rhode Island Commission for Human Rights, 180 Westminster Street, Providence, RI 02903; The Equal Employment Opportunity Commission, One Congress Street, Boston, Massachusetts 02114; Office of Civil Rights, U.S. Department of Education, 140 Federal Street, Boston, MA 02110. [Click here for the full policy.](#)

### SUBSTANCE ABUSE

The Barrington School Committee is obligated under law and committed in principle to providing a drug and alcohol free school and work environment. Learning is a thinking process, and drugs interfere with thinking, reduce academic achievement, and have serious health and life-threatening consequences. Therefore, it is the Committee's intention to send a clear message to the staff, students, parents, and citizens of Barrington that the following are strictly prohibited: possession, consumption, being under the influence of, and/or distribution, other than as prescribed by a physician for personal use, of controlled substances or drugs and/or other intoxicants at or during any school, school related or School Committee sponsored activity, whether held on school property or at locations off school property. Furthermore, the Committee encourages all staff to become actively involved in enforcing this policy and its regulations. [Click here for the full policy.](#)

### HARASSMENT, INTIMIDATION, OR BULLYING

No student, school employee, volunteer or other member of the school community shall at school personally engage in, nor solicit and/or encourage any other individual to engage in, any action of harassing, intimidating and/or bullying any other student. District policy indicates discipline can be but is not limited to loss of privilege to participate in activities, extracurriculars, athletics, social events, loss of transportation, and up to suspension. [Click here for full policy and reporting forms.](#)

### SEXUAL HARASSMENT

It is the policy of the Barrington School Department to maintain an education <https://drive.google.com/file/d/0B1j6nbhiPz8gSzJrVzFGbHpEUTA/view?usp=sharing> and working environment free of sexual harassment in any form. Supervisors, administrators and all other employees, as well as students, are absolutely prohibited from engaging in sexual harassment of School Department employees, students and visitors. Any act or pattern of sexual harassment by a student(s) in the Barrington School Department is unacceptable and may be the basis for discipline up to and including expulsion. [Click here for the full policy.](#)



## **WEAPONS/VIOLENCE**

The purpose of this policy is to provide a school environment that is conducive to learning. The underlying belief of this policy is that all children have the right to be educated in a safe and nurturing environment. Therefore, each school shall enforce the following policy of zero tolerance for weapons and violence: Any student found to be in possession of a weapon, or involved in an assault, as defined herein, shall immediately be suspended in accordance with applicable due process provisions. During this suspension, the District shall take the necessary steps in determining any additional action, which may include long-term suspension. [Click here for the full policy.](#)

## **ACCESS TO STUDENT RECORDS**

PARENTS OR LEGAL GUARDIANS OF STUDENTS OR STUDENTS OVER THE AGE OF EIGHTEEN YEARS shall have the right to inspect their student's personal file, following the procedure below:

1. Make an appointment with the appropriate administrator (e.g., school building principal or Director of Special Education), either by telephone, or in writing, to arrange for a mutually agreeable time and place, stating any specific data or document in question. In no case may this meeting take place more than forty-five days after the request.
2. The administrator may delegate the responsibility for meeting with the parent, guardian or student over eighteen as:
  - a. The material within each record should be reviewed and interpreted by the appropriate staff members, i.e., speech and language report should be reviewed with the Speech/Language/Hearing Pathologist; psychological testing report should be reviewed with the School Psychologist.
  - b. Parents, guardians or students over eighteen should be advised to go to the primary source of material originating outside the Barrington School Department for interpretation even though they have a legal right to examine such material if it is part of the educational record.
3. Each parent, guardian or student over eighteen shall be required to sign a prescribed form indicating they have inspected and reviewed the records. This form shall include date, signature of parent, guardian or student over eighteen and of school personnel involved. This form shall be kept permanently in the student's record.
4. Parents, guardians or students over the age of eighteen have the right to obtain copies of documents and data within the educational records upon request. A reasonable fee not to exceed the cost of reproduction may be charged.
5. No records may be examined or released to personnel other than within the school department without written consent of parent, guardian or student over eighteen years of age. NOTE: Written consent shall cover only the release of material originating in the Barrington School Department to responsible agencies. Agencies requesting other information that may be part of the educational record should be advised that they must go to the primary source for such material.
6. The administrator responsible for the educational records may periodically review and destroy misleading, outdated, or irrelevant information contained in the records provided that the parent, legal guardian or student over eighteen is notified in writing and is given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be retained in the record. [Click here for the full policy.](#)



## ACCESS TO PUBLIC RECORDS

Pursuant to Rhode Island General Laws § 38-2-3(d), Barrington Public Schools has adopted the following procedure to help you obtain public records:

1. The designated public records officer for the Barrington Public Schools is the Superintendent. The contact for obtaining public record is the Superintendent's office located at: 283 County Road Barrington, RI 02806 Phone: 401-245-5000 Fax: 401-245-5003 Normal business hours for the School Department are 8:00 am to 4:00 pm Monday – Friday.
2. In order to request to inspect and/or to obtain copies of documents maintained by the School Department, Barrington Public Schools requests that you complete the request form or otherwise provide a written request for records that clearly identifies the records you seek and state that your request is made pursuant to the Access to Public Records Act. A written request for public records need not be made on the form if the request is otherwise readily identifiable as a request for public records. A written request is not necessary for documents available pursuant to RI General Law 42-35-2 or other documents prepared for or readily available to the public.
3. Requests to inspect public records can be mailed, e-mailed or dropped off at Barrington Public Schools, 283 County Road, Barrington, RI 02806 and directed to the Superintendent's office.
4. There are times when the public records that you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with "good cause," may extend the time to respond by twenty (20) business days (thirty (30) business days total).
5. If after review of your request, the School Department determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws 38-2-2(4)(i)(A) – (Y), the School Department reserves its right to claim such exemption. 252.
6. If you feel that you have been denied access to public records, you have the right to file an appeal with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court. See RI General Law 38-2-8.
7. Barrington Public Schools is committed to providing you with public records in an expeditious and courteous manner. [Please refer to the link to the School Committee Policy Manual to Access the Public Records Request Form](#)

## VIDEOTAPING ON SCHOOL BUSES

The School Committee, after having carefully weighed and balanced the rights of privacy of students and drivers/monitors with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles authorizes the use of video cameras on its transportation vehicles. [Click here for the full policy.](#)

## VIDEOTAPING AND PICTURES

To be more responsive to the community, the School District allows videotaping within the schools. Videotaping provides positive opportunities for the schools to enhance their communications with the community. In granting select permission, the videotaping must contribute to the learning activity and not be disruptive to the school's educational climate. Parents who prefer that their child NOT be in any pictures should notify the school administrator(s) in writing as soon as possible. [Click here for the full policy.](#)

## INTERNET USE

Students are responsible for their actions on school computer networks just as they are in the classrooms or in school hallways. The network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and



responsible manner. Students are responsible for complying with district standards and honoring the agreements they have signed. *Parental permission is required for all students.* Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

*Network storage areas will be treated like school lockers.* Network administrators may review files, communications and sites visited to maintain system integrity and insure that users are using the system responsibly. *Users should not expect that files stored on district servers will be private.* The district will not be held liable for any lost, damaged or unavailable information due to technical or other difficulties. [Click here for the full policy.](#)

## STUDENT BEHAVIOR

The School Committee recognizes the complexity of problems which may be associated with student behavior. The foundation of this policy is based on respect. Respect derives from administration, staff and students making a concerted effort to conform to modes of acceptable behavior commonly deemed necessary for social order. The District's primary concern is for the wellbeing of every child at all times, while at the same time recognizing its obligation to the staff, parents, community, and student body as a whole to maintain a safe and orderly learning environment. As a part of such an obligation, it is, at times, necessary that various types of disciplinary action, including suspension and/or expulsion, be administered. It shall be the policy of the District to protect all constitutional and other legal rights in this process. [Click here for the full policy.](#)

## SCHOOL LUNCH

Please be advised that students will not be allowed to charge once their lunch account reaches a negative balance of \$10. Children will not be refused a lunch and will be offered a nutritional meal consisting of a cheese sandwich on wholegrain bread, milk, fruit and vegetable.

### **Barrington Public Schools Unpaid Meal Charge Policy**

**PURPOSE** The purpose of this policy is to establish consistent meal account procedures throughout the District. Unpaid charges place a financial strain on the food service department.

The goals of this policy are:

- To treat all students with dignity in the serving line regarding meal accounts;
- To support positive interactions with the District staff, District business policies, students and parents/guardians to the maximum extent possible;
- To establish protocols that are age appropriate;
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student; and
- To establish consistent District protocols and procedures regarding meal charges and collection of charges.

**SCOPE OF RESPONSIBILITY:** The Food Service Management Company (FSMC): Responsible for maintaining charge records and notifying the building principal and District of outstanding balances. Responsible for sending parents an automatic notification through the Point of Sale system via email. The Principals: Responsible for notifying the student's parent/guardian with written documentation. The Parent/Guardian: Responsible for providing immediate payment.

**ADMINISTRATION:** Students will be allowed to charge a maximum of \$10.00 for qualified "Type A"<sup>1</sup> reimbursable meals.

- No charges will be allowed for A La Carte foods and beverages.
- Parents/guardians with negative balances will be contacted by the principal or District. This will be done either as a written letter, electronic e-mail, or phone call to the household.



- If charges exceed \$10.00, and parents/guardians do not respond to communication sent by the school and FSMC, an alternative meal will be provided. The meal provided will be 1 "Type A" meals are also referred to as reimbursable meals. Reimbursable meals provide funds from the State and Federal Government for providing complete meals that meet the guidelines established by the USDA. These funds help defer the costs associated with providing a meal. based on available options from the FSMC, the age of the student, and in adherence to student food restrictions/allergies.

For departmental record-keeping, the District should be notified monthly of all negative balances.

A. Parents/Guardians will be sent a written request for "Payment in Full."

B. All charges not paid before the end of the school year will be carried forward into the next school year.

C. Graduating seniors must pay all charges in full. Failure to do so may result in not being allowed to participate in end-of-year activities.

D. If necessary, the District may retain the service of a collection agency. Families with financial hardship will be encouraged to apply for free/reduced meals at anytime during the school year.

To view the entire policy please click [here](#)

## **Barrington HEALTH AND WELLNESS**

The purpose of this policy is to establish guidelines and recommendations for all Kindergarten -12<sup>th</sup> grade students in the areas of physical education and physical activity, health education, and nutrition in part to align with the [Healthy, Hunger-Free Kids Act of 2010](#).

- Grades PK-5 are provided a minimum of 20 minutes of sustained free play recess every day (RIGL 16.22.4.2).
- Withholding recess and/or physical activity as a disciplinary strategy in the classroom or in the school environment is prohibited. [For the Full Policy, Click Here.](#)

## **Transgender Youth Elementary Protocol**

If school staff believe that a gender identity issue is presenting itself and creating challenges for a student at school, or if a student or parent(s)/guardian(s) of a student indicates an intention on behalf of a student to transition, the school should make every effort to work with the student and the child's parents. Where the student has identified a desire to transition, the school should meet with the family to develop a formal transition plan and put measures in place for a caring and supportive school environment. [For the full policy, click here.](#)



## PROCEDURES FOR PARENTS/GUARDIANS FOR ADDRESSING QUESTIONS TO SCHOOL OFFICIALS

Initially, the parent/guardian should bring questions/concerns to the **teacher** and is encouraged to do so. If the problem is not resolved, the parent/guardian should then contact the **building principal**. *If resolution of the concern is not realized* with the teacher or at the principal's level, the next level would be one of the following people depending on the nature of the concern:

Person	Position	Responsibility
Dr. Paula Dillon	Assistant Superintendent for Curriculum and Instruction	Curriculum Limited English Proficiency Reading Response to Intervention/Multi-Tiered Systems of Support Federal Grants Homeless Liaison Guidance
Mrs. Kristen Matthes	Director of Pupil Personnel	Special Education PreSchool 504 Coordinator Health Services Psychology Social Work Student Assistance
Doug Fiore	Director of Administration and Finance	Budget and Finance Insurance School Lunch Human Resources
Mr. Skip Learned	Director of Facilities	Buildings Grounds
Doug Fiore	Director of Transportation	Transportation
Mr. David Burrows	Director of Technology	Technology

**Any concerns not resolved at this level** may then be brought to the attention of the **Superintendent of Schools, Mr. Michael B. Messore, III at 401-245-5000 x 1**. The School Committee has final authority over all matters. If concerns are still on-going after





the above steps have been taken, at parent's request the Superintendent's office will assist in arranging a hearing before the School Committee in order for a parent/guardian to present the issue to the committee.

## ORGANIZATIONS

**BEF- Barrington Education Foundation-** dedicated to raising funds for Barrington Schools. Monies are distributed through a grant process available to teachers, groups and school organizations. [Click here to access BEF Website.](#)

**SEAC- Special Education Advisory Committee-** Representatives from each school meet to discuss and advocate for special education. [Click here to access SEAC Website.](#)

**Health and Wellness Committee-**a subcommittee of the School Committee. [See the Barrington Public Schools Website for more information.](#) School PTOs also have representatives on this committee.

**BPS Volunteer Program** - provides opportunities for parents and community members to assist in classrooms/school libraries, to share knowledge about their professions or their personal hobbies, to work with students assisting them in acquiring new skills, and to engage in various opportunities at each of the schools. Each volunteer must have on file in the district a background check. [Click here to access Volunteer Program Website.](#)

**The Prevention Coalition (The BAY Team)** - collaborates with schools, parents, and community members to provide strategies and activities aimed at reducing risk factors of substance abuse and promoting protective factors.

