

**BPS K-5  
Handbook  
2019-2020  
Draft**



**Primrose Hill  
60 Middle Hwy.  
Barrington, RI  
(401) 247-3170**

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August 2019

Dear Families:

Welcome to Primrose Hill School! At Primrose Hill, we take pride in producing happy, healthy, eager to learn students. I want to encourage you to be engaged participants in the school life of your child and let you know that you are always welcome here. While schools have changed in the last decade, the eager children we receive every day still need our time, investment and energy.

At Primrose Hill, we will make every effort to encourage and support the growth of the whole child – finding “the way in” to balance cognitive, physical and social/emotional development. As your child’s first and best teacher, your help is a necessary part of each student’s success. We believe parents play an active role in their child’s education by:

- Working collaboratively with teachers to optimize success for all children.
- Understanding that any child will thrive when each child’s unique physical, social, emotional, and intellectual needs are recognized and respected.
- Providing opportunities for learning experiences outside of the classroom.
- Fostering independence in their children.

We are so happy to have you all back from summer explorations and we will welcome your child(ren) to a year of thoughtful work and clear accomplishment in a nurturing, energized school environment.

If at any time you have any questions, please do not hesitate to contact the teachers or me. You may contact me at [tolentop@barringtonschools.org](mailto:tolentop@barringtonschools.org). If you would like to contact others on our faculty and staff by email, each person’s address is their last name, first initial@barringtonschools.org.

Welcome back!!

Sincerely,  
Patricia Tolento  
Principal



## Mission & Vision

It is the mission of Barrington Schools to empower all students to excel.

To achieve our mission, Primrose School adheres to the following vision:

Primrose Hill:

Together we...

Inspire

Learn

Love

Grow

In order to achieve our vision, we as a staff have agreed to the following common commitments

### Collective Commitments (How will we get there?)

- Work collaboratively
- Visit classrooms
- Find the positives
- Support one another
- Opportunities, not obstacles
- Love the kids even when ...
- Remember the age - what is developmentally appropriate
- Think about Responsive Classroom
- Remember FUN!
- Belonging, significance, and fun
- Inspire learning
- Be flexible in learning differences
- Celebrate learning differences



## School Committee

**401-245-5000**

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Megan P. Douglas, M.D. Chair

(401) 237-2651

[douglasm@barringtonschools.org](mailto:douglasm@barringtonschools.org)

Erika Sevetsone - Vice-Chair (401)285-6538

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## Administration Office

**245-5000**

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



## School Information

### School Hours

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7:55 a.m. - 2:30 p.m.

### Office Hours

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7:30 a.m. - 3:00 p.m.

### Office Staff

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Mrs. Patricia Tolento  
Mrs. Monique Eaton  
Ms. Emmie Safford

Principal  
Secretary  
Teacher Assistant

### School Directory

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Phone	(401) 247-3170
Fax	(401) 245-5003
Email	<a href="mailto:tolentop@barringtonschools.org">tolentop@barringtonschools.org</a>
Web Site	<a href="#">Primrose Hill</a>



## School Staff 2017-2018

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<b>Name</b>	<b>Position</b>	<b>Room</b>
Mrs. Patricia Tolento	Principal	Office
Mrs. Monique Eaton	Secretary	Office
Mrs. Emmie Safford	Teacher Assistant	Office
Mrs. Jennifer Carlson	Nurse	Office
Mrs. Alison Robey	Integrated Preschool	6
Mrs. Samantha Wessner	Integrated Preschool	13
Mrs. Victoria DiFolco	Kindergarten	7
Mrs. Betsy Hubbard	Kindergarten	21
Ms. Phyllis Murphy	Kindergarten	21
Mrs. Jenifer Stafford	Kindergarten	5
Mrs. Jessika Garcia	Grade 1	3
Mrs. Pamela Poirier	Grade 1	8
Mrs. Asheligh Faria	Grade 1	2
Mrs. Cheryl August	Grade 2	12
Mrs. Jessica Melo	Grade 2	16
Mrs. Yasmina Thomas	Grade 2	9
Mrs. Michaela Tuthill	Grade 2	1
Mrs. Laura Butler	Grade 3	15
Mrs. Alexandra Hentz	Grade 3	10
Mrs. Janet Provost	Grade 3	11
Ms. Katherine O'Kane	Librarian	Library
Mrs. Kristin White	Art	10
Mr. Mark Vadnais	Music	10
Mrs. Jill Malafronte	Special Education	14
Ms. Kelsey Avila	Special Education	19
Mrs. Heather Navarro	Special Education	20
Mrs. Kristy Burns	Speech	20
Mrs. Lisa Sestito	Occupational Therapy	
Mrs. Jennifer Hines	Intervention/Enrichment	
Mrs. Judy LaCross	Reading Specialist	
Mrs. Tracey Maura	Physical Therapist	
Mrs. Elizabeth Alexander	English Language	
Mrs. Catarina Anselmo	English Language	
Mr. Michael Gesmondi	Physical Education	
Mrs. Judith Butterfield	Teaching Assistant	
Mrs. Gail Donohue	Teaching Assistant	
Mrs. Sally Guay	Teaching Assistant	
Mrs. Leslie Moody	Teaching Assistant	
Mrs. Nancy Morrisette	Teaching Assistant	
Mr. John Furtado	Custodian	



Mr. Antonio Farias	Custodian
Mr. Jaime Medieros	Custodian
Mrs. Michele Marcello	Social Worker
Mrs. Rebekah Malone	Psychologist

**Primrose Hill's PTO Board 2017-2018**

<b>Executive Board</b>	
Co-Presidents	Maggie Slane and Alicia Boddy
Vice President	Greg Pelletier
Treasurer	Alexandra Linn
Assistant Treasurer	Angela Bishop
Secretary	Siebel Algon
<b>Event/Program Coordinators</b>	
Arts Alive	
Babysitting	Pat Tolento
Back to School Picnic	Courtney Tutalo
BAY Team	
BEF Liaison	
Book Fair	
Box Tops/Stop and Shop/Amazon	
EOY Fun Day Finale	Pat Tolento Stacey Munzert Angela Bishop
Family Game Night	
Field Day	Kristen VanHull and Stephanie Brucato
Fine Arts Night	Kristin White
Green Team	Emmie Safford; Katie O'Kane
Green Thumb	
Health/Wellness Comm.	
Jog a thon	Angela Bishop and Greg Pelletier
Library Volunteers	Susan Brown
Lunch and Learn	Jenny Hines
Math and Science Night	
Mileage Club	Kristen Van Hull
Recess Volunteers	
Reading Week	Katie O'Kane
Room Parents	
School Spirit(Movie Night/PBruins)	
School Website	
Spooky Stroll	Samantha Wessner and Stacey Munzert





Spring Event	
Sweetheart Dance	
Teacher Appreciation	Heather Magnussen
Third Grade EOY Activities	Pat Tolento, Monique Eaton, Emmie Safford
Yearbook	

## 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.

**Responsive Classroom** is an approach 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 system 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 occur.

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 handbook and through the provision of an overview at either a PTO meeting or during the 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.

### 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

### Cafeteria Expectations

1. Children must use proper table manners in the cafeteria.
2. Children are responsible for cleaning their table areas.
3. Children will use assigned hand signals to gain the attention of the adults.
4. Children will use "inside" voices while talking with classmates sitting next to them.

### Playground Expectations

1. Any activity that is potentially harmful is NOT allowed on the playground, i.e., fighting, throwing of inappropriate objects, pulling clothes, tackling, going into the street or woods.
2. School teachers and assistants are in charge of playground supervision. Permission must be obtained before leaving the playground areas.
3. Playground equipment is to be used in the manner for which it was designed. All schools have expected standards of student behavior.
4. All students will be included in play.
5. Whether a student won at the game or lost, all students will display good sportsmanship.



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 of the principal, depending upon the needs of the child, the nature of the offense, and the frequency of the occurrence:

1. Warning and education 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 (such as participation in before or after school activities)
6. Remaining beyond a regular school day
7. Restoring defaced property
8. Referral for Behavior Plan or Supports
9. In-school suspension
10. Out of school suspension

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 the 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:

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 herein. 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 (This includes Arts Alive).**

Absence from daily classwork 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.

		Excused/Unexcused
Present	In school, the 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 the State of school	
Absent	Religious observation	
Absent	Illness, injury, health treatment, or examination	
Absent	Family emergency or bereavement	
Absent	Disciplinary action, not receiving instruction	
Absent	Legal or judicial requirement	
***Absent	Family activity (such as a vacation)	
***Absent	Student Employment	
Absent	Transportation not available	
***Absent	A student is skipping school	
Tardy	Religious observation	
Tardy	Illness, injury, health treatment, or examination	
Tardy	Family Emergency	
Tardy	Legal or judicial requirement	
***Tardy	Family activity	
***Tardy	Student Employment	
Tardy	Transportation not available	
Early Dismissal	Religious observation	



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

### **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
- 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 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 between 7:45 a.m. and 7:55 a.m.
- Children who arrive after 7:55 a.m. are late.
- **All students who are late must report to the office** 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 in the lower parking lot of the school **no earlier** than 8:00 a.m.

For the safety of all children arriving by car should be dropped off in one of the two drop off zones. The first one is in front of the school on Middle Highway. This area is reserved for moving traffic, not for parking and walking our child in. **PLEASE DO NOT MAKE A U-TURN ON MIDDLE HIGHWAY.** The second drop off area is in the parking lot on County Rd. Please pull in to the drop off lane. There will be an adult there to help unload your child. Please have your child on the side of the car nearest the sidewalk to avoid having to unload them from the other side of the car nearest the parking lot. If you walk your child into the building, you need to park in the parking lot. If you walk your child in please cross where the adult is and use the sidewalk to access the building. PLEASE DON'T CROSS WHERE CARS ARE ENTERING the parking lot.

**PLEASE DON'T PASS IN THE DROP OFF LANE - THIS IS DANGEROUS TO ALL**

## Dismissal Guidelines

We are concerned with the safety of your child and ask your cooperation in the following procedures. We WILL ONLY accept a phone call for a change of plans if YOU the PARENT or someone on your EMERGENCY CONTACT list is going to pick your student up. We will ask for identification for people we do not know. We must have a note in the morning for all other changes in dismissal. IF necessary we will REQUIRE you to come to the school during the day to bring a note. We will always err on the side of over-cautious to keep your child safe.

1. We have four types of dismissals at Primrose. Walkers (parents who sign that their students are walkers); pickups; busses; and Daycare Vans

Dismissal is at 2:30 p.m.

- All walkers\* will leave through the back door
- Pick ups - Parents need to park their cars and come into the building to sign students out, get student ID card and pick them up from the cafeteria and exit out the back door.
- Children being picked up by a daycare provider should report to the cafeteria.
- 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.

\*At Primrose Hill School, "walkers" is a general term used to describe children walking home unsupervised.

2. Kindergarten and Grade 1 students who take the bus must be met by someone. The driver will not release a student to someone they don't recognize if there is no note and the person doesn't have identification.

3. A note must be sent to school if you wish to change recorded dismissal procedures at any time. This includes any change in the person(s) authorized to pick up your child.





4. Children who walk home across Middle Highway will be crossed by a guard at the designated crosswalk.

Parents are asked to send a note if they need to pick up their child before 2:30 pm dismissal. Please report to the office and your child will be summoned. School security requires that parents never proceed directly to a classroom.

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 students:

**Dropping off items** - If you are dropping off items to your child please report to the office and drop the items at the office. The office will call your student to the office to get their items.

## Homework

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### DISTRICT HOMEWORK POLICY

In developing the homework policy for the Barrington Public Schools (BPS), members of the committee adhered to the following mission: It is the mission of the Barrington Public Schools Homework Committee to empower students to become independent learners through developmentally appropriate opportunities that extend their learning beyond the classroom. This mission, along with research from over fifty independent research studies, John Hattie's meta-analysis of 800 educational studies, data from the Stanford Student Challenge Success survey, parent, student, and teacher homework surveys, and student and teacher forums drive this policy. Homework, for the purposes of this policy, includes any work that a student is required to complete outside of the school day.

In building on this research, homework types should generally fall into one of the following categories:

**Preparation:** provides background information, which allows students to gather/organize information before a lesson/instruction. **Checking for Understanding:** provides students and teachers the opportunity to assess students' grasp of newly acquired learning. **Practice:** reinforces newly acquired knowledge and skills. **Extension of Learning:** provides the pursuit of further knowledge and/or higher-level cognitive applications, or a comprehensive assignment in which students have been provided current instruction and should be completed at home. To meet the needs of all learners, teachers may differentiate homework to connect the content and skills most relevant to the learner.

Differentiation of assignments will occur when teachers, using formative assessment strategies, have determined that assigning the same homework assignment to all learners will prevent access to relevant content, require some students to engage in work on which they have already demonstrated mastery, or prevent some students from extending their learning.

### Lower Elementary Homework Policy (Grades K-3)

The Homework Committee created the below policies and guidelines for Lower Elementary School Students keeping these research findings in mind:

1. Research suggests that homework at this age does not have a positive effect on student learning, and may, in fact, contribute to the start of negative feelings towards school.

2. Home assignments have the most positive impact on reading, math fluency, life skills, and real-life application activities such as measuring in the kitchen, cooking and exploring nature.

3. Research demonstrates that when parents read books above reading level to their child, there is a



positive effect on increasing student vocabulary, comprehension, and background knowledge.

4. Research also shows that game-based learning is an effective home based strategy.

To meet the objectives outlined here:

1. Teachers will encourage students to engage in reading 10-20 minutes per night (read independently or read to).
2. Teachers will provide and encourage students to engage in math fluency practice and games weekly.
3. Teachers will encourage parents to include their children in life skills activities and the application of learning such as measuring in the kitchen, cooking, and exploring nature.
4. Teachers will not assign homework over weekends, long weekends, or vacations.

Link to updated [Homework Policy](#)

## Teaching and Learning

### Progress Reports

Communicating with parents about their child's educational progress is a priority for all staff at Primrose Hill 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 **a progress report posted to Aspen 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](mailto: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 the 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. The 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 Primrose Hill 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 the 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.

**Deep 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.

**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 Primrose Hill 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 Sowams 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 Primrose Hill 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 for 2017-2018 are 9/27, 10/11, 11/8, 2/7, 3/14, 4/11, 5/9 . 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 that 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 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 the 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 Sowams 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 strategies, and ends with a brief and reflection of the learning. It is frequently used in our math and language arts blocks.



## **Frequently Asked Questions**

### ***Are the doors locked at Primrose Hill 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 by any visitor.

***Photographing children other than your own please*** do not photograph children other than your own. There are families who do not wish to have their children photographed. Even if you are related or are "BFF's" please don't do it.

### ***Home School Communication***

Frequently, the school sends home a packet of materials about current events at Primrose Hill School. Parents are strongly encouraged to set aside time to review these materials periodically. Items can be received through email or by hard copy.

### ***How do I contact 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. After receiving the message or note, the teacher will determine the most effective means of responding.

### ***Is it possible to have lunch with my child?***

Primrose Hill School encourages family-friendly procedures that ease the daily transition between home and school. You are welcome to have lunch with your child any day of the week for Grade 2 & 3 12:05 p.m.-12:25 p.m. for grades K and 11:40-12:00. Simply arrive at school with your lunch and sign the visitor's log in the school office along with taking a visitor's badge. We ask that you follow a few simple rules. When the adults are trying to get students' attention - please stop talking (just as we have the students do). Please model appropriate behavior for students. This is a technology-free zone. Please put your cellphones away and please do not take pictures of your child or anyone else's child.

### ***What do I do if I want to attend Town Meeting?***

Town Meeting is a celebration of the accomplishments of students at Primrose Hill School. Town Meetings are held throughout the school year. Students and classes present work they have recently completed; often there are skits or musical presentations by students. If you are interested in attending, simply arrive at school just before the start of Town Meeting, sign in at the office, and join us in the cafeteria.

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



Primrose Hill 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. 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.

***Birthday Celebrations-*** If you would like to send in something for your child's birthday we encourage nonfood items. For nonfood items, you could come in and read a book to the class, pencils, erasers, etc. You could also come in and have lunch with your child. If you choose to send in food items please adhere to the Healthy Food list: string cheese, yogurt, pretzels, popcorn, pudding, fruit cups, applesauce. Items need to be individually wrapped. Please check with your child's teacher for food allergies.

**Invitations** - if you are sending in invitations to a party to be handed out in school, you **must have one for every student in the class**. At this age, it leads to hurt feelings if only some of the students are invited to a party. Please do not send in invitations if it is only for a few students as we will have the student return them home. Many families are in the directory could access their mailing address or email.



# Transportation

## Bus 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.

Our bus transportation provider is Ocean State Transit. Their office is located at 909 Wampanoag Trail, East Providence. (401) 435-5500.

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 Code

The 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 Sowams.



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.

The 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.

### **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 Primrose Hill School, students may ride to and from school with the written permission of a parent or guardian. The Rhode Island Department of Health Bicycle Safety Program, in conjunction with the Rhode Island Department of Education, recommends the following guidelines:

- Always wear a helmet. **Rhode Island law requires that everyone 15 years of age or under must wear a helmet while riding a bicycle.**
- Bicycles should be kept in a designated area, secured by a bicycle lock.
- Students who ride bikes should know the rules of safe bicycling.
- Obey all traffic signs, signals, and pavement markings.





# 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 247-3170 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 a 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

**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, or any other protected category with respect to access to, the provision of, or employment in its educational services, programs and activities, including admissions, athletics and other BPS program as required by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1965, the Age Discrimination Act of 1975, and other federal and state laws that prohibit discrimination. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equity Officer, Assistant Superintendent; 401-245-5000 x 2. You may also direct inquiries directly to the Office for Civil Rights (Boston Office), U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: (617) 289-0111; Facsimile: (617) 289-0150; Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov). If you require an accommodation to attend a meeting or program at a school, call the Equal Employment Officer at least two business days in advance of the meeting or program. **If you require an accommodation to attend a District meeting or program, call the Equity Officer at least two business days in advance of the meeting or program, or the school principal to attend a building-based event.** [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. It is the policy of the Barrington School Department to maintain an educational 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 full policy and reporting forms. Bully Reporting Form and Policy.](#)



## SEXUAL HARASSMENT

It is the policy of the Barrington School Department to maintain an educational 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 the 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 the reasons 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 Policy and 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 social media and images 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**

### **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"1 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.

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**

Barrington Public Schools (BPS) recognizes the World Health Organization, WHO definition of health, which is “a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.” Therefore, the purpose of this policy is 1) to establish guidelines and recommendations for all Kindergarten -12th grade students in the areas of physical education, physical activity, health education, and nutrition in part to align with the Healthy, Hunger-Free Kids Act of 2010 as well as the Centers for Disease Control’s Whole School, Whole Community, Whole Child framework, and 2) to support the health of our students and staff through data-driven programs and systems that support wellness, respect, safety, good nutrition, regular physical activity, and balanced choices as part of the total learning environment. BPS shall provide a comprehensive program that encompasses a combination of learning experiences and environmental supports designed to facilitate behavioral and environmental adaptations that are conducive to health. BPS recognizes that improved health optimizes student and staff performance potential. [For the Full Policy, Click Here.](#)

## **Transgender Youth Elementary Protocol**

### **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 are encouraged to do so. If the problem is not resolved, the parent/guardian should then contact the **building principal**. *If the 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
Mr. Douglas Fiore	Director of Administration and Finance	Budget and Finance Insurance School Lunch Human Resources
Mr. Skip Learned	Director of Facilities	Buildings Grounds
Mrs. Melissa Resendes	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.

