



**SOUTH  
KINGSTOWN**  
SCHOOL DISTRICT



## **WAKEFIELD SCHOOL HANDBOOK 2021-2022**

**Wakefield Elementary School**

101 High Street

Wakefield, RI 02879

**PHONE: 360-1400 FAX: 360-1401**

**[www.skschools.net/wa.skschools.net](http://www.skschools.net/wa.skschools.net)**

**Wakefield Wizards R.O.C. Respect Ourselves, Others & our Community**

**“We don’t stand by, we stand up and defend a friend and ourselves!”**

## **MISSION STATEMENT**

In partnership with families and the entire educational community, our mission is to educate and engage ALL of our students in the knowledge and skills necessary to ensure readiness and success in college and career. We are committed to providing every child with rich learning experiences that not only address academics and 21st -century learning but are supportive of the social-emotional needs of our children during this challenging time.

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SKIP is a program within Wakefield Elementary School. As a program designed and run for the purpose of educating young children with disabilities it has a designated Local Educational Agency Representative(LEA) Tracy Andrews-Mellouise. If after speaking with your child's teacher, you have additional questions regarding special education /IEP/referrals to special education, Child Outreach,etc. please contact Tracy ([tandrews@sksd-ri.net](mailto:tandrews@sksd-ri.net) 401 360-1200) as she oversees and has the most updated information re. SKIP, special education and the development of Preschool programs for SKSD. After speaking with your child's teacher, if you have additional non-special education questions about Wakefield Elementary School process/procedures, and general education, please contact Coleen Smith, Wakefield principal..

There are portions of the handbook that pertain specifically to our preschool children and their families. These have been highlighted in blue for you to more easily reference.

Dear Families,

Welcome to **Wakefield Elementary School**, home of the **Wakefield Wizards!** In this handbook, you will find important information that will be useful to you throughout the school year. The Wakefield School Handbook provides schedules, guidelines, communication options, district policies and clear expectations promoting a positive and safe learning experience for all. Please read this document carefully and if you need to access it again during the school year, please note it will be linked to our school website. For your convenience, links to school department policies have been included. They can also be accessed on the South Kingstown School Department's website at [www.skschools.net](http://www.skschools.net) under the drop down link for the *School Committee*.

**Safety will always be a number one priority here at Wakefield Elementary. Please understand that policies, protocols and procedures are in place to keep students safe and allow us to focus on teaching and learning. Our reopening plans follow school policy and are aligned to guidance provided by RIDE, RIDOH, and the CDC. \*\*\* Please read all sections carefully and be sure to reach out with any questions or concerns.**

**Family engagement** is a continuous goal for all of us at Wakefield School. We are here to partner with you as our children grow and learn. Engagement begins with communication. Please be sure to contact us if you have questions, concerns or ideas to share. Open communication will allow us to work closely for the support and safety of our students. While the restrictions that were put in place for safety during the pandemic limited access to our school, we are looking to increase family participation as RIDE makes changes to the guidance. Research shows that the right kinds of school-family connections—those built on relationships, listening, welcoming and shared decision making—can produce multiple benefits for students, including higher test scores, better attendance, better social skills, and improved behavior at home and at school. Please consider volunteering when you can and joining our monthly PTO meetings.

I am grateful to be part of this wonderful school community and I look forward to an amazing year of learning with you and your children.

Coleen Smith, Principal

**Reopening schools in a global pandemic requires a high focus on our health and safety practices. Please know that we will continue to maintain the following mitigation strategies with full fidelity: masks, handwashing, ventilation, wellness screenings and open communication.**



### OUR SCHOOL DAY

8:45	Children may begin to arrive
8:45	Breakfast program begins-preschool-gr 4
8:53-11:33	<b>SKIP morning session</b>
8:53	<b>Instructional day begins preschool-gr 4. Students arriving after this time will be marked tardy.</b>
11:25-12:15	Lunch & Recess
12:33-3:13	<b>SKIP afternoon session</b>
3:13	Dismissal Begins

### Staff Directory

Position	Name	Email	Direct Line
Principal	Mrs. Coleen Smith	<a href="mailto:csmith@sksd-ri.net">csmith@sksd-ri.net</a>	360-1207
Administrative Specialist	Ms. Patti Ponti	<a href="mailto:pponte@sksd-ri.net">pponte@sksd-ri.net</a>	360-1414
Nurse/Teacher	Mrs. Amy Mead	<a href="mailto:amead@sksd-ri.net">amead@sksd-ri.net</a>	360-1406
SKIP/PPS Asst Director	Ms. Tracy Andrews-Mellouise	<a href="mailto:tandrews@sksd-ri.net">tandrews@sksd-ri.net</a>	PPS 360-1200
SKIP preschool	Mrs Bonnie Holmes	<a href="mailto:bcecil@sksd-ri.net">bcecil@sksd-ri.net</a>	360-1628
SKIP preschool	Mrs Bonnie MacQueen	<a href="mailto:bmacqueen@sksd-ri.net">bmacqueen@sksd-ri.net</a>	360-1448
SKIP preschool	Mrs Kate Boundy	<a href="mailto:kboundy@sksd-ri.net">kboundy@sksd-ri.net</a>	360-1445
Kindergarten	Ms Becca Duff	<a href="mailto:rduff@sksd-ri.net">rduff@sksd-ri.net</a>	360-1410
Grade 1	Ms. Katie McKenzie	<a href="mailto:kmckenzie@sksd-ri.net">kmckenzie@sksd-ri.net</a>	360-1441
Grade 2	Ms Laura Iverson	<a href="mailto:liverson@sksd-ri.net">liverson@sksd-ri.net</a>	360-1435
Grade 3	Mrs. Lorraine Simmons	<a href="mailto:lsimmons@sksd-ri.net">lsimmons@sksd-ri.net</a>	360-1422
Grade 3	Ms. Melissa Borgia	<a href="mailto:mborgia@sksd-ri.net">mborgia@sksd-ri.net</a>	360-1417
Grade 4	Mrs. Colleen Boisclair	<a href="mailto:cboisclair@sksd-ri.net">cboisclair@sksd-ri.net</a>	360-1432
Grade 4	Mrs. Jennifer Rollins	<a href="mailto:jrollins@sksd-ri.net">jrollins@sksd-ri.net</a>	360-1446
Special Educator	Mrs. Maria Gobis	<a href="mailto:mgobis@sksd-ri.net">mgobis@sksd-ri.net</a>	360-1677
Special Educator	Ms. Michele Laurent	<a href="mailto:milaurent@sksd-ri.net">milaurent@sksd-ri.net</a>	
Math Coach	Ms. Kerry McGuirl	<a href="mailto:kmcguirl@sksd-ri.net">kmcguirl@sksd-ri.net</a>	360-1630
Reading Specialist	Mrs. Danielle Speights	<a href="mailto:dspeights@sksd-ri.net">dspeights@sksd-ri.net</a>	360-1412
Speech/Language	Miss Lauren Carey	<a href="mailto:lcarey@sksd-ri.net">lcarey@sksd-ri.net</a>	360-1436

Speech/Language	Mrs Sally Cole Major	<a href="mailto:scolemajor@sksd-ri.net">scolemajor@sksd-ri.net</a>	360-1615
Psychologist	Mrs. Michelle Schmitt	<a href="mailto:mschmitt@sksd-ri.net">mschmitt@sksd-ri.net</a>	360-1882
Occupational Therapist	Mrs. Kathleen Takata	<a href="mailto:ktakata@sksd-ri.net">ktakata@sksd-ri.net</a>	360-1669
School Social Worker	Mr. Jonathan Sigman	<a href="mailto:jsigman@sksd-ri.net">jsigman@sksd-ri.net</a>	360-1298
Elementary LEA	Mrs Francesca Shiels	<a href="mailto:fshiels@sksd-ri.net">fshiels@sksd-ri.net</a>	
Library Media Specialist	Mrs. Martha Badigian	<a href="mailto:mbadigian@sksd-ri.net">mbadigian@sksd-ri.net</a>	360-1660
Phys. Ed	Mr. James Champion	<a href="mailto:jchampion@sksd-ri.net">jchampion@sksd-ri.net</a>	360-1420
Music/Strings/Chorus	Mrs. Christine Pierce	<a href="mailto:cpierce@sksd-ri.net">cpierce@sksd-ri.net</a>	360-1646
Art	Mrs. Rebekah Blakeney	<a href="mailto:rblakeney@sksd-ri.net">rblakeney@sksd-ri.net</a>	360-1280
Child Outreach	Mrs Amanda Mather Mrs. Anne Morgan	<a href="mailto:childoutreach@sksd-ri.net">childoutreach@sksd-ri.net</a>	360-1231

**TEACHING ASSISTANTS:**

**Anne Cashman  
Patricia Chicoine-Allamby  
Tacy Hackey  
Nancy Fairweather  
Jennifer Peters  
Susan Thomas  
Holly Washburn**

**SKIP TEACHING ASSISTANTS:**

**Taylor Lynch  
Patricia MacLeod  
Jamie Moore**

**CUSTODIANS:**

**George Gardiner, Head Custodian and Mike Knox Night Custodian**

## WAKEFIELD SCHOOL PTO

The Wakefield School, Parent Teacher Organization (PTO) consists of an energetic group of volunteers who work tirelessly to create an enriching environment for all who enter the school. As a parent or guardian of Wakefield Elementary School, please consider yourself a member of the PTO. Watch for news asking for volunteers and information on upcoming events. It is our hope to be able to once again offer our **Fun Learning After School Hours (FLASH)** programs this year. These are wonderful enrichment programs that the PTO supports and organizes for our students. We encourage you to participate in any way you feel you can throughout the school year. Please see details on page 13 for obtaining a BCI to volunteer with our students here at school.

### Wakefield School PTO Board

Kasey Abedi	President	<a href="mailto:kasey.abedi@yahoo.com">kasey.abedi@yahoo.com</a>
Meredith Kinash Caparelli	Vice President	<a href="mailto:mkincap4@gmail.com">mkincap4@gmail.com</a>
Elisabeth Hoy	Co-secretary	<a href="mailto:exgilbert@gmail.com">exgilbert@gmail.com</a>
Kati Simmons	Co-secretary	<a href="mailto:simmons.kati@gmail.com">simmons.kati@gmail.com</a>
Rebecca Downing	Treasurer	<a href="mailto:beckidowning@msn.com">beckidowning@msn.com</a>
TBD	Teacher/Staff Liaison	
Jess Rose, Jennifer DeMetrick	Steering Committee	
Two openings available		

### SCHOOL IMPROVEMENT TEAM (WESIT)

Wakefield Elementary School is a professional learning community. Educators and families recognize that they must work together to achieve a collective purpose of learning for all. Therefore, we create structures to promote a collaborative culture. Wakefield Elementary School's strategic plan is linked with the district's strategic plan will be updated yearly through self-study activities which direct school improvement efforts, assist in determining how certain revenues will be expended, plan professional development related to student learning, reflect the needs of all students in decision making, and organize to meet those needs. If you are interested in participating in our School Improvement Team, please contact me at [csmith@sksd-ri.net](mailto:csmith@sksd-ri.net) or at 360-1207.

*Thank you for sharing your time and talents with us.*

*Many hands make light of work.*



## *Arriving at School in the Morning*



In the interest of safety and security, all school doors are locked at all times. The front door entrance will be opened for students only, to enter after 8:45. Please do not send your child to school before 8:45 a.m. because there is no supervision before 8:45. Only parents who need to stop in the office or have an appointment should enter the building in the morning. We appreciate your support on this important safety procedure.

- Kindergarten students enter the school ~~through the gate of our picket fence at the front of the building~~ **through the main lobby entrance.**
- Bus students and parent drop offs by car enter the school through the far left door and transition to the cafeteria for a *grab and go breakfast* and proceed to their classrooms.
- Students who walk or ride a bike/scooter will enter through the lobby door. Please be sure to lock your bike/scooter on the rack in the front of the school. These students will transition to the cafeteria for a *grab and go breakfast* and proceed to their classrooms.

Children arriving after 8:53, the start of school, must be accompanied by a parent or guardian to the front door and signed in as tardy. Please call the school by 9:00 a.m. if you know that your child will be late to school and will be ordering school lunch (360-1400, ext. 2). Students who arrive after the lunch order is called in (9:15 a.m.) may not be able to get their 1<sup>st</sup> choice of lunch.

Students being dropped off by car: Please make it a regular routine to drop your student(s) off at the crosswalk in the upper part of the parking lot in the crosswalk where school staff will greet and assist in walking students safely into school. In the event that you must park in the lot, use only legitimate parking spots and be aware that cones are placed strategically to ensure your child's and staff members' safety. Do not pull up to the FRONT OF THE BUILDING to drop off your child/ren, before the buses have disembarked. This front lane will only be open to car traffic after the last bus has left campus.

### **EMERGENCY CONTACTS**

Parents are now able to update emergency contact information directly in Skyward. Parents are able to change emergency contact names, phone numbers, and email addresses. Parents are not able to change the street address listed. If this is necessary, please contact the registrar's office at 360-1300. Please review the current list of names and phone numbers for your child's emergency contacts in Skyward, and check for accuracy.

For directions how to make these changes, please click here: [Directions to change emergency contacts](#)

**No child will be released to anyone who is not listed as an emergency contact in Skyward.** No contact orders and restraining orders should be filed with the principal as soon as they are in effect. Any changes to these orders should be reported to the school as soon as possible.

### **DISMISSAL**



### **Establishing a Dismissal Routine:**

Parents must notify the main office of each student's regular dismissal routine on the first day of school. There will be no changes in a student's regular home routine without written notification from the parent or guardian. Please email the principal at [csmith@sksd-ri.net](mailto:csmith@sksd-ri.net) with any changes to your child's dismissal routine. At no time will a child be released to someone other than the adult who has been designated as the regular pick up person regardless of their emergency status without having communicated this change to the office. "Call in" dismissal changes are STRONGLY discouraged for the safety of all children. \*\*Only in the event of an UNEXPECTED change, should a call be made to the office. Also, please avoid calling the office after 2:45pm.

♦ **Bus Students:** Bus students must ride the bus to the stop which they are assigned and are required to disembark at their assigned bus stop only. Any changes require the approval of the principal and bus company upon **written** request from a parent. Bus drivers are not permitted to accept texts, notes, phone calls or verbal changes to a child's routine from anyone other than the principal or school secretary.

SKIP: Busing is only provided for those preschool students who require the service as part of their Individual Education Program (IEP). Families of community peers in SKIP must provide their own transportation.

**BUS COMPANY:** Ocean State Transit PHONE: 284-3920

♦ **Walkers:** Walking students are dismissed at 3:13 p.m. through their assigned door after buses have left the campus. All children who leave school as a walker **are expected** to go directly home or to a designated residence. If your child expects to meet an adult as a walker and no one is there, please be sure your child knows that we expect them to come back into the office immediately so we can help facilitate their safe transition home. Only children who are being **carefully supervised by their parent or guardian** may remain after school to play on the playground. There is no school supervision at this time, and we are concerned for the safety of all of our children. Classes are kept within their stable pods throughout the school day-blending on the playground afterschool could risk transmission. Children are expected to follow the same playground rules that apply during the day. Your support for these expectations is critical and appreciated. The enclosed matrix for expected behaviors is a helpful tool to review with your child before using the playground.

♦ **Students dismissed to parents/caregivers:** Dismissal begins at 3:13. Adults picking up children will be greeted outside, along the picket fence where you will show your dismissal placard. Once you have cleared the check-in procedure, your student(s) will be brought outside to meet you there. Anyone needing to enter the building for an appointment or any other reason, will be able to do so only after the buses have left the premises and all students have exited the building. **Please be aware that children will not be released to any person who is not listed as an emergency contact on the Student Information Sheet AND has been identified as a change in regular dismissal procedure by an email or call to our office. In addition, all adults picking up students MUST be prepared to show identification.**

♦ **YMCA Daycare:** YMCA is able to provide before and after school care at their facility. For the 2021-2022 school year, children will be transported to school from the YMCA in the morning and to the YMCA in the afternoon. They will not provide childcare at our school. Registration is handled through the YMCA, however our office **must be made aware of any changes in this routine** as well as the YMCA in order to be sure students are where they need to be at the end of the day. **Please contact the YMCA for more information (783-3900).**



## School Begins at 8:53 am and ends at 3:13 pm

### **School Absences:**

Please call the school (360-1400, Ext. 2) and leave a message on the absence line if your child will be absent from school. **Please do not email the teacher about your child's absence, email the principal.** If you do not call the absence line, a school official will contact you to be certain the child is at home or with a designee. Please, do not send a child to school if s/he is sick. You will be called to pick up any child deemed sick by the school nurse. A doctor's note is required after three consecutive absences in order for your child to be admitted back into school. We will strictly follow the state guidance for Covid-19 and procedures set forth by RIDE and district protocols.

**Excused Absence:** Excused absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, family emergencies to be approved by an administrator, doctor excused illness or injury (a note from a doctor or medical professional excuse must be submitted within 3 days of the absence), or funerals. If a student is absent for a medical reason for 3 or more days, a doctor's note **MUST** be provided to the principal or school nurse when re-entering. Absences due to Covid-19 quarantine will be considered excused as documentation to is required for re-entry (negative PCR results or Dr's notes)

**Unexcused Absence:** Every absence is considered "unexcused" even when a phone call by the parent/guardian has been received stating the specific reason for the absence by the attendance office. For an absence that is 1 or more days in length to be considered excused, a note from a doctor or medical professional must be received within 3 days of the absence. Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. The number of days missed will be counted as unexcused absences.

**Truancy:** A student is considered truant when he/she purposely stays away from school without parent/guardian permission and or is consistently late or dismissed early. Students who do miss school with parent/guardian permission, however, can be considered truant at the discretion of the administration.

**Tardy/Early Dismissal:** By Rhode Island State law, dismissals from school for any reason are considered part of a student's attendance record and are counted as an absence. Students who arrive late and leave early miss out on valuable instructional time and cause a distraction to the teaching and learning going on in the classroom. Please make every effort to help your child be in school on time every day and stay in school for the entire day.

### **Vacations During School Calendar:**

We discourage families from scheduling vacations outside of the regular school vacations, holidays, and summer break, as quality learning time will have been lost. Teachers are not responsible for preparing school work that a student will miss during a vacation that is not scheduled during school vacation periods. Vacations are not excused absences and will affect truancy.

**Distance Learning Days:** RIDE has established several professional development days as part of the master calendar for the state. They have also replaced snow and storm days with distance learning days. Assignments and activities for these days will be posted online for your child to engage in and complete, using either the Seesaw platform (preschool-grade 1) or google classroom grades 2-4).

- **Asynchronous learning:** students will complete assignments and view instructional videos from home. There are no live meetings on asynchronous school days.
- **Synchronous learning:** students will complete assignments and view instructional videos from home and will be expected to participate in live meetings with their classroom teacher and support professionals (i.e. reading specialists, math coach, special educator)

**Your student's attendance information can be found on South Kingstown's Student Information Management System, Skyward/Family Access component on the South Kingstown School's web page [www.skschools.net](http://www.skschools.net) under the Parent heading.** (Ex: Username(parent): smithj  
PW: southkingstown\*)

*Consistent student attendance is essential to productive learning.*

## **LUNCH AND OUTDOOR PLAY/RECESS** [Policy #3500](#)

**Please be advised that for safety reasons, students are not permitted to share food at any time during the school day.**

Chartwells School Dining Services runs our school's breakfast and lunch program. Each month a menu will be sent home as part of the newsletter. Please review the menu and help your child make a selection for the school day. The federal government has extended its grant funding again this school year to provide free breakfast and lunch to all students. Form for Free and Reduced lunch will be sent home as we are required to maintain documentation for those who qualify. Chartwells School Dining Service PHONE: 360-1055 FAX: 360-1059

Outdoor play is a valuable part of the preschool day. Unless it is actively precipitating or there are extreme weather conditions, the children will be provided at least 20 minutes of daily playtime outside for the half day classes and at least 40 minutes for the full day class. (Given the recent COVID-19 guidance, we will be making use of outdoor spaces as much as possible.) Please be sure that your child is dressed appropriately for the weather. Boots, sneakers or other secure shoes with rubber soles are best. Flip-flops and dress shoes are highly discouraged.

Recess is part of the daily routine for all elementary children; it is important to their social and physical development. All children are expected to participate unless there is written notice from a parent or health care provider. Recess will be held outdoors unless the determination is made by the school nurse teacher that the health and welfare of students is at risk. All schools use the *Child Care Weather Watch* chart for guidance in making the decision for inside/outside recess. **Students are also expected to be dressed properly for the weather. Snow boots, snow pants, coats, hats, mittens, should be worn or at the very least stored in the backpack during the cold months because we go outside year-round.** We also strongly urge you to write your child's name in all clothing so that we can return it as soon as we find it. There is a winter gear rack in the front foyer for anyone who wishes to donate gently used, clean winter gear and for those who need winter gear. Please let us know if we can help you if you are in need of winter gear for your student.

## **PEANUT FREE/NUT FREE REGULATIONS**

According to the Rhode Island Law passed in 2007, schools are required to have a designated nut free table in the cafeteria. In order to be sure that the foods at that table are peanut/tree nut free and are not processed in a facility that contains nuts, only children purchasing school lunch can sit at the designated peanut/tree nut free table. Every effort will be made for socialization with other students at that table. Students with life-threatening allergies will require a doctor's note if they do not require a peanut/tree nut table. In addition, several classrooms and cafeteria areas are designated as "nut free" due to severe food allergies of students in our schools. You will be notified if your child is in a "nut free" classroom. They will not be allowed to eat any food containing nuts in the classroom at any time. However, food containing nuts may be eaten in the lunchroom. Families send in snacks daily for their child or children. The nurse will provide specific details accordingly for appropriate snacks for school.

## **LOST AND FOUND**

**Please put your child's name on every item brought to school.** Check the Lost and Found frequently for any items lost. Sometimes the items do not appear in the Lost and Found immediately, but surface later. We will donate unclaimed, unmarked items to a charity such as The Jonnycake Center.

**Clothing:** Preschool can be a messy place!! Please send your child to school in clothing that you do not mind getting messy with a little paint or glue. Please send in an extra pair of clothes to be kept at school. It is important to label all outerwear, backpacks, and lunchboxes. Our Kindergarten students also benefit from having a change of clothes here at school. Please send them in a labeled, ziplock bag as a backup outfit for messy work and accidents.

## **SCHOOL EXPECTATIONS AND RULES**

Through **PBIS** (Positive Behavior Intervention and Support), the **OLWEUS BULLY PREVENTION PROGRAM (OBPP)**, and the **Choose Love** curriculum, our focus is on recognizing and reinforcing positive behaviors, however we must also have structures for addressing behaviors that disrupt learning or may result in harm to others. Our school's expectations are to **Respect Ourselves, Others and our Community (ROC!)**. We also have 4 Anti-bullying rules that are explicitly taught throughout the school year through class meetings using the OLWEUS curriculum.

They are:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied we will tell an adult at school and an adult at home.

The matrix below outlines the expectations in all areas of the school. Students are expected to demonstrate good citizenship and appropriate social behavior at all times. Behavior is never to infringe upon the rights of other students or adults, thereby disrupting the teaching and learning process or school environment. A teacher or supervisory adult may remove a student from the classroom or playground area when the student deliberately causes a discipline offense that violates the safety or civil respect of others. At that time our PBIS structures are used to reflect on and reteach the expected behavior and to communicate with families as necessary. Staff and administrators will collect data to determine behavioral trends, with the view of supporting students' self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. Please do not hesitate to contact your child's teacher directly at any time if you feel there is an issue or concern that needs to be brought to our attention.

#### **DISCIPLINE PROCEDURES (School Committee Policies Section 8000: policy# [8310](#), [# 8315](#), [#8320](#))**

##### **BUS DISCIPLINE ( [Policy #8325](#))**

Covid 19 protocols require all students to wear a mask while riding on school buses. Behavioral expectations for a safe bus ride are explicitly taught during the first few days of school and reviewed throughout the year. The bus rules are clearly explained by school staff and the bus driver. Bus riders must see that their bodies are safely in the seat and that books and personal belongings are kept out of the aisles. Special permission must be granted by school authorities and the bus company to transport large items. School projects which cannot be kept on the student's lap are not permitted. Please notify the office if your child has a change in his/her dismissal routine so that we can support and assist as needed. The policy governing suspension of bus privileges is below.




First Offense:	Verbal reprimand, letter to parents
Second Offense:	Warning letter to parents
Third Offense:	Five (5) school-day bus suspension and conference with parent, bus driver, student, and principal
Fourth Offense:	Bus suspension for remainder of year

Wakefield School continues to be a **Positive Behavioral Interventions and Supports (PBIS)** school. **PBIS** provides a framework for positive, preventative, predictable and effective behavioral supports which produce a school environment that is (a) safer, healthier and more caring ; (b) has enhanced learning and teaching outcomes; and (c) can provide a continuum of behavior support for all students. Please be sure to see the behavior matrix which provides clear behavioral expectations that are taught and celebrated throughout the school year. In addition to PBIS, our school community has also embedded the **OLWEUS Bully Prevention Program (OBPP)** into our social/emotional teaching. The goal of OBPP is to change the norms around bullying behavior and to restructure the school setting so that bullying is less likely to occur or be rewarded. We look forward to continuing our teaching opportunities in these areas in addition to working closely with families and the community to make this work part of the fabric of Wakefield School. Please refer to these websites for more information ... [www.PBIS.org](http://www.PBIS.org); [www.hazelden.org/web/go/olweus](http://www.hazelden.org/web/go/olweus).

## **SUSPENSION AND EXPULSION (Policy #8305)**

Suspension means an exclusion of a student from attendance at school, school property, and all school sponsored activities for disciplinary reasons, it may not be given for more than ten consecutive days, provided such suspension shall not extend beyond the end of the school year in which it is imposed. Suspension is determined by an authorized member of the administrative staff.

## **Behavior Matrix: Wakefield Wizards R.O.C.! - Respect Ourselves/Others and Community**

Behavioral Expectations & Beliefs	Classroom & All Settings	Hallway	Play-Ground	Cafeteria	Bathroom	PE	Assemblies	Bus	Art	Music	Library
<b>RESPECT OURSELVES</b>  We will not bully others.	Be responsible for my work. Do my best. Ask for help. Know I can succeed. Be prepared. Stay on task.	Walk at all times but get to my destination quickly.	Enjoy the fresh air. Choose a game or activity that I want to play.	Make healthy food choices. Chew slowly with my mouth closed. Finish my meal.	Wash my hands after I go. Return to class quickly.	Wear proper clothing and sneakers TRY my best	Learn from the experience. Listen to the speaker.	Enter and leave bus quietly and safely. Wait until bus stops before getting up.	Be creative and productive. Practice art skills.	Sing and play my best at all times. Be proud of my abilities.	Select resources suitable to your level and interests. Return shared resources.
<b>RESPECT OTHERS</b>  We will try to help students who are bullied. We will try to include students who are left out.	Help peers. Cooperate during group work. Raise my hand. Use appropriate language. Listen Follow the directions.	Walk to the right. Speak softly. Help others if they need it. Politely greet people you see.	Include others. Play fair. Know and follow the rules. Take turns.	Use polite manners. Speak quietly. Raise my hand if I need help. Follow the directions. Only take the food that you ordered.	Wait my turn quietly. Respect privacy of others. Sit on the toilet. FLUSH!	Play by the rules. Always show good sports-manship	Sit on my bottom. Clap at appropriate times. Be a good listener. Participate	Stay seated and ask the driver if you need to move. Use a quiet voice and always use kind words. Keep hands & feet to myself. Follow the bus driver's directions.	Listen to others when they are sharing their artwork Share art materials	Be a good listener when others perform. Share instruments and take turns. Encourage others. Use your best effort when working in groups.	Listen when others speak Raise hand to contribute. Share ideas. Respect others' opinions, interests and levels.
<b>RESPECT COMMUNITY</b>  If we know that somebody is being bullied, we will tell an adult at school and at home.	Clean up after myself. Take care of materials. Contribute to a calm atmosphere. Recycle.	Pick up litter. Keep hands at your sides and feet on the floor.	Bring in all balls, etc. Use playground equipment properly. Pick up your litter.	Clean the table and floor where you sit. Wait quietly to be dismissed.	Put paper towels in trash can. Leave bathroom, walls and floor clean for others.	Take care of equipment, field, and gym.	Show appreciation. Be a role model.	Clean up after myself. Leave the bus seats and floor clean for others. All food (gum) stays in backpack.	Use art tools safely. Put away materials Work quietly.	Use musical equipment properly. Move chairs and instruments quickly and quietly.	Care for resources. Put away materials. Use inside voices.

## **FIELD TRIP POLICY (Policy #7120)**

**All chaperones must be at least 21 years of age and have an annual background check (BCI) that meets the satisfaction of the school department and state requirements.** All information is found on the [skschools.net](http://skschools.net) website and through the CARES organization.

**Medical Guidelines:** If any student has a serious medical condition, be sure that his/her doctor writes a letter indicating the child may safely attend and participate in trip activities. For students possibly needing prescribed medical care while on the field trip, there must be an exchange of information between the school nurse teacher and the teachers on the field trip regarding care of the student. Students requiring specialized medical care must be chaperoned by a school nurse or medically trained equivalent. Parents may attend or designate another adult to attend in their place in order to relieve the necessity of a licensed nurse to attend in order to dispense medication or perform specialized procedures. No student shall be denied access to a field trip or other activity solely on the basis of disability or medical condition. Access to a field trip can be denied for behavior only if the behavior is not related to a student's disability and this standard is equally applied to all students.

**\*Please note: All field trips begin and end at the school. No one can drop off or take a student home from the place of the field trip. During the 2021-2022 school year field trips will be allowed under the guidance of Covid restrictions.**

#### **CLASS PLACEMENT (Policy #8135)**

Preschool and elementary age students are placed heterogeneously (classrooms with mixed ability levels.) The professionals who work with the students make placement decisions. Grade level teachers, special education teachers, and the principal will make placement decisions based upon information gathered throughout the course of the year. To make balanced classes, student placement decisions will take into consideration the child's gender, developmental level, cognitive abilities, academic level, learning style, work habits, individual needs, and school behaviors. Other factors will be class size, social composition, and peer relationships. All parents will have the opportunity to inform the school of their child's special learning needs through the use of the Student Information Form (available through the main office and distributed in the spring by school newsletter). We value your insight into your child's learning style and will take this information into account in our placement decision. Please remember that parent input is only one of the many criteria we use when we consider class placement. Notification of a student's placement for the upcoming year will be mailed home in August before the start of the next school year. We respect the confidentiality of all children and their families. Please do not ask questions regarding specific students.



### **THE A,B,C's OF IMPORTANT INFORMATION**

#### **APPOINTMENTS for DISCUSSION OF SCHOOL ISSUES**

An annual, formal Parent/Teacher conferences will be scheduled by the district. There will be no school that day and you will be notified in advance. At any time during the school year, if you need to speak to your child's teacher or the principal, please leave a message on voicemail, send an email or a

note. We will reply as soon as possible. **Do not** leave time sensitive messages on teachers' voicemail as there is no guarantee that the message will be received during the school day. Call the front office directly.

## **BOOKS**

Throughout the year, your child will be bringing home practice, reading books as part of their daily reading workshop. These books need to be returned to the school the VERY NEXT day so that your child can continue reading or so that a classmate can have access to them. **They may be small books and seemingly insignificant, but they are precious to us.** Please ensure that your child reads each night, then puts the book(s) back in their book bag/backpack each night. Classroom books and library books not returned in good condition and in a timely manner will be charged as a cost to your family because we will need to replace the book and put it back into the classroom's reading library and building library.

## **CELEBRATIONS (Policy #7751)**

Due to the many food allergies, including those that are life-threatening, treats are not permitted to be brought to school for distribution. An alternative option to honor a birthday might be to purchase a book for the class or school library with a bookplate honoring your child. Stickers or pencils are also options to consider. We allow invitations to be distributed in the classroom **only if ALL classmates are invited.**

## **COMMUNITY PEERS at SKIP:**

- Entry into the SKIP Program for community peers is based on a LOTTERY SYSTEM. The lottery is held *at least once* per school year. Application to the lottery is annual, no child in the 3 year old program is guaranteed a seat in the 4 year old program.
- Children must be 3 years old (and not yet 4 yo) by September 1<sup>st</sup> to apply to the 3 yo lottery. Children must be 4 years old (and not yet 5 yo) by September 1<sup>st</sup> to apply to the 4 yo lottery.
- Children must complete the Child Outreach Screening process before enrolling in our program.
- Community students must be toilet trained by entry into school (no diapers or pull-ups.)
- School bus transportation is provided for students requiring classroom placements due to special educational needs only. Transportation for community peers therefore must be provided by a parent or guardian.
- Tuition payments are due on or before the first of every month. Delay in payment can interrupt or impact your child's attendance in our program. Scholarships are not available this year. Payments should be made to our accounting department c/o Lynn Kindstedt 307 Curtis Corner Rd, Wakefield, RI 02879

## **DRESS CODE GUIDELINES**

The purpose of the South Kingstown School District dress code is to maintain a safe learning environment where all students are treated equitably regardless of gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style. 1. Maintain a safe learning environment in classes where protective or clothing that supports a safe learning environment, 2. Allow students to wear clothing that expresses their self-identified gender, 3. Allow students to wear religious attire, including any headwear, without fear of discipline or discrimination, 4. Prevent students from wearing clothing that depicts, advertises, or advocates any offensive/violent acts or language.

## **EMERGENCY PROCEDURES**

The General Assembly of Rhode Island enacted a law entitled "Health and Safety of Pupils," which requires school districts to have comprehensive safety plans. State law requires 15 fire and emergency drills per year which include fire, lockdown and emergency evacuation drills. Students and adults are expected to leave the building in an orderly, quiet manner. The teacher will take attendance to assure accountability for all children. In the event of an emergency, the principal will determine if students and staff should be evacuated outside of the building, or to a nearby relocation site. Crisis Team Members will coordinate the orderly transfer of students to the evacuation center. Each school has a designated primary relocation site and parents



will be notified by the district automated telephone system with important information regarding reunification. Please be sure to update your telephone contact information throughout the year. It is imperative that all classroom volunteers sign in and out consistently so that everyone can be accounted for accurately.

### **FORGOTTEN ITEMS**

Forgotten items from home including homework, lunches, band instruments, etc., may be left at the office for delivery at a time which will not disrupt classroom routine. Unless the item is absolutely necessary for the day, we suggest helping your child become responsible by allowing her/him to experience consequences for forgetting the item(s). This will help develop a sense of responsibility and self-reliance.

## **HEALTH AND WELLNESS**

### **MEDICATIONS (Policy # 5141)**

Parents/guardians are requested, whenever possible, to schedule administration of medication outside of the normal school day. Parents of students needing medication during the school day are required to bring the medication to the school nurse with an authorization form signed by your physician. **Both prescription and nonprescription medications require a licensed health care provider's written order and a written parent authorization.** All medication must be in a pharmacy labeled and/or prescription container and/or manufacturer's container. At the time the prescription is filled, the parent/guardian shall have the pharmacist dispense an extra labeled container for use at school. No student shall have in his/her possession any medication while on school property. **All medication shall be dispensed by a School Nurse. No medication shall be dispensed without following this procedure. Never send your child to school with any type of medication.**

### **COMMUNICABLE DISEASES**

Please notify the school if your child has any communicable conditions such as Covid 19, Strep Throat, Chicken Pox, Fifth disease, etc... by calling the main office or Amy Mead, the school nurse/teacher. This is a responsibility that must be practiced by all families.

### **INSURANCE**

School insurance is available at the beginning of the year. You are not obligated to purchase this insurance. If your child is not covered by health insurance, it is strongly recommended that you purchase the insurance in the unfortunate possibility of your child being injured at school. Brochures and applications are online at [www.skschools.net](http://www.skschools.net). For any questions, call Raquel Pellerin at 360-1300.

### **HOMEWORK POLICY (School Committee Policy 7125)**

The South Kingstown School Department believes that homework is an important part of a child's education. It promotes responsibility and time management; it develops valuable study skills and reinforces and enriches classroom instruction. Homework assigned to students should reflect that individual students learn at different rates; provide feedback from a teacher, student or computer; meaningfully and appropriately reinforce the learning in the classroom; provide opportunities to apply, analyze, synthesize, evaluate, or enrich recently learned content and encourage voice, choice and innovation.

### **LEGAL CUSTODY (Policy #8410)**

Anyone (parent, relative, friend) having a court order granting custody of a child must file a copy of said order with the principal of any school which the child attends. Changes in said documentation must also be submitted to the principal. Permission to release children to others must be in writing to the building principal and signed by the person having custody. No child may be released without this written permission.



### **MASKING POLICY-Covid 19 (Policy #5430)**

For the 21-22 academic year students are required to follow state guidelines and school committee policy for mask wearing.

### **OPEN HOUSE/REPORT NIGHT**

During our Fall Open House, Wakefield Elementary will conduct a report to the community about our school's most recent summative test data including state assessments. This evening is also an opportunity for parents and guardians to meet the classroom teachers and support professionals who work with our students. Our Open House date is scheduled for the evening of October 7th. More details will follow.

### **PERSONAL PROPERTY**

Children are not to bring toys to school. **We do not allow children to buy or trade personal items with other children** and we will not mediate differences of opinion about ownership of items brought to school that are not labeled with a child's name. **Electronic devices are not to be used during school or recess unless they are part of the academic program.** If devices are confiscated, parents will be notified to pick up item from the principal. (They sometimes help children who have long bus rides. The use of these devices is between the parent/guardian and the bus driver.)

### **PUBLICATION CONSENT**

Educational Records and Confidentiality - ***Annual Notification of Rights:** There may be times when the school may wish to release for publication, photos for newspapers, video recordings, pictures on the school webpage, Facebook, Twitter etc. If you **DO NOT** want your child to participate, you may opt out, at any time by writing a letter to our office stating so. You will also be sent a Wakefield Handbook Acknowledgement through a Google form in the beginning of the school year to document this request for your consent.*

The South Kingstown School Department makes educational records available to parents or eligible students (students over the age of eighteen) according to the Family Educational Rights and Privacy Act (FERPA). As a parent or eligible student, you have the following rights:

- The right to inspect and review the student's education records
- The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
- The right to consent to disclosure of personally identifiable information contained in the student's education records.
- Directory type information may be disclosed without consent in a manner consistent with FERPA and the South Kingstown School Department policy regarding education records. If you do not want directory information released, you may use the form below to file such a request.
- Information must be disclosed to military recruiters unless you request otherwise. You may use the form below to file such a request.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school department to comply with the requirements of FERPA.
- A copy of the school department policy regarding education records is available in the school and the Office of the Superintendent of Schools or online at skschools.net.

### **REPORT CARDS**

Report cards are distributed three times a year, December, March and June. Parents are encouraged to request an appointment with their child's teacher whenever there is a concern about their child's academic or social progress.

### **REPORTING CHILD ABUSE (Policy # 4205)**

School Committee Policy requires that parents of all children be informed of the following requirement concerning child abuse or neglect: **In compliance with Chapter 11 of Title 40 of the General Laws of the State of Rhode Island, employees of the school department are**

**required to report any knowledge or suspicion of child abuse or neglect to the Rhode Island Department of Children and their Families no later than 24 hours after such knowledge is learned or suspicion is raised.**

### **RESPECT FOR PROPERTY**

We expect that proper care and attention be given to school materials. Lost or destroyed classroom books, library books, supplies, and materials must be replaced by the student or parent.

### **SCHOOL CANCELLATION ANNOUNCEMENTS**

The South Kingstown School Department uses the automated telephone system, School Messenger. This phone system will be used to notify you of early dismissals, school cancellations, and other events. Parents are also encouraged to sign up for immediate notification of weather related delays and cancellations through the Rhode Island Broadcaster's Association <http://www.ribroadcasters.com/> Emergency closings after students have arrived at school will be communicated via a school based listserv message, robo call, and through RI Broadcaster's Association. Parents should discuss with their child in advance any alternate dismissal plans that they have arranged in the event that a parent/guardian would not be home for an early dismissal. If school is dismissed early due to inclement weather or emergency circumstances, any activity planned in the school that evening is canceled. When an after-school program is canceled due to inclement weather or other factors, the sponsoring organization is responsible for notifying parents of the cancellation.

### **SCHOOL COMMUNICATION**

We use several resources to distribute important news and information. The district will no longer be sending home paper copies of school information via a "Friday Folder" unless you have indicated through the office the need for paper copies to be sent home. All communication and information will be sent home via school messenger through the email you have provided the office. Other sources of information can be found on the South Kingstown web page Wakefield School's Facebook page, and the PTO Facebook page.

### **STATE TESTING**

#### **RICAS (Rhode Island Comprehensive Assessment System)**

The goals of the comprehensive assessment system is to increase student learning by producing actionable data, evaluate the effectiveness of programs and ensure that all students are making progress towards achieving learning goals. The RICAS assessment will be administered in grade 3 and 4 in the spring and all students are expected to participate in these statewide assessments. Please encourage your child to do their best and be well rested during the assessment window RICAS assessment For more information, visit the RIDE website at [www.eride.ri.gov](http://www.eride.ri.gov). Dates for the assessments are released in the late winter and will be communicated with families upon release.

### **UNIFIED ARTS**

All students in grades Kindergarten through four have Art, Music each week, Physical Education twice a week and Health and Library every other week. The teachers will provide a schedule to students the first week of school. Students in grade four may participate in the school Chorus. We will continue to work towards offering a strings program for our fourth grade students this year.

### **VISITORS: [Policy #1250](#)**

Parents and community are welcome to visit our school upon prior notification, appointment and approval. In addition, for the safety of students and staff, **all visitors must stop at the office to sign in to obtain a VISITOR BADGE** before heading to the destination. Parents and caregivers will not be permitted to escort students to their classrooms unless special permission has been granted by the principal.

While we are still working under the Covid-19 pandemic guidance visitors to the school will be at a minimum for the safety of our students and faculty.

### **BCI PROCEDURES FOR FIELD TRIPS AND VOLUNTEERING**

If you are interested in being a school volunteer or mentor, please contact CARES at [www.skcares.org](http://www.skcares.org) or 360-1304. Please note that a **YEARLY** BCI (background check) is required to volunteer in school and to chaperone all field trips. Every current background check must be on file with the South Kingstown School Department at the School Administration building – 307 Curtis Corner Rd. To obtain a BCI go to the Attorney General's **Customer Service Center located at 4 Howard Avenue, Cranston, M-F 8:30-4:40**. For questions please visit [www.riag.ri.gov](http://www.riag.ri.gov) or call 274-4400. To comply with the field trip policy, you must have a cleared and current BCI on file. The BCI must be dated within 12 months of the trip. Please take note that many chaperones apply for their BCI during field trip “season” and that is also when they expire so please plan accordingly.

Below is a more comprehensive list of South Kingstown School Department policies. The links will connect you to the full policy description which is also available on the district website [skschools.net](http://skschools.net) under the *School Committee* drop down tab. Policies specific to the needs of our preschool and elementary students have been linked above in the handbook for your convenience.

<u>HIV INFECTED</u> <a href="#">Policy #1220</a>	<u>HAZING</u> <a href="#">Policy #1225</a>	<u>RESPECTFUL AND PEACEFUL SCHOOL COMMUNITY</u> <a href="#">Policy # 1230</a>
<u>BULLYING</u> <a href="#">Policy # 1231</a>	<u>NON-DISCRIMINATION</u> <a href="#">Policy # 1236</a>	<u>SCHOOL VISITATION</u> <a href="#">Policy #1250</a>
<u>MEAL CHARGE</u> <a href="#">Policy #3500</a>	<u>CHILD ABUSE REPORTING</u> <a href="#">Policy # 4205</a>	<u>MEDICATION</u> <a href="#">Policy # 5141</a>
<u>HOMEWORK</u> <a href="#">Policy #7125</a>	<u>FIELD TRIP</u> <a href="#">Policy #7120</a>	<u>WELLNESS</u> <a href="#">Policy #7751</a>
<u>TECHNOLOGY</u> <a href="#">Policy #7205</a>	<u>INTERNET FILTERING</u> <a href="#">Policy #7210</a>	<u>STUDENT CONFIDENTIALITY</u> <a href="#">Policy #8220</a>
<u>SUSPENSION/EXPULSION</u> <a href="#">Policy #8305</a>	<u>STUDENT CONDUCT</u> <a href="#">Policy # 8315</a>	<u>ASSAULT AND ILLEGAL WEAPONS POSSESSION</u> <a href="#">Policy #8320</a>
<u>PUBLICATION OF STUDENT IMAGES</u> <a href="#">Policy #8225</a>	<u>LEGAL CUSTODY</u> <a href="#">Policy #8410</a>	<u>ATTENDANCE AND TRUANCY</u> <a href="#">Policy #8415</a>
<u>BUS DISCIPLINE</u> <a href="#">Policy #8325</a>		

### **DISTRICT INFORMATION**

#### **MISSION**

The mission of the South Kingstown School Department, formed by a partnership of family, staff, and community is to develop enthusiastic life-long learners who possess the knowledge, values and skills necessary to be responsible citizens in a global society by providing an appropriate curriculum which challenges and excites the learner and a dynamic learning environment which expands an appreciation of cultural diversity and individual needs.

### PROGRAM AND CURRICULUM INFORMATION

As you become familiar with your child's school program, questions may arise about curriculum and instruction. Any questions you have about the school or curriculum should be directed first to your child's classroom teacher and the principal. However, some issues are outside the control of the local school and many decisions that affect our children are made by the School Committee and the South Kingstown School Administration.

The South Kingstown School Department Administration (401-360-1300) or TTY (1-800-745-5555) is located at 307 Curtis Corner Road, Wakefield, RI 02879, behind Curtis Corner Middle School. The Interim Superintendent is Mr Frank Pallotta, Assistant Superintendent is Mrs. Ginamarie Masiello. Curriculum and instruction are the responsibilities of Mrs. Masiello. School bus routes and policy, and food services are the responsibility of the Director of Administrative Services, Raquel Pellerin. Pupil Personnel Services and Special Education are the responsibility of Charity Shea. Terrence Lynch is the Director of Athletics. Doug Snow is the Technology Director, and Russell Hill is the Maintenance Director.

### SOUTH KINGSTOWN SPECIAL EDUCATION LOCAL ADVISORY COMMITTEE

The South Kingstown Special Education Local Advisory Committee (SELAC) is a group of parents, professionals, and concerned citizens who have come together to advocate for all children in the Town of South Kingstown who have special education needs. One of the committee's most important functions is that of providing advice and support to parents whose children are either in a special education program or are being evaluated to see if they need special services.



**Use of all tobacco products, including E-cigarettes is prohibited.  
EVERYWHERE. EVERYONE. AT ALL TIMES.  
*Pursuant to RI General Law Chapter 23-20.9-5.***

***Thank you for taking the time to read and understand the policies and procedures in this handbook. Please call if you have any questions.***