

**E.T. Wyman  
Elementary School  
1 Columbia Avenue  
Warwick, RI 02888  
734-3180**

**Judith J. Daniel  
Principal**

**Donna O'Rourke  
Secretary**



### **Mission Statement**

**Our mission is to create a teaching and learning community, which prepares all students to become self-directed, life-long learners, and skilled communicators who are respectful, responsible, and self-confident contributors to society.**

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# **A Message from the Principal**

## **Welcome**

**Dear Parents/Guardians and Students:**

**It is my pleasure to welcome you to E.T. Wyman School. The faculty and staff join me in saying we are happy to have you as part of the Wyman family. We hope that this will be a successful and satisfying year for you.**

**The pages of this handbook are filled with important information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office (734-3180). We feel that clear and open communication between school and home is important to the success of our educational program.**

**During the 2010-2011 school year we look forward to a cooperative and committed home-school partnership. There are many ways that you can get involved in our school including the PTA, attending school sponsored events and supporting your child's learning daily.**

**After reviewing this handbook with your child please sign the acknowledgement page found at the beginning of the student form packet and return it to school by Friday, September 10, 2010.**

**Sincerely,**

**Judith Daniel  
Principal**

# SCHOOL IMPROVEMENT

## Guiding Beliefs

- \*All students can learn.
- \*Well-rounded education is the shared responsibility of students, parents, school staff, and the entire community.
- \*Learning is a continuous, life-long process.
- \*Appropriate resources are necessary to support learning within school and beyond.
- \*Schools should prepare students to be creative thinkers, problem solvers and effective communicators.
- \*Everyone must be treated fairly and consistently.
- \*Assessing students learning by measuring against established standards is one way to assess programs, but may not acknowledge students' unique talents and abilities.

## Vision

The Wyman School offers a safe, secure nurturing environment. We prepare all students to become creative thinkers, problem solvers and effective communicators, as well as contributing, productive citizens. We are a child-centered community of lifelong learners that recognizes individual talents and abilities. Wyman School is a place where school, home and community collaborate to accomplish our mission and goals.

## Attendance

The importance of regular school attendance cannot be stressed too frequently. RI State Laws mandate regular school attendance, which is most essential if your child is to learn consistently and effectively. Frequent absences interfere with continuity of instruction and reduce a students' ability to maintain a high level of achievement.

Attendance at school is mandated by the Rhode Island General Law 1-19-1 and School Committee Policies JEA and JEDA for those students who have not reached their sixteenth birthday. After that date, students are in school on a voluntary basis and submit to the state mandate and School Committee policy as a condition of enrollment. Maintaining regular school attendance is necessary in order to achieve the goal of an educated citizenry. Consistent with research and national standards, the Warwick Public Schools asserts that the minimum rate of attendance necessary to meet these goals is ninety five percent. In order to be eligible to receive grades, Carnegie units, or be promoted, all students must be present in school a minimum of 165 days per school year. The only exception to the attendance policy shall be the enumerated extenuating circumstances that are verified by school personnel. Extenuating Circumstances:

- Extended/chronic personal physical, or emotional illness as verified by a physician or dentist
- Extended hospital stay as verified by a physician or dentist
- Extended recuperation from an accident as verified by a physician or dentist
- Extended contagious disease within a family as verified by a physician or dentist
- For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal to the principal or his/her designee

For purposes of this policy, *extended* shall be defined as “more than 10 consecutive school days.”

For purposes of this policy, *excessive* shall be defined as “more than five school days within the same quarter.”

For purposes of this policy, *chronic* shall be defined as “more than five school days within a quarter for more than one school quarter.”

The only other exception to the attendance policy shall be other absences that are verified by the principal or his/her designee as stated below.

- Prior school system approved travel for education
- Death in the family (not to exceed one week)
- Catastrophe and/or disaster
- Religious observance

#### Elementary

1. A parent or guardian must call the school to notify the appropriate person of a student's absence.
  2. Parents are required to submit a written excuse for each period of absence or late arrival to school
  3. Students shall be allowed 2 tardies per quarter
  4. Five or more consecutive absences during any marking period will be brought to the attention of the school nurse for review.
  5. Excessive absences and late arrivals which are not the result of a clearly defined medical reason will be brought to the attention of the school attendance administrator.
  6. Each school shall implement attendance procedures that include both incentives and penalties. These procedures shall be uniform throughout the district. The incentives utilized in each school will be consistent with the maturity of the students in order to provide the desired outcomes sought by the school department. The penalties will include the removal of student social privileges, when appropriate.
  7. Family vacations during school time are strongly discouraged. When it is absolutely necessary to remove a student from school for this purpose, students will be responsible for all assigned work while they are absent. These will be counted as unexcused absences.
  8. Parents are encouraged to schedule appointments outside of the school day whenever possible.
  9. Chronic truancy or tardiness will be referred to the school attendance administrator which may result in a referral to the Rhode Island Truancy Court.
- Appeals of attendance related decisions should be directed to the School Principal.

#### School Hours

8:35 A.M. - 2:45 P. M.

Opening and Closing Times

8:35 A.M. - 11:20 A.M.

Morning Kindergarten Session

12:00 P.M. - 2:45 P.M.

Afternoon Kindergarten Session

#### Arriving at School

-Students are to arrive on school grounds no earlier than 8:20 A.M. due to supervision and safety of the children.

~Students will line up at designated spots located at the back of the building upon hearing the 8:30 a.m. bell.

~Students will report to the All Purpose Room on inclement weather days.

~Students who arrive after 8:35 a.m. are considered tardy and must report to the Main Office for a late pass. Students who are habitually tardy will be issued an after school detention. If the behavior continues, Mr. Brown, Warwick Attendance Officer will be notified.

~Kindergarten students meet in the back of the building at the Handicapped ramp.

#### Absences and Tardiness

All children are expected to be in attendance each day unless they are ill or a family emergency arises.

1. Daily attendance is required for all students in the school district.
2. Please send a note to the classroom teacher whenever your child is late or absent from school. The dated note should include the date of the absence, reason for absence and parent signature.
3. Parents should call the school before 8:15 at 734-3180, if your child will be absent or tardy. If a call is not received, we will contact you at home or work to verify the absence. (See appendix material that must be returned to school.)
4. Extended absence due to illness requires a statement from the doctor who is treating the child.
5. Students who are absent from school for *extended vacations or trips* other than regularly scheduled holidays are missing essential lessons. All work must be made up in a timely manner. These are considered *unexcused absences*.
6. Excessive absences and tardiness, which are not, clearly defined medical reasons will be brought to the attention of the School Attendance Officer, and appropriate action will take place.
7. Students who arrive after 8:35 A.M. are considered tardy and must first report to the office. Excessive tardies will be reported to the school attendance officer.
8. See detailed attendance/tardy policy in the Student Form Packet.

#### Early Dismissal Procedures

If it becomes necessary to have a student leave school early, a parent must send a written note to school stating the reason for the request. Only the parent, guardian or adult listed on the emergency card will be allowed to take the child from school. This adult must come directly to the office and sign the child out in a logbook.

Please keep in mind that we will NOT release your child(ren) to a person not listed on the accident/emergency card. Therefore, the person(s) listed on the note should also be listed on the emergency card and be able to present a photo identification.

#### Emergency Closing of School – Dismissal Procedure

Bus students will be called to the Main Office corridor to line up for the school bus. Each bus will be called by bus number over the public address system.

All walkers will exit the building through one of the two back exits leading to the back parking lot and hard top play area. Kindergarten students exit the building from the door next to the All Purpose Room.

All walkers are to use the crosswalks. Please note the locations of the crosswalks and the drop off and pick up procedures. (See appendix for materials regarding drop off and pick up procedures and areas where you can safely and legally park. Also notice the map of the school area.)

There are crosswalks in the following locations around the building:

1. Corners of Pleasant View Road and Parkside Drive.
2. Across Parkside Drive from the basketball court gate.

#### Emergency Closing Procedure

In the event that school is closed prior to the regular dismissal time due to a boiler failure, utility failure, or inclement weather, the Warwick Public Schools will make an announcement.

In the case of a storm or another emergency in which schools will not be opened, announcements will be made over the radio on the following stations: WPRO, WJAR, WARV, WICE and WLKW.

It is extremely important that the Emergency Closing of School Form is accurately and completely filled out and returned promptly to school. Talk to your child (ren) about what to do in the event of an early dismissal. Continue to review the plan over the course of the school year.

### Bicycles

- Students must be in grades 4, 5, or 6 to ride their bikes to school.
- Students must wear a bike helmet. RI State Law requires everyone 15 yrs., of age and under must wear a helmet while riding a bike.
- Student must have written permission from a parent on file in the Main Office stating they have parent permission to ride their bikes to and from school.(See form in Packet)
- Students must secure their bikes to the bike rack located behind the school building on the hard top area, with a bike lock. The school is not responsible for lost/stolen or damaged bikes.
- Students are not to ride their bikes on the school grounds, or while crossing on the crosswalks. Bikes should be walked in these areas.
- Students who ride bikes should know the rules of safe bicycling. Schools may choose to provide bicycle safety training to children who ride bikes to schools.
- These rules include:
  - ❖ -Always wear a helmet
  - ❖ -Always ride on the right side of the road with the flow of traffic,
  - ❖ -Obey all traffic signs, signals, and pavement markings,
  - ❖ -Use hand signals whenever stopping or turning left or right,
  - ❖ -Be sure your bike is the correct size and in good repair,
  - ❖ -Ride single file and walk, don't ride, across busy intersections,
  - ❖ -Give cars and pedestrians the right-of-way,
  - ❖ -Stop and check for traffic before entering a street, and
  - ❖ -Wear bright colors and avoid bicycling after dark.

### Bus Transportation

Proper conduct is required of all students riding the school bus. The bus driver and monitor are the authority on the bus. Students may lose this privilege for misconduct.

All children who ride a bus will take the bus home unless a note in writing requesting otherwise is sent to the classroom teacher.

### Riding Limits

Students living in the City shall be entitled to transportation between established bus stops and schools located within the City in accordance with the following table of riding limits.

<u>Grade</u>	<u>Home School</u>
K	1 1/2 miles
1-2	3/4 mile
3-6	1 1/4 miles

Bus passes are provided by the school department. Students must ride the bus that they are assigned. Any change must be requested in writing to the Transportation Department. **Riding the bus is a privilege not a right.** Please refer to the Code of Behavior for School Busses. Any questions or concerns call Mr. Steve O'Haire, Director of Transportation, at 734-3112. Students who are not bus riders but plan to go to a friend's house after school, **must make other arrangements.** **They may not ride the bus.**

#### **Custody/Access to Records/Changes of Records**

❖ Students are released only to parents or individuals named on the emergency card. Proper identification will be required before a student is released to an unknown individual. Any document issued by a court, such as a "no contact order" should be on file with the school principal in the main office.

❖ If a child's name, address or phone number is changed any time during the school year, the office is to be notified immediately. In addition, any change in a daycare provider or emergency contact person/phone number, must be put in writing and sent to the office immediately. In accordance with federal law, parents have access to all records of their children. Without your prior consent, only you and authorized individuals with legitimate educational interests will have access to your child's records. Should you wish to review such records, please call the school office to arrange for an appointment to do so.

#### **Dress**

In order to enhance the educational environment and promote proper personal growth habits, a dress code has been established by the Warwick Public Schools. Such a code is necessary to remove distracting, disruptive, and dangerous apparel from the educational environment. It is the School Committee's intent not to infringe upon the individuality of the students, but rather to create a feeling and awareness of community pride within the student body. In keeping with that intent, students are required to comply with the following:

Articles of clothing must cover the torso, to be appropriate to the school environment and/or non-disruptive in the classroom.

- ❖ Sunglasses may not be worn in the classroom unless a medical prescription exists.
- ❖ No hats may be worn in school.
- ❖ No clothing that promotes alcohol, drugs, violence, profanity, or is obscene as that word is construed by the United States Court decision shall be worn in a school building.
- ❖ Children should come to school dressed appropriately for the weather.
- ❖ Sandals, flip-flops and other open toed shoe or inappropriate footwear is not to be worn in school for safety reasons.

The School Committee recognizes that a student may be exempted from the provisions of the dress code due to health, religion or handicapping conditions.

#### **Emergency/Accident Cards**

Emergency and Accident Cards will be sent home along with this handbook. **These cards are extremely important.** In case of an accident or emergency we need to know how to reach you or someone that you designate to help your child. Please leave telephone numbers where we can reach you, or a family member, or other person you designate at any time during the school day. Keep in mind that your child will not be released to any individual that is not listed on the emergency or accident card, and this person must present proper identification. Any changes in any of this information should be updated as soon as possible.

### Field Trips

Field trips are scheduled by teachers throughout the school year to supplement different aspects of the classroom curriculum.

- ❖ Notification with details about the trip will be sent home well in advance of the trip. A parent permission slip and any cost for the trip must be signed and returned to the classroom teacher in order for the child to attend.
- ❖ Should a field trip extend beyond the regular school day, it is imperative that arrangements be made to pick up children at school at the designated return time.
- ❖ Any child requiring medication on a field trip must notify the teacher and nurse in order that proper arrangements may be made.
- ❖ A field trip is an extension of the classroom, therefore, school rules apply at all times.
- ❖ The privilege of attending a field trip is contingent upon completion of classwork and appropriate classroom behavior.

### Fire Drills

State law requires a school conduct fifteen fire drills per year.

- ❖ All faculty/staff/students will evacuate the building in a quiet, orderly fashion.
- ❖ In the event that a student pulls a false alarm, law enforcement and parents will be notified.

### Daily Work

Check your child's work daily, which will give you a good idea of what is happening in the classroom. Pay close attention to comments on papers and if there are questions contact the teacher.

### Make Up Work

If a student is out ill, parents may call for homework. The teacher must have sufficient time to compile the worked needed for the next day. The work may be given to either a friend or relative to be sent home or picked up at the office. If a student has been hospitalized, for any reason, and requires special help, parents should notify the school's nurse to make arrangements to review the need for special assistance with the appropriate faculty members. After a long absence, a student shall arrange with the teacher to make up work and tests.

### Homework

The School Committee Policy is that homework shall be assigned to students from grades 1-6 with a view to establishing habits of self-discipline, application, research and creativeness.

Homework has different purposes at different grade levels. For younger children, homework should be designed to develop positive attitudes and work habits while for older students; homework should develop and expand content knowledge. Student performance and achievement is improved by five types of home:

- **Study skills and habits:** these assignments are meant to improve skills such as concentration, discipline, note taking, reading for understanding, and reading for pleasure.
- **Practice/Review:** these assignments are designed to reinforce material presented in class or to work toward mastery of a skill.
- **Preparation:** these assignments typically introduce material that may be helpful in future instruction.
- **Skill Integration:** these assignments require the student to utilize skills that were learned separately and integrate them into a single product, i.e. book report, class project or writing assignment.
- **Extension:** these assignments allow students to use previously learned skills and concepts to further develop their understanding and mastery of certain topics.

➤ Homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study or subject area.

Developing a disciplined schedule, good study and work habits will be advantageous to any child. In addition to nightly assignments teachers will also assign long-term projects in conjunction with classroom units. Homework assignments should increase gradually in difficulty and length throughout the grades.

The following general guidelines are provided to make you aware of the average amount of homework student's experience.

**Kindergarten - Review the child's day with him/her, using papers brought home as a starting point.**

<b>Grade:</b>	<b>Time:</b>	<b>Type of Homework:</b>
Grade 1	An average of 10-15 minutes	Study skills/Habits
Grade 2	An average of 15-20 minutes	Study skills/Habits/Practices & Review
Grade 3	An average of 20-25 minutes	Study skills/Habits/Practices & Review/Preparation
Grade 4	An average of 30-45 minutes	Study skills/Habits/Practices & Review/Preparation
Grade 5	An average of 40-50 minutes	Study skills/Habits/Practices & Review/Skill Integration
Grade 6	An average of 45-60 minutes	Study skills/Habits/Practices & Review/Extension

If students used their time wisely in school, and plan their time for long-term assignments, they should not be spending an excessive amount of time on homework.

If your child is having difficulty, contact the teacher. If your child is spending a significant amount of time beyond the average listed above, please contact the teacher and set up a conference.

### Parent - Teacher Conferences

If you are interested in having a conference with your child's teacher please contact the teacher in writing to request a meeting. The teacher will coordinate with you a day and time for the meeting.

Communication is most important to ensure that your student is progressing appropriately. Concerns and/or questions about a child's school adjustment, progress or behavior should be addressed as quickly as possible, which will clarify a situation or answer a question.

Reports Cards to be sent home on the following dates:

1 <sup>st</sup> Period	November 8, 2010	Monday
*2 <sup>nd</sup> Period	January 24, 2011	Monday
*3 <sup>rd</sup> Period	April 4, 2011	Monday
*4 <sup>th</sup> Period	June 16, 2011	Thursday

\*Progress reports will be issued to Kindergarten children on these dates.

### Health Services

#### Nurse's Role

The role of the school nurse deals with illness occurring during school hours, confers with staff and parents and manages all health cards. It is important, therefore that the nurse be notified if any and all diseases with which your child is either exposed to or infected.

#### Medications

In accordance with Warwick School policy, the school nurse can only administer medications prescribed/advised by a physician or dentist. This includes over-the-counter medicines, such as Tylenol, cough syrup, cough drops, etc. Medications must be brought into school by a parent/adult designee in the prescribed bottle, accompanied by a signed consent form, signed by the physician and parent. The form must include the child's name, name and dosage of the medication, and instructions. Due to time and schedule restraints, medication is given to students only at lunch time. These rules are designed to protect the safety of all students.

#### Medication Forms

The following forms must be obtained from the school nurse, completed and returned prior to any distribution of medications.

1. a completed Physician Authorization Form
2. a completed Parental Request for Administration Form

A discussion with the nurse in regard to delivery of the medication and/or specific information about your child should take place early in the school year. Any questions please do not hesitate to contact our school nurse.

#### Illness

If a student becomes ill at school, parents will be notified. It is very important that you come as quickly as possible to pick up your child. Please do not send your child to school sick or with a fever.

#### Insurance

Accident insurance is offered through a school group policy for at-school and 24 hour coverage. Information will be sent home and should be returned to the Main Office, only if you wish to purchase the school insurance.

#### Kindergarten Snacks

Mid-session snacks are permitted subject to the following guidelines:

1. It is encouraged that snacks be limited to fruit, raisins, crackers, cheese, veggies, etc.
2. The following snacks are not allowed:
  - sandwiches
  - pastry, including small cakes

- beverages
- candy
- any items with peanuts

It is necessary for kindergarten children bring their snacks in lunchboxes

#### Lost and Found

The lost and found area is located in front of the Main Office, in a large trash can. Please make sure children have their names written on lunchboxes, backpacks, book bags, hats/caps and other personal items. Valuables such as watches, rings and money are turned in directly to the office. Parents please check out the collection at any time.

#### Breakfast/Lunch program

All Public Schools shall make a breakfast program available to students attending School. The breakfast program shall meet such rules and regulations as are adopted by the Commissioner of Education.

#### Lunch and Recess

1 <sup>st</sup> lunch	11:40-12:00 Lunch 12:00-12:20 Recess
2 <sup>nd</sup> lunch	12:20-12:40 Lunch 12:40- 1:00 Recess

- ❖ Sodexo will publish a monthly menu.
- ❖ Students can order lunch each morning or may bring a bag lunch from home. Students may purchase milk without having to purchase an entire lunch. Prices for lunch, milk and breakfast will be determined at the beginning of the school year.
- ❖ If a student forgets their lunch or lunch money, they may charge a school lunch. All charges are to be paid back the following day. If a child owes 3 or more days a cheese sandwich will be served.
- ❖ Federal Assistance for the lunch program is available to eligible families. Applications will be sent home. All information is strictly confidential.
- ❖ Students must eat lunch. A parent will be notified if there is a problem.

#### Pictures

- ❖ School pictures will be taken in the fall. October 18, 2010
- ❖ Additional pictures are taken throughout the school year for various special events and/or programs which may be used for publicity purposes. If you do not wish for your child to have their picture published please sign the form in the supplemental packet.

#### Prohibitive Items

The following items are prohibited.

**Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence, for example, but not limited to guns, knives, mace, toy guns, explosive firecrackers, while under the jurisdiction of the school. Items determined to be dangerous will be confiscated. Parents will be notified and in certain cases police will be involved. The items will be returned to the parent at the end of the school year.

**Fireworks/Waterguns:** Fireworks of any nature are completely prohibited from school. "Fireworks" included any combustible substance ranging from toy pistols, firecrackers,

lighters, matches or sparklers to larger explosive articles. It is strictly against the law to store, discharge or explode any fireworks on school property.

Students may not bring any type of water gun, water balloon, or other such objects. These will be confiscated and destroyed.

**Toys, Games, Recorders:** Electronic games, IPODs, Walkmans, paging devices, portable tape recorders, radio, CD players, trading cards of any kind, excessive amounts of money and other items which might interfere with the educational process are strictly prohibited at school and on the bus. The Principal reserves the right to hold unauthorized items until the end of the year.

**Cell phones:** Cell phones are not permitted in school. All cell phones will be confiscated and must be picked up at school by the parent.

### **PTA**

The Wyman PTA general membership meetings are usually held monthly. Notification of these meetings can be found on the monthly school calendar and on the Wyman News and Listserv. Reminders for the meetings are also sent home with the children.

The PTA sponsors a variety of activities during the school year. Parental involvement in this group is important to be a success.

### **2010-2011 PTA Officers**

<b>Co-Presidents:</b>	<b>Janice Hulme &amp; Ted Larson</b>
<b>Vice-President:</b>	<b>Joan McMullen</b>
<b>2<sup>nd</sup> Vice-President:</b>	<b>Judy Daniel</b>
<b>Secretary:</b>	<b>Pam Weeden</b>
<b>Treasurer:</b>	<b>Scott Lajoie</b>
<b>Recording Delegate:</b>	<b>Lillian Dwyer</b>

### **Safety**

Parents are asked to discuss bicycle, bus, and pedestrian safety with their children. Use of the playground during non-school hours is at your own risk. Students are expected to observe playground rules for safe use of equipment both during and outside of school hours. Students should NOT arrive to school before 8:20 a.m. and are expected to promptly leave school grounds at the end of the school day as there is no supervision during these times.

### **Safety Patrol**

Sixth grade students make up the Wyman School Safety Patrol. Duties include: crossing children at crosswalks, assisting monitors with kindergarten and bus students, helping during indoor recess and during drills. Please speak to your child about listening to the safety patrol. They are there for everyone's safety.

### **School Store**

Wyman's School Store is open one bi-weekly during lunch. Prices range from 10 cents to around \$1.50 for various items. The store carries pens, pencils, erasers, folders, notebooks, etc. A notice will be sent home with your child with exact prices and a list of items the store will carry this year. The store is sponsored by the Wyman PTA.

### Smoke-Free School

E. T. Wyman School provides a totally smoke-free environment. This includes no smoking within 25 feet of school grounds.

### Split Grades

Occasionally, it may become necessary to schedule one or several split grade classrooms due to increase or decreases in student enrollment at a particular grade level. When this occurs, the teacher “splits” his/her time between the students in the class at each grade level. For example: In a 2/3 split, the second grade students work with grade 2 math materials while the third graders follow the grade 3 math program. The same is true with most other academic subject areas such as social studies and reading.

During the past 25 years, it has been demonstrated that a student assigned to a split grade does as well or better than students who have participated in a straight classroom. It is felt split grades maintain the integrity of the neighborhood school and eliminates the need to bus children out of the neighborhood.

### Telephone/Messages Statement

Student use of the telephone will be limited to emergencies only. Students will not be allowed to call home for forgotten homework assignments, projects, musical instruments, etc. Exceptions will be made for eyeglasses and other extenuating circumstances. The office is not able to take messages for students. All arrangement for rides home, daycare pick up, forgotten items, etc., should be made ahead of time.

### Testing-New England Common Assessment Program

All Warwick Schools participate in the New England Common Assessment Program. (NECAP) which will be administered to students in grades 3 – 6 during the month of October for Reading, Mathematics and Writing (5<sup>th</sup> grade only). Fourth graders are tested in the spring on Science.

### Transfers

If your child must be withdrawn from E. T. Wyman School, please notify the school office in writing a week prior to the withdrawal to provide an opportunity for completion of school release of records form (by parent) and a check of property accountability. (textbooks, library books, IOU's)

### Truancy

Any student who is absent from school without parental permission or is absent a high number of days, will have their name reported to the School's Attendance Officer. Appropriate disciplinary action will be taken. (See attendance policy in student form packet.

### Vandalism

It is the responsibility of all students to respect and take of school property. Should property (books, desks, walls, etc.) which is willfully damaged, defaced, or destroyed shall be cleaned or repaired by the student whenever possible. Damaged/replacement costs will be paid for by the students. Suspension may result.

### Visitors/Visiting Parents

Visitors to our school are always welcome. Upon entering the school building, **ALL VISITORS MUST** report to the Main Office using the main entrance. While in the building visitors must wear a visitors badge or VOWS pin, to be returned when leaving. Visitors must sign in and out of the building. A sign in/out book is located in the Main Office so that we will know who is present in the event of an emergency.

Parents and visitors may not enter a classroom during school hours unless an appointment has been scheduled with the teacher. This is important for the safety of the students as well as insuring full use of their learning time.

### VOWS

VOWS is the Volunteers of Warwick Schools program for Warwick Public Schools. Volunteers assist in a variety of ways such as tutoring, assisting teachers, clerical work, bulletin boards, library assistance, field trip chaperones, etc. If you are interested contact the Coordinators of VOWS for Wyman School.

### Behavioral Expectations

Wyman School is dedicated to create a learning environment where in children feel safe, secure, happy, and have a maximum opportunity to learn. Through this effort students will become responsible citizens helping to create a positive climate in an orderly environment, which allows learning to take place.

To accomplish this goal, each teacher implements a classroom disciplinary plan. In addition, there are three overall school rules and specific rules governing such areas as the playground, cafeteria, hallways, etc. Please refer to the Behavioral Guidelines at the end of this handbook. Discuss these rules and expectations with your student. Students who break rules receive consequences and students who follow rules are given positive reinforcement. Parent support of our Discipline Policy fosters school environments where learning flourishes.

### Wyman School Incentive Program

Positive recognition is a powerful motivator for elementary age students. It is the sincere and meaningful attention given to a student for behaving according to school/classroom expectations. If used consistently positive recognition will:

- ❖ Encourage children to behave appropriately.
- ❖ Increase a child's self-esteem.
- ❖ Increase positive relationships with students.

School-wide incentives to help provide a positive school climate and to promote respect and responsibility are as follows:

- Red Apple - presented by any staff member who "catches" a student doing a good deed, performing unusual tasks, helping others, excelling in class, etc. (collect 5 earn a healthy snack)
- Yellow Apple - presented by any staff member who "catches" a student habitually doing good deeds or performs well above the standard expectation. (1-yellow apple=5 red apples = a healthy snack)
- Gold Apple - Presented by the Principal to anyone who has demonstrated exemplary work, effort, and/or achievement. (collect 1 = certificate & a healthy snack)

**-Star of The Day - Presented by the Principal to a student who has demonstrated consistent good deeds or extreme acts of kindness or achieved an outstanding accomplishment in or out of school. Student receives a certificate, red apple and their picture is placed on a star on a bulletin board.**

**-Gold Card - Awarded to the students who achieve all 1's or -/ +'s in effort and conduct on their entire report card. Student receives a Gold Card, red apple and homework passes. Special activities or events may take place during the quarter the card is issued. Students do not need a formal pass and they may be dismissed at the closing bell.**

### **Code of Ethics**

**Each Wyman family will receive a copy of the Warwick School Department's "Code of Ethics" at the beginning of the school year. Please review with your child and comply with its rules and regulations. Cooperation and coordination between home and school are needed to reinforce the rules and responsibilities in order to maintain a healthy, productive and growth-oriented atmosphere. Communication is a key factor in ensuring a positive, productive school year for our children.**

### **Basic School Rules**

- 1. Keep your hands, feet and objects to yourself.**
- 2. Follow directions the first time.**
- 3. Respect others. No yelling, teasing, fighting, etc.**

### **General School Rules**

- 1. All students will participate in opening exercises including the Pledge of Allegiance to the Flag, a moment of silence, and patriotic or special activities except where expressly prohibited by religious beliefs. No child shall be disruptive during said exercises.**
- 2. Respect school and personal property by not damaging or stealing said property.**
- 3. Respect the right that all students and staff should be able to work and play in a place that is safe, respectful, free of fear, intimidation and bullying, so that learning may take place in a friendly caring way. (ie. no profanity or obscene gestures)**
- 4. Students will move about the school only with permission, with a specific destination and in an orderly manner. (ie. no running)**
- 5. Students are personally responsible for any money and other valuables brought from home.**
- 6. Students must eat only in designated areas of the building. Chewing gum is not allowed in school or on school grounds. A detention is the consequence.**
- 7. Students shall leave school property only with the permission of the principal or his designee.**
- 8. During fire drills/disaster drills, students will remain silent and follow rules established by the classroom teacher or school official in charge. Once in the designated area, students will remain together with the school official in charge and follow whatever directions are given. By Law 15 drills will be conducted during the school year.**
- 9. Students must remain in control of their actions so that they will:**
  - not interfere with another person's right to learn or teach, and**
  - not physically or verbally harm another person.**
- 10. Students are not to bring to school anything that is illegal or immoral, or will cause injury to another person. (ie., firecrackers, knives, Chinese stars, guns, etc.), or any object that could be used as a weapon.**

### **Cafeteria Rules**

1. Good manners are required in the cafeteria. Do not throw food. Talk in a normal tone. Walk at all times.
2. Do not share food, throw food, or play with another students' lunch.
3. Throw away trash and clean your own area appropriately.
4. No food is to be taken out of the cafeteria.
5. Do not leave the cafeteria or return to your classroom unless you are under direct supervision of a teacher.
6. Do not bring items to school in glass containers.
7. Eat your lunch every day. Parents will be notified if a student does not eat a lunch.

### Playground Rules

1. Do not leave the playground without permission, stay on the playground side of the fence, except when lining up to enter the building. No child should be in any wooded area.
2. Remain out of the building at all times during recess unless there is an emergency or unless permission of a teacher is obtained. No students should be in the building unless they are under the supervision of a teacher.
3. Games which require any kind of contact will not be allowed.
4. Do use playground equipment properly. Remember!!! Safety first! Equipment and game areas are to be shared.
5. Do not bring hardballs, footballs, Frisbee's or skateboards to school. They are too dangerous on a crowded playground. Do not bring walkman, toys, electronic games, etc. Recess is designated for physical activity.
6. Do not play games that could be dangerous to yourself or your friends. A good practice is to keep your hands off one another and feet on the ground. There will be no rough housing or "fake" fighting.
7. Do not throw stones, snowballs, sticks, rocks, etc.
8. Playground equipment should be used in the following manner:
  - never walk in front of or behind a person swinging. Never jump off the swing, or twist and twirl the chain.
  - take turns on all equipment.
  - monkey bars are to be used properly. Do not hang upside down or sit on top of the monkey bars. Hang by your arms only.
  - There is to be no going up the slide the wrong way, or sliding down on your stomach, back or side, or backwards.
9. Form a line in a proper manner as soon as the bell sounds marking the end of recess and lunch period.
10. Bicycles are not permitted for students below grade 4. Use bicycle racks appropriately and stay away from them during lunch time. Bicycles must be locked.
11. Students will hold doors per request of the Lunch Aide/Teacher/Principal.
12. Failure to comply with any directive of a monitor will result in a consequence, ie., loss of recess, detention, suspension.
13. Report all injuries to a monitor.

### Classroom Rules

The classroom teachers will discuss classroom rules with the students, and consequences for infraction of rules.

1. There will be no talking or fooling when announcements are being made and opening exercises are being conducted. Announcements are provided as a service to you, to keep you posted on school activities and events.
2. Do listen courteously when others are talking and expect the same from them.

3. Have the tools necessary for constructive participation including pencils, textbooks, notebooks, etc.
4. Do homework and class work faithfully. It is so much easier to keep up than catch up.
5. Do not take items from the desk of others.
6. Do not throw anything in class such as pencils, paper airplanes, spitballs, paperclips, food, etc.
7. Make sure all school documents are signed appropriately by parents and returned to school in a timely manner, (permission slips, progress reports, report cards, etc.) they are sent home to your parents by teachers so they may work together to help you.
8. Hang coats, hats, etc. in the appropriate areas in your classroom on arrival in the morning and after recess. Lunch boxes and school bags are to be left in the classrooms, and to be taken out only when you need to use them.

In conclusion; show respect for others both in word and action, by treating others the way you would like to be treated. Be cooperative in what you say and do, so that your days at Wyman School will be positive for you.

### Bus Rules

Riding the bus is a privilege extended to Wyman students. It is essential that bus riders cooperate and adhere to the bus regulations. All students will receive a copy of the regulations for pupils riding the school bus. Parents are requested to review this information with their child upon request.

### Bullying, Harassment and Intimidation

Bullying is prohibited in the Warwick Public Schools. “bullying” refers to harassment, intimidation of bullying by means of an intentional written, verbal, or physical act or threat of a physical act. For further information see the Warwick district plan and the student code of ethics.

### Consequences

Behavior is maintained by both positive and negative consequences, rewards and recognition will be given to those students who follow the school rules and demonstrate appropriate behavior. Discipline is the student’s ability to accept responsibility for his/her behavior. Negative consequences for infractions of school rules may include a time-out, loss or recess, writing a note of apology, clean-up detail, payment for damaged items, detention, in-house suspension, or out-of school suspension.

- ❖ Disciplinary referrals: students who choose behaviors that violate any school/classroom rules or regulations of Wyman School will receive a disciplinary referral. All disciplinary referrals must be signed by a parent or guardian and returned the next day to school.
- ❖ Detention: After school detention is held after school from 2:45 – 3:30 PM. In the office area of the school. Detention is assigned only by the Principal. Students will be given 24-Hour notice for serving the detention. Parents must arrange for transportation home at 3:30 PM. Students will do work during this period.

Example of infractions that may result in after school detention

- ❖ Chronic late arrivals to school (8 and up)
- ❖ Failure to do homework/class work.
- ❖ Inappropriate/disrespect, behavior and /language to staff or students.
- ❖ Misuse or destruction of others property/school property.
- ❖ Harassing, threatening, fighting with other students.
- ❖ Throwing items

- ❖ Any other incidents of inappropriate behavior deemed by the administration.

### Suspension

**In House Suspension:** Suspension to another class or the Principals' office during which time the student will complete assignments. The student will not have lunch/recess with his/her classmates. The parent(s) will be notified if possible, by phone. **Home Suspension:** Suspension from school premises. The student will be sent home as soon as the parent(s) are notified and arrangements are made. One or both parents must return with the student for a reinstatement meeting prior to resuming the regular classroom routine.

~Examples of infractions that may result in suspension:

1. Consistent non-conformity to school rules.
2. Destruction of school property or materials.
3. Threatening, intimidating or causing bodily harm to any person on school property or school bus.
4. Having in your possession (on person or in belongings) prohibitive materials.
5. Arson
6. Extortion
7. Forgery
8. False Alarms
9. Tampering with a school computer or computer program
10. Possession of fireworks
11. Truancy
12. Leaving school grounds without permission
13. Any other incidents of inappropriate behavior deemed by the Administration.

One of the more important lessons education should teach is discipline. Discipline, order and responsibility are the foundation upon which society is built. It is the shared responsibility of the home and school to accomplish this goal. The most effective discipline is self-discipline which is considered proper learned behavior. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School and classroom rules and expected behavior are explained to the children.

Any behavior which causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures. Acceptable corrective measures may include, but are not limited to the following:

1. Teacher - Student conference
2. Deprivation of privileges or activities.
3. Time-out in the classroom.
4. Communication with parent via note, telephone or conference.
5. Referral to Principal
6. After School Detention
7. In School Suspension
8. Out of School Suspension
9. Teacher-Parent-Principal conference (may include other members of the staff at any time).

**All students have the responsibility to be aware of all school rules and expectations regulating student behavior and conduct.**

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